



Ohio Administrative Code Rule 3358:3-1-02 The Board of Trustees.

Effective: March 16, 2015

(A) Powers

The board of trustees, consisting of nine members, appointed by the governor of Ohio with the advice and consent of the Senate, shall perform for the Southern state community college district all of the powers and duties of boards of trustees of public state community college districts as provided in Chapter 3358. of the Revised Code and carry out or authorize to be carried out all additional actions reasonably deemed to be necessary and incidental thereto.

(1) Guiding principles

- (a) The board of trustees represents the people of Southern state community college's five-county district in making decisions concerning the institution.
- (b) The board of trustees represents Southern state community college to the people of the district.
- (c) The board of trustees supports the strategic vision of the institution.

(2) Duties

- (a) The board of trustees establishes policies and procedures for its own governance and for the governance of the institution.
- (b) The board of trustees selects, appoints, and evaluates the president.
- (c) The board of trustees appoints and fixes the contract of the president of the college and his/her annual benefits and salary increments.
- (d) The board of trustees establishes schedules of institution-wide fees and tuition for: students who



are residents of Ohio, students who are non-residents of Ohio, and for international students. The establishment of the fees and tuition schedules shall be subject to approval of the Ohio board of regents.

(e) The board of trustees reviews and acts on financial matters, including the annual budget, capital expenditures for facilities, and expenditure items requiring competitive bidding.

(f) The board of trustees appoints foundation board members.

(g) Members of the board of trustees shall exercise such authority and perform such duties as are usually incidental to their office and are not inconsistent with these policies and regulations or Chapter 3358. of the Revised Code.

(h) Each member of the board shall have a duty to reveal to the board any interest, whether economic or otherwise, that he has in a matter that comes before the board. Members who have such an interest shall not participate in discussions concerning the matter and shall recuse themselves from any action concerning the matter. Members who have such an interest shall not be counted for purposes of determining a quorum.

(3) Board of trustees oath

"I swear that I will support the Constitution of the United states and of the state of Ohio, and that I will honestly, faithfully and impartially perform my duties as a member of the board of trustees of the Southern state community college District.

Signed: _____

Date: _____

WITNESSED: _____

Notary Public: _____



Date: _____"

(B) Authority of the board

The board members have authority to act only when the board of trustees is legally in session. No member or officer or employee of the board of trustees of the Southern state community college district shall have the right to act in the name of the board outside of board meetings except as specifically authorized to do so by the board of trustees.

(C) Board organization

(1) The officers of board shall include a chair, a vice chair, and a secretary. In addition to the officers specified in this rule, the board may elect such other officers as the board may deem necessary. These additional officers shall have such authority and perform such duties as may from time to time be delegated to them by the board.

(2) The officers of the board shall be elected at the first regular meeting at the beginning of each alternating calendar year. Officers are elected by existing members of the board in a manner supported by five or more members. The regular term of an officer shall be for two years. An individual must be a board member in order to qualify as a chair or vice chair.

(3) If, for any reason, a vacancy occurs in the office of the chair during his/her term of office, the vice chair shall succeed to the office of chair immediately and shall have all powers and perform all duties of the office during the period of vacancy. The board shall elect a successor vice chair at the next regular meeting of the board following the declaration of such vacancy by the chair and the support of five or more members of the board. Any officer of the board may be removed at any time, either with or without cause, by resolution adopted by the board at any meeting of the board. In the event of removal, the meeting notice for the meeting during which the board intends to vote on such removal resolution must specify that such removal action is to be considered.

(4) Duties and responsibilities of officers

(a) Chair. It shall be the duty of the chair to call the meeting to order, to preside at all meetings of the



board, to rule on the order and discussions of motions, to maintain proper decorum within the meeting place, to expedite the use of time during the meetings, to allocate the time for discussions and to perform all duties incident to the office of the chair and such other duties as may be prescribed from time to time by the board.

The chair may, at any time, appoint such committees as he/she deems necessary. All committees shall be advisory in nature. Once appointed, such committees will serve until the next organizational meeting of the board.

(b) Vice chair. It shall be the duty of the vice chair to perform the duties of the chair in his/her absence, or in the event of the chair's inability or refusal to act. The vice chair, when thus acting, shall have the powers of and be subject to all restrictions placed upon the chair. A vice chair shall perform such other duties as from time to time may be assigned to him/her by the chair of the board.

(c) Secretary. The secretary shall keep the minutes of the meetings of the board; shall see that all notices of meetings are duly given in accordance with the provisions of this constitution and bylaws, or as required by law; and, in general, shall perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the chair of the board.

(d) In the absence of the chair and the vice chair, the board shall elect a chair pro tempore from the attending members of the board.

(D) Board meetings

The agenda for meetings of the board shall be prepared by the president of the college and his/her staff with the counsel of the chair of the board. Copies of the agenda shall be delivered to each board member at least five days before the date of any regularly scheduled meeting.

A majority of the board members shall be present in person at any meeting in order to constitute a quorum for the transaction of business at such meeting. A quorum may act on any matter by a majority of voting members present at such quorum. The act of the majority of the board members present at any such meeting at which a quorum is present shall be the act of the board of trustees. In the absence of a quorum, a majority of those board members present may adjourn the meeting until a



quorum is had.

(1) Regular meetings

Unless otherwise specified by the chair, there shall be at least six regular meetings of the board each calendar year. The time and place of regular meetings shall be determined at the organizational meeting by a quorum of the board.

(2) Special meetings

Special meetings of the board may be called by the chair on his/her own initiative and shall be called by the chair upon written request of no fewer than three members of the board. Written notice of such special meetings shall be given to each member at least twenty-four hours prior to the date of said meeting stating the time and place of such meeting and the purpose for which it is called.

(3) Emergency meetings

Emergency meetings of the board may be convened when a situation requires immediate official action. When such an emergency meeting is scheduled, written notice of said meeting shall be given stating the time and place of such meeting and the purpose for which it is called.

(4) Public participation

Any person, other than a member of the board or an officer of the college, who wishes to address the board must request permission from the chair or the secretary of the board at least one week prior to the board meeting. The request must be made in writing and must state the requestors purpose for addressing the board. Proper decorum is expected of individuals addressing the board. The chair reserves the right to terminate an individuals speaking privileges if the individual persists after being asked to cease engaging in improper conduct.

(5) Rules of order

The latest published and released edition of "Roberts Rules of Order" shall be taken as the authority



in the transaction of business in any matters not addressed in this manual or the Ohio Revised Code.

(E) Board meeting minutes

The minutes of each regular or special meeting shall be duly recorded. The typed minutes of each meeting will be considered, corrected, and approved at the next regular meeting of the board. Such action may also be taken at an intervening special meeting. The minutes shall be inspected and signed by the secretary and chair of the board and shall be maintained in the official board files.