

NORTH CENTRAL STATE COLLEGE

BOARD OF TRUSTEES

RULES AND REGULATIONS

September 26, 2001

NORTH CENTRAL STATE COLLEGE

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Introduction

The following Board of Trustees Guidelines are a result of reviewing and revising what was adopted in the Fall of 1995. The need to revise was driven, primarily, by the college name change in 1998-99. More importantly, this task was undertaken to review the operational and conceptual purpose of the Board of Trustees. As we embark on the beginning of the new millennium, imaginary but practical leadership will be essential to continue to fulfill the mission of the college.

These guidelines take an enlightened approach to governance based on trust, empowerment, cooperation, delegation, and determination. They will assist us as we begin to build for the future. In short, they will serve as a vision into the future of board college relationships

Section I

Values, Vision & Mission



Values

- EDUCATIONAL EXCELLENCE
- LEARNER-FOCUS
- COMMUNITY RESPONSIVENESS
- DIVERSITY
- ACCESS
- INNOVATION
- TEAMWORK

Vision

North Central State College, a model college of the 21st century, will promote a flexible and responsive, learner-centered environment that is committed to meeting community educational and training needs.

By offering progressive educational programs, NC State will revitalize the learning process. We are committed to a quality faculty and staff building bridges to local communities by actively contributing to the social, economic, educational, and cultural well-being of North Central Ohio.

Mission

To provide quality, responsive, lifelong learning opportunities, including occupational, degree and other educational programs for individuals, business and industry, and the communities we serve.

**Approved by Board of Trustees
December 8, 1999
Resolution 1999-36**

Functional Mission

NORTH CENTRAL STATE COLLEGE FUNCTIONAL MISSION STATEMENT

I. INSTITUTIONAL IDENTITY

A. Summary of the purpose of the Institution

North Central State College serves the residents of Ashland, Richland, and Crawford Counties. The College provides two-year technical education programs, a practical nursing certificate program, short-term certificate programs, customized business and industrial training, and professional continuing education. A total of 44 different credit degrees and certificates are granted on a regular basis.

NC State offers a full range of developmental education service through its Student Success Center to more fully meet student needs:

- peer tutoring
- writing assistance
- reading assistance
- math assistance
- science assistance
- credit by examination
- developmental studies

The division of Workforce and Community Development offers both regular credit course work and contract training for local business and industry. Workforce and Community Development offers non-credit training through its Continuing Education for Health Care Professionals and non-credit courses for the improvement of personal and workplace skills.

The College involves community representatives in the delivery of services through the activities of curriculum advisory committees. These advisory committees provide input on program content and marketability as well as evaluation activities.

The educational needs of the region are assessed through the activities of curriculum advisory committees, the College Trustees, the NC State Foundation, survey activity with both current and former students, as well as with employers of students, and a myriad of local organizations in which NC State personnel participate.

B. Functional emphases: comparative information related to instruction, research, and public service.

NC State is committed to the delivery of high-quality instruction. Research is not a formal function of the College. Public Service is important in that the College

seeks to serve its constituents, and service area in any way that is not incompatible with its mission.

The faculty reward system focuses on classroom and laboratory instruction. Faculty load policies mandate 15 credit hours or 18 contact hours per quarter plus a requisite number of hours of preparation for class, participation on task forces and committees, and office hours for student advising and consultation. Research as a factor in the faculty reward system comes into play only in the sense of course development activities and not as an end in itself. Public service is not a criteria in the faculty reward system. Administrators are not eligible for tenure and are evaluated on job performance rather than instruction, research, and public service. If research and/or public service have an impact on job performance they are specifically included in the evaluation criteria.

C. Disciplinary emphasis central to institutions mission

The primary disciplinary emphasis in the mission of NC State is instruction. Public service plays an important but secondary role. Research is not a major emphasis. Classroom, laboratory, and clinical instruction are paramount in the achievement of the College mission. Institutional support is greatest in the instructional areas.

