

Southern State Community College

Board of Trustees Policy Manual

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This manual is a compilation of information including state community college statutes, policies, rules, regulations, and resolutions for use by the Board of Trustees (the Board) of Southern State Community College (SSCC) as its members perform their duties. The manual will be reviewed annually. Any required revisions will be submitted to and reviewed by the Board.

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The permanent principal place of business of Southern State Community College shall be 100 Hobart Drive, in Hillsboro, Ohio.

SECTION 1. POWERS

The Board of Trustees, consisting of nine (9) 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.

Section 1.a Guiding Principles

(a) The Board of Trustees shall represent the five-county district in making decisions concerning the institution.

The Board of Trustees represents Southern State Community College to the people of the district.

The Board of Trustees supports the strategic vision of the institution.

Section 1.b Duties

The Board of Trustees establishes policies and procedures for its own governance and for the governance of the institution.

The Board of Trustees selects, appoints, and evaluates the President.

The Board of Trustees appoints and fixes the contract of the President of the College and his/her annual benefits and salary increments.

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 Department of Higher Education.

The Board of Trustees reviews and acts on financial matters, including the annual budget, capital expenditures for facilities, and expenditure items requiring competitive bidding.

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

Members who have such an interest shall not be counted for purposes of determining a quorum.

Section 1.c Board of Trustees Oath

I, _____, promise and swear to support the Constitution of the United States and the Constitution of the State of Ohio, and

Section 4.b Special Meetings

Special meetings of the Board may be called by the chair on his/her own initiative and shall be

to attend in-person to meet with 1/3 requirement.

(b) Reschedule the meeting

(4) All votes taken at the meeting shall be taken by roll call vote when one or more board members are participating by means of electronic communication; and

(5) Notwithstanding division (C) of section 121.22 and sections 3335.06 and 3343.04 of the Revised Code, a trustee who attends a meeting via means of electronic communication is considered to be present at the meeting, is counted for purposes of establishing a quorum, and may vote at the meeting.

(6) Except as provided in this policy, no person shall limit the number of trustees who may attend a meeting via means of electronic communication, limit the total number of meetings that the board may conduct using means of electronic communication, limit the number of meetings in which any one trustee may attend via means of electronic communication, or impose other limits or obligations on a trustee by virtue of the trustee's attending a meeting via means of electronic communication.

Reference: ORC 3345 .82

Effective Date: 0930-2021

SECTION 5. 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.

SECTION 1. BYLAWS

The Bylaws of the Board may be amended. All proposals must be in writing and initiated during any regular meeting by a motion of resolution by a member of the Board. Approval of a proposed resolution of amendment of the Bylaws requires a positive majority vote of the membership of the Board (5 or more members) at the next regular meeting.

SECTION 2. POLICIES

The Policies of the Board may be amended. All proposals must be in writing and initiated during any regular meeting by a motion of resolution by a member of the Board. Approval of a proposed resolution of amendment of the Policies requires a positive majority vote of the membership of the Board (5 or more members) at the next regular meeting.

The Board of Trustees shall have the authority to adopt a ~~set~~ for the district and for the College and to alter the same or either of them.

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It is the policy of Southern State Community College that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Southern State Community College that openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

PUBLIC RECORDS

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document paper, electronic (including, but not limited to, email), or other format that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

All records of Southern State Community College are public unless they are specifically exempt from disclosure under the Ohio Revised Code. Under Ohio law, a record (or portion of a record) may be withheld.

An estimated cost if copies are requested.
Any items within the request that may be exempt from disclosure.

Section 2.5

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

SECTION 3. COSTS FOR PUBLIC RECORDS

Those seeking public records will be charged only the actual cost of making copies.

The charge for paper copies is 2 cents per page.

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GENERAL STANDARDS OF ETHICAL CONDUCT

Southern State Community College Board of Trustee members and employees must, at all times, abide by Chapters 102. and 2921. of the Ohio Revised Code (R.C.), and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws is provided by the Southern State Community College Board of Trustees, and receipt acknowledged, as required in R.C.102.09(D).) Members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

A general summary of the restraints upon the conduct of all members and employees includes, but is not limited to, those listed below. No member or employee shall:

- Solicit or accept anything of value from anyone doing business with the Southern State Community College Board of Trustees;

- Solicit or accept employment from anyone doing business with the Southern State Community College Board of Trustees, unless the member or employee completely withdraws from Southern State Community College Board of Trustees activity regarding the party offering employment, and the Southern State Community College Board of Trustees approves the withdrawal;

- Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;

- Be paid or accept any form of compensation for personal services rendered on a matter before, or sell goods or services to, the Southern State Community College Board of Trustees.



the Board of Trustees shall give consideration be given to county representation in accordance to the following schedule.

