



## Ohio Administrative Code

### Rule 3358:17-1-01 Members of the board and their duties and responsibilities.

Effective: March 21, 2015

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#### (A) Composition.

The board of trustees' duties and responsibilities are based on authority found in Chapter 3358. of the Revised Code. The board of trustees shall consist of nine qualified electors residing within Washington and Morgan counties.

#### (1) Appointees.

(a) Trustees are appointed by the governor with the advice and consent of the Ohio senate.

(b) The term of office for each trustee shall be six years.

(c) If there is a vacancy, such vacancy shall be filled by the governor with the advice and consent of the Ohio senate.

(d) No new trustee may be appointed who is a member of any board of education.

#### (B) Duties and responsibilities.

The board members have authority only when acting as a board of trustees legally in session with the powers granted in Chapter 3358. of the Revised Code. No member or employee of the board of trustees shall have the power to act in the name of the board outside of board meetings unless authorized to do so by the board of trustees.

It will be the duty of the board of trustees to;

(1) Represent the people of the entire Washington-Morgan state community college district in providing community college programs that best serve the needs of the citizens within the limits of



the budget;

- (2) Attend all regular and special board meetings. If a board member fails to attend at least three-fifths of meetings in any two-year period, his position on the board shall be forfeited;
- (3) Trustees shall not deliberate, vote or otherwise involve themselves in a college contract or other official action when the trustees have interests, financial or fiduciary that are prohibited under section 102.03 of the Revised Code. Trustees having prohibited interests under section 102.03 of the Revised Code shall disclose that such prohibited interests exist to the secretary or chair of the board and shall abstain from any deliberations or votes on that contract or official action;
- (4) Establish policies, procedures, rules, and regulations for its own governance and for control and governance of the Washington-Morgan state community college district;
- (5) Select and appoint a president of the community college and conduct annual performance evaluations of the president;
- (6) Review and approve the recommendations of the president regarding the appointment of full time faculty, strategic team, administrators, and professional staff positions and the establishment of salary and personnel policies;
- (7) Elect a treasurer, who is not a member of the board, to serve at its pleasure;
- (8) Review and approve financial matters including the annual budget, capital expenditures relative to facilities or major repairs, modifications and replacement to established facilities;
- (9) Review and approve areas of curriculum;
- (10) Establish schedules of fees and tuition for state residents and out-of-state residents;
- (11) Authorize persons to sign payroll and operating checks;
- (12) Grant appropriate associate degrees to students successfully completing the community college



programs and certificates of achievement to those students who complete other programs;

(13) Keep the people of the Washington state community college district intelligently informed of the purpose, value, and condition, of program and course offerings of the state community college;

(14) Conduct a board self-evaluation no less than bi-annually on odd numbered years, at the first regular meeting of each calendar year for the purpose of monitoring and discussing board processes and performance;

(15) Each calendar year, a board annual calendar shall be developed. The board annual calendar shall be established in the month of November and brought before the board for approval at the December meeting and posted on the colleges website. The calendar may be updated periodically at the discretion of the board.