D. Relative emphasis given to baccalaureate instruction and general education

NC State is not involved in graduate education. Its involvement in baccalaureate education is limited to course work that fulfills technical associate degree requirements much of which articulates with baccalaureate programs and course work that falls into the transfer module concept. General education is an important component of the College's curriculum. One fourth to one half of the curriculum in any associate degree is composed of general studies classes: English, speech, mathematics, sciences, social sciences, and humanities. Regular faculty teach 60% to 70% of the general education courses with the balance taught by adjunct faculty. Graduate teaching assistants and graduate courses are not available.

E. Relative emphasis on research

While research is not a component of NC State's mission, and no institutional funds are committed to support personal faculty research activities, monies are made available to support research activities that directly impact instructional processes and grant-related institutional research.

F. Relative emphasis on public service

NC State has a close relationship with the local job market and thus with local

employers. The College is receptive and responsive to local community needs that go beyond the classroom, such as participating in a consortium of area high schools, a computer network, the Tech Prep initiative, and in a career awareness project for area ninth graders.

The College is involved in area work training and retraining in both its traditional associate degree programs as well as its business and industry activities through the Workforce and Community Development division, which include work place literacy programs, technology training programs with area manufacturers, and programs geared to health care professionals. The College has links with the local chamber of commerce, the Richland Economic Development Corporation, The Literacy Coalition, the Private Industry Council, and the NC State Foundation.

II. CONSTITUENCIES SERVED

The external constituencies include adults interested in career enhancement, career changes, and their initial post-secondary education.

The educational service expectations and requirements of NC State are in large part determined through the input and oversight of the College Trustees; curriculum advisory committees; and community groups with which College personnel are involved. The Community and Workforce Development division interacts with both clients and potential clients regularly as they seek to define new markets.

The performance of the College in meeting service expectations is evaluated through accrediting bodies, the College's internal program review, student surveys, graduate surveys, employer surveys, advisory committee activities, and the follow-up activities of the Workforce and Community Development division with their clients.

Section II

**RULES
&
REGULATIONS**

Technical Institute District

RULES AND REGULATIONS

OF

THE NORTH CENTRAL STATE COLLEGE DISTRICT

ARTICLE I LEGAL AUTHORITY

Section 1 **District** - By the Charter granted by the Ohio Board of Regents, the legal district of the College consists of the contiguous counties of Ashland, Crawford, and Richland.

Section 2 **Authority** - The College is authorized under Chapter 3357 Technical Colleges, of the Ohio Revised Code and derives its authority therefrom.

ARTICLE II MEMBERSHIP - BOARD OF TRUSTEES

Section 1 Qualifications and Appointment

- I. Qualifications - Appointees of the Board of Trustees shall be qualified electors residing in the North Central State College district.
- II. Term of Office - The term of Office shall be three years.
- III. Number and Manner of Appointment - The Board shall consist of nine (9) members. Three (3) Trustees shall be appointed by the Governor with the advice and consent of the Senate.

Six (6) Trustees shall be appointed by a joint caucus by the County, City, and exempted Village Boards of Education of the School Districts whose territories are embraced in the Technical College District. Prior to the appointment of the Trustees, the President of the Board of Education of the City School District having the largest pupil enrollment shall call a caucus of the Board of Education of the foregoing Boards of Education at a time and place designated by such President. At such caucus the Board members shall select by majority vote of the attending members the six (6) Trustees. All vacancies in the Board of Trustees, whether caused by resignation, death, or otherwise, are to be filled by the authority who made the original appointment. The Secretary of the Board shall be charged with the responsibility of maintaining such records and the giving of such notices to the appointing authority as will properly insure the timely appointment and the term thereof. In the case of the normal expiration of terms of office, ninety days written notice shall be given by the Secretary of the Board to the appointing authority. In all other cases

notice shall be given as soon as the office of trustee becomes vacant. Authority making initial and vacancy appointments shall be those described by Section 3357.05 paragraph (b) of the Ohio Revised Code.

- IV. Date of Appointment and Expiration - Based upon the date of original appointments, new appointments become effective on January 17th, unless otherwise indicated by the appointing authority. Likewise, terms expire on January 16th or on a later date if so indicated by the appointing authority. Any trustee shall continue subsequent to the expiration date of his term until his successor takes office, or until a period of sixty days has elapsed, whichever occurs first.