Rotation Chart 2015 - 2021

	Adams	Brown	Clinton	Fayette	Highland
2015	2	1	2	2	2
2016	2	2	2	1	2
2017	2	2	2	1	2
2018	2	1	2	2	2
2019	2	1	2	2	2
2020	2	2	2	2	1
2021	2	2	2	2	1

PURPOSE

The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
- Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and other activities on College property, subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

This Policy does not apply to use of College facilities and grounds for official events sponsored by the College. Expressive activities carried out under this Policy shall not be considered to be a violation of the College's policies regarding the use of its facilities and grounds.

reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this Policy.

A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

PROHIBITED ACTIVITIES

- 1.

Recognizes the service of service members and veterans at various events such as graduation, community service awards, honors awards, and an appreciation day;
Regularly evaluates institutional policies and procedures that create barriers to service member and veteran success;

Empowers those working directly with service members and veterans to provide services designed to promote educational achievement;

Provides training for staff working with service members and veterans.

4. Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution;
5. Content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by faculty.

Nothing in this Policy shall be construed to grant students the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum.

PROCEDURE

Issuing a Complaint

A student, student group, or faculty member may submit a complaint about an alleged violation of the Policy by an employee of the College. Complaints alleging a faculty violation of the Policy should be submitted to the College's www.sccc.edu Incident Report Form available at www.sccc.edu. Complaints alleging a student violation of the Policy should be submitted to the College's www.sccc.edu Incident Report Form available at www.sccc.edu.

Complaints should include the full name of the person filing the complaint and relevant contact information, the date of the violation, where it occurred, and a description of the alleged violation. Anonymous reports may be submitted, but this may limit the ability to conduct a complete investigation.

Complaints for an alleged violation involving grading should be issued within ten calendar days of the graded assignment or within 30 calendar days of the issuance of final grades. Complaints of a more fluid nature, such as discussions or classroom debates should be issued within ten calendar days.

Upon receipt of the incident form, the College will issue written acknowledgment of the complaint within ten business days. This acknowledgement will include requests for any clarifying information, details around the proposed next steps, and a proposed timeline for when the investigation will occur and a resolution determined. Such processes should generally take no longer than 30 calendar days after the acknowledgment is issued.

Investigation of the Complaint

The College is committed to treating and investigating all complaints in a fair and impartial manner. The process shall comply with the standards adopted by the Chancellor of the Ohio Department of Higher Education and include an investigation of the alleged violation.

The Policy and Information Manual includes an Employee Code of Conduct, Section

to cooperate. The President of Human Resources will assign an investigator as appropriate and initiate a fair and impartial hearing.

Complaint Resolution

If the hearing determines this Policy was violated, the College shall determine a resolution to address the violation and prevent any further violation of this Policy, which may include discipline of the employee, up to and including termination of employment.

APPENDIX 1: Ohio Revised Code Chapter 3358 State Community Colleges and Excerpts from Ohio Revised Code Chapter 3354 Community Colleges

As used in sections 3358.01 to 3358.10 of the Revised Code:

duties. A majority of the board constitutes a quorum.

Amended by 130th General Assembly File No. TBD, HB 483, §101.01, 07/15/2014.

Effective Date: 1104-1977

The board of trustees of a state community college district shall annually, during the first regular scheduled meeting following the beginning of the calendar year, elect from their members a chairman and a vice chairman, neither of whom shall serve in his office for more than three consecutive years, and they may also appoint as secretary, either a member of the board or the president of the college or his designee. The board shall do all things necessary for the creation, proper maintenance, and successful and continuous operation of a state community college, and may adopt and at any time amend bylaws and rules for the conduct of the board and the government and conduct of the college.

Effective Date: 1104-1977

Upon proposal by the board of trustees of a technical college district, the board of trustees of a state university, or both, and upon approval of the establishment of a state community college district by the Ohio department of higher education, an agreement between the board of trustees of the proposing technical college district, state university, or both, and the Ohio department of higher education or of a university branch, or both, to a state community college. The agreement shall designate the county or counties to be included in the district and shall include provision therein

(F) Establish within the maximum amounts permitted by law, schedules of fees and tuition for students who are Ohio residents and students who are not;

(G) Grant appropriate associate degrees to students successfully completing the state community college district;

(H) Prescribe policies for the effective operation of the state community college and exercise such other powers as are necessary for the efficient management of the college;

(I) Enter into contracts with neighboring colleges and universities for the conduct of state community college programs or technical courses outside the state community college district;

(J) Purchase:

(1) A policy or policies of insurance insuring the district against loss or damage to property, whether real, personal, or mixed, which is owned by the district or leased by it as lessor which is in the process of construction by or for the district;

(2) A policy or policies of fidelity insurance in such amounts and covering such trustees, officers, and employees of the district as the board may consider necessary or desirable;

(3) A policy or policies of liability insurance from an insurer or insurers licensed to do business in this state insuring its members, officers, and employees against all civil liability arising from an act or omission by the member, officer, or employee, when the member, officer, or employee is not acting manifestly outside the scope of employment or official responsibilities with the institution, with malicious purpose or bad faith, or in a wanton or reckless manner, or may otherwise provide for the indemnification of such persons against such liability. All or any portion of the cost, premium, or charge for such a policy or policies or indemnification payment may be paid from any source or the indemnification policy of the institution may cover any risks including, but not limited to, damages resulting from injury to property or person, professional liability, and other special risks, including legal fees and expenses incurred in the defense or settlement claims of such damages.

(4) A policy or policies of insurance insuring the district against any liabilities to which it may be subject on account of damage or injury to persons or property, including liability for wrongful death. Any instrument by which real property is acquired pursuant to this section shall identify the agency of the state that has the use and benefit of the real property as specified in section 5301.012 of the Revised Code.

Effective Date: 10/26/1999

The general assembly shall support a state community college by such sums of money and in such manner as it may provide, but support may also be obtained from other sources.

obligations in the manner provided by and subject to the applicable provisions of section [3345.12](#) of the Revised Code.

(B) Except as otherwise provided in this section, the definitions set forth in section [3345.12](#) of the Revised Code apply to this section.

(C) Fee variations provided for in division (G) of section [3354.09](#) of the Revised Code need not be applied to fees pledged to secure obligations.

(D) The obligations authorized by this section are not bonded indebtedness of the community college district, shall not constitute general obligations or the pledge of the full faith and credit of such district, and the holders or owners thereof shall have no right to require the board to levy or collect any taxes for the payment of bond service charges, ~~but~~ they shall have the right to payment thereof solely from the available receipts and funds pledged for such payment as authorized by section [3345.12](#) of the Revised Code and this section. The bond proceedings may provide the method whereby the general administrative overhead expense of the district shall be allocated among the several operations and facilities of the district for purposes of determining any operating and maintenance expenses payable from the pledged available receipts prior to the provision for payment of bond service charges, and for other purposes of the bond proceedings.

(E) The powers granted in this section are in addition to any other powers at any time granted by the Constitution and laws of the state, and not in derogation thereof or restrictions thereon.

Effective Date: 0917-1996

A community college district shall not be required to pay any taxes or assessments upon any real or personal property acquired, owned, or used by it pursuant to provisions of sections 3354.01 to 3354.18, inclusive, of the Revised Code, or upon the income therefrom, and the bonds issued pursuant to provisions of such sections and the transfer of the income therefrom, including any profits made on the sale thereof shall at all times be free from taxation within the state.

Effective Date: 1020-1961

(A) When the board of trustees of a community college district has by resolution determined to let by contract the work of improvements pursuant to the official plan of such district, contracts in amounts exceeding a dollar amount set by the board, which dollar amount shall not exceed ~~two~~ hundred thousand dollars, shall be advertised after notices calling for bids have been published once a week for three consecutive weeks or as provided in section 7.16 of the Revised Code, in a newspaper of general circulation within the community college district wherein the work is to be done. Subject to section 3354.10 of the Revised Code, the board of trustees of the district may let such contract to the lowest responsive and responsible bidder, in accordance with section 9.312 of the Revised Code, who meets the requirements of section 153.54 of the Revised Code. Such ~~contract~~

shall be in writing and shall be accompanied by or shall refer to plans and specifications for the work to be done. Such contract shall be approved by the board of trustees and signed by the president of the board and by the contractor.

(B) On the first day of January of every even numbered year, the chancellor of the Ohio department of higher education shall adjust the two hundred thousand dollar contract limit set forth in division (A) of this section, as adjusted in any previous year pursuant to this division. The chancellor shall adjust the limit according to the average increase or decrease for each of the two years immediately preceding the adjustment as set forth in the United States department of commerce, bureau of economic analysis implicit price deflator for gross domestic product, nonresidential structures, or an alternative if the federal government ceases to publish this metric, provided that no increase or decrease for any year shall exceed three per cent of the contract limit in existence at the time of the adjustment. Notwithstanding division (A) of this section, the limit adjusted under this division shall be used thereafter in lieu of the limit in division (A) of this section.

(C) Before entering into an improvement pursuant to division (A) of this section, and except for contracts made with a construction manager at risk, a design-build