- V. Oath of Office - Each members of the Board of Trustees, before entering upon his/her official duties, shall take and subscribe to an oath, as shown on page 8, that s/he will honestly, faithfully, and impartially perform the duties of his/her office.

Powers and Duties - The Board of Trustees of the North Central State College District with the approval of the Ohio Board of Regents, shall have the power to make plans for, to promote, construct, own, develop, maintain, and operate the College as provided by law under Section 3357.09 of the Ohio Revised Code. The following concepts are found within the law, but are not necessarily all inclusive:

- A. Own and operate the College pursuant to an official plan prepared and approved in accordance with Section 3357.07 of the Ohio Revised Code.
- B. Hold, encumber, control, acquire by donation, purchase, or condemnation, construct, own, lease, use and sell, real and personal property as necessary for the conduct of the program of the College on whatever terms and for whatever consideration may be appropriate for the purposes of the institution.
- C. Accept gifts, grants, bequests, and devises absolutely or in trust for support of the College.
- D. Appoint the President, faculty, and such other employees as necessary and proper for the College, and fix their compensation.
- E. Provide for the College necessary lands, buildings or other structures, equipment, means, and appliances.
- F. Develop and adopt, pursuant to the official plan, any one or more of the curricular programs identified in Section 3357.01 of the Ohio Revised Code as technical college programs, or adult-education technical programs.
- G. Establish schedules of tuition and fees for students subject to the approval of the Ohio Board of Regents.
- H. Authorize, approve, ratify or confirm, with approval of the Ohio Board of Regents, any agreement with the United States government, acting through any agency designated to aid in the financing of technical college projects, or with any person, organization, or agency offering grants-in-aid for technical college facilities or operation.
- I. Receive assistance for the cost of equipment for the operation of such technical colleges from monies appropriated for technical education.
- J. Grant appropriate associate degrees to students successfully completing the technical college programs and certificates of achievement to those students who complete other programs.

- K. Prescribe rules and regulations for the effective operation of the College, and exercise such other powers as are necessary for the efficient management of the College.
- L. Review and act on all recommendations of the President in regard to the appointment of personnel and related personnel policies.
- M. Enter into contracts and conduct technical college programs or technical courses in or outside the technical college district.
- N. Management of all the affairs, property and business of the District, including one or more technical colleges, shall be vested in the District's Board of Trustees.
- O. Perform any and all functions they deem necessary for the effective and efficient operation of the College.

Section 3 **Authority of Members** - No member of the Board of Trustees shall have power to act in the name of the Board of Trustees outside regular or special Board meetings unless so directed by the Board of Trustees.

Section 4 **Compensation** - The trustees shall serve without compensation, but may be paid for their necessary expenses when engaged in the business of the Board and authorized by the Board of Trustees.

Section 5 **Conflict of Interest** - When any purchase of goods and/or services by the College is made which normally requires Board approval which is from a source which any member of the Board of Trustees is an officer, director, employee, owner or has any significant connection therewith, then that purchase shall be separately noted by the Treasurer and voted on separately so that the trustee has the opportunity to abstain from voting on the purchase.

The trustee shall conscientiously not permit any external association or organization on which s/he may serve, is employed by or has a personal or professional interest in to detract from decisions which are in the best interest of the college.

Section 6 **Ohio Ethics Code** - All members of the Board of Trustees shall comply with the provision of the Ohio Ethics Code.

Section 7 **The Board of Trustees may appoint consultants as follows:**

- A. The Board of Trustees may request the Ohio Attorney General to appoint an attorney who will act as its counsel on legal matters by direction of the Board of Trustees.
- B. The trustees shall elect a Chairperson, Vice Chairperson, Secretary, and Treasurer.

- C. The Chairperson and Vice Chairperson shall be elected for a period of one year by the Trustees from among the members of the Board at an organizational session during the regularly scheduled January meeting of the Board. Each officer shall be elected by a majority vote of the membership. The term of each officer shall be for a period of one year, and the Chairperson and Vice Chairperson may not serve in his/her office for more than two (2) consecutive years.
- D. Other officers so elected need not be a member of the Board and the Treasurer cannot be a member of the Board of Trustees. Such officers shall serve at its pleasure.
- E. The Board of Trustees shall have the power to fill Board officer vacancies and to appoint such officers and agents as the Board may deem necessary for the transaction of business of the Board.

Section 2

Duties of the Officers

- A. Chairperson of the Board
 - 1) Preside at all meetings of the Board of Trustees
 - 2) Perform all duties prescribed by law and as directed by the Board of Trustees
 - 3) Call all special meetings
 - 4) Be an ex-officio member of all committees
 - 5) Shall have the general powers and duties of supervision and management of Board meetings usually vested in the office of Chairperson.
- B. Vice Chairperson of the Board
 - 1) Perform the duties of the Chairperson in his/her absence.
 - 2) In the absence of the Chairperson or the Vice Chairperson, the Board shall elect a Chairperson Pro Tempore from the attending, members of the Board of Trustees
- C. Secretary to the Board
 - 1) Keep records on all meetings of the Board of Trustees
 - 2) Provide for posting of all legal notices
 - 3) Sign all regular documents of the Board
 - 4) Maintain all records of the Board

- 5) Send each member of the Board prior to meetings a copy of the minutes of the preceding Board meeting
- 6) Notify trustees of the Board of all meetings
- 7) In the absence of the Secretary, any person appointed by the Chairperson shall perform the duties of the Secretary of the meeting and shall keep the minutes thereof.

D. Treasurer of the Board/College

- 1) Receive, safeguard, and make payment of funds as directed by the Board of Trustees
- 2) Be responsible for financial records belonging to the Board and to maintain full and accurate account of all receipts and disbursements
- 3) Report to the Board all transactions of funds as directed
- 4) May serve as Secretary under Section 3357.06 of the Ohio Revised Code
- 5) Serve as the fiscal officer of the District
- 6) Certify that funds of the District otherwise unappropriated are sufficient prior to expenditure of monies or entering into contracts
- 7) Maintain all monies, books, papers, and other property of the District
- 8) In the cases of absence or disability of the Treasurer or a vacancy in the office of Treasurer, the Deputy Treasurer shall perform all of the duties of the Treasurer until the Treasurer resumes office or until such vacancy is filled. The Deputy Treasurer shall from time to time perform duties of the Treasurer as may be directed by the Treasurer.

Section 3 **Removal of Trustees** - Any Trustee may be removed from the Board by a vote of two-thirds (2/3) of the members of the Board.

Section 4 **Bonding of Office and/or Employees** - The Treasurer and such officers or employees as shall handle money on behalf of the College shall first secure a suitable bond by a responsible bonding company. Such bonds or bond shall be paid for by the Board.

ARTICLE IV COMMITTEES OF THE BOARD

Section 1 **Standing Committee** - The Board of Trustees may appoint standing committees as deemed appropriate.

Section 2 **Special of Ad Hoc Committees** - The Chairperson of the Board of Trustees shall appoint special committees as are deemed necessary by the Board. A special committee shall report recommendations to the Board for appropriate action. A special committee shall be dissolved when its report is complete and accepted by the Board.

ARTICLE V MEETINGS

Section 1 **Types and Conduct of Meetings**

- A. The Board of Trustees may convene for specific types of meetings:
- 1) Regular meetings will be convened by the Chairperson at a time and place established by the Board of Trustees during its annual organization meeting held during January of each year. During regular meetings, the Board of Trustees may consider action on items duly presented before the Board of Trustees. During the regular meeting in January, the Board of Trustees will elect its officers and consider action of an organizational nature.
 - 2) Special meetings may be convened by the Chairperson or by a majority vote of the members of the Board of Trustees to consider action on specific items for which the meeting was called. A notice of the meeting, including a list of items to be considered, shall be conveyed to the members of the Board of Trustees at least three working days in advance of the meeting.
 - 3) Special emergency meetings may be convened by the Chairperson or by a majority of the members of the Board of Trustees to consider action on specific items for which the meeting was called. Items to be considered must be of an emergency nature. A notice of the meeting, including a list of items to be considered, shall be conveyed to the members of the Board of Trustees as far in advance of the meeting as practicable.
 - 4) Planning Session outside regular or special meetings of the Board may be called by the Chairperson of the Board or the President of the College. No formal business of the Board shall be transacted during planning sessions.

- B. The Board of Trustees may hold an executive session only at a regular or special meeting, in accordance with Section 121.22 of the Ohio Revised Code, for the sole purpose of any of the following matters:
- 1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee(s) or any official(s) or the investigation of charges or complaints against an employee(s), licensee(s), or regulated individual(s) except as otherwise provided by law unless said employee(s), official(s), licensee(s), or regulated individual(s) request a public hearing.
 - 2) To consider the purchase of property for public purposes, or for the sale of property at a competitive bidding if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public. No member shall use this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a Trustee that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.
 - 3) To have conferences with an attorney for the Board of Trustees concerning disputes involving the Board of Trustees that are subject to pending or imminent court action.
 - 4) To prepare for, conduct, or review negotiations or bargaining sessions with employees concerning their compensation or other terms and conditions of their employment.
 - 5) To discuss matters required to be kept confidential by federal law or rules or state statutes.
 - 6) To review specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for violation of the law.
 - 7) Any other matters that may be provided for in future amendments to the Ohio Revised Code.
- C. Any regular or special meeting or executive session may be adjourned for the purpose of considering specific items or issues at

a later date(s) established by the Board of Trustees. The reconvened, adjourned session shall be open to the public unless the adjourned meeting was an adjourned executive session which was closed to the public since the items being considered were those specifically permitted to be discussed at a meeting closed to the public.

- D. By a majority vote of Board of Trustees membership present at a regular or special meeting, the Board of Trustees may decide to hold a public hearing or a discussion session at which time the public may be invited to participate in the discussions of specific programs, proposals, issues, or problems. The purpose, time, and place of such hearings or sessions shall be given to the various agencies of public information.
- E. Meetings of the Board of Trustees shall be held in an appropriate location designated by the Board of Trustees.
- F. The President of the College shall have prepared and delivered to each member of the Board of Trustees, at least three working days prior to each regular and special meeting, a written agenda of business to be considered during the meeting. The President of the College shall deliver, at least three working days prior to each regular meeting, unapproved minutes of previous meetings.
- G. Unless in conflict with these rules of procedures or the laws of the state of Ohio, "Roberts Rules of Order" as revised shall govern the procedure of all Board of Trustee meetings.
- H. A resolution, rule, or formal action of any kind by the Board of Trustees is valid only when adopted in a regular or special meeting of the Board of Trustees. A resolution, rule, or formal action adopted in an open meeting of the Board of Trustees not open to the public is invalid unless the deliberations were for the purpose specifically authorized above and were conducted at an executive session of the Board of Trustees held in compliance with these regulations.
- I. All regular and special meetings of the Board of Trustees shall be open to the public.
- J. A majority of the Board of Trustees shall constitute a quorum. Less than a quorum may adjourn any meeting to a future date.
- K. The order of business of regular meetings of the Board of Trustees shall be determined by the Chairman of the Board of Trustees.
- L. Any policy or procedure related to conducting regular or special meetings of the Board of Trustees not required by law may be suspended by a majority vote of the Board of Trustees, but such

suspension shall be in effect only during the meeting at which such suspension was voted.

- M. The minutes of regular or special meetings of the Board of Trustees of the North Central State College District shall be recorded and open to public inspection after adoption by the Board of Trustees. The minutes of executive sessions need only reflect the general subject matter of discussion. If the minutes of the Board of Trustees show that all meetings and deliberation of the Board of Trustees have been conducted in compliance with the above regulations, any instrument executed by the Board of Trustees purporting to convey, lease, or otherwise dispose of any right, title, or interest in any public property shall be conclusively presumed to have been executed in compliance with the Ohio Revised Code insofar as title or other interests of any bona fide purchases, lessees, or transferees of the property are concerned.

Section 2

Meetings Open to the Public

The order of business at any regular or special meeting of the Board of Trustees shall include an opportunity for members of the public to address the Board, provided that the following regulations have been met:

- A. Hearing of Citizens - Citizens of the College district, College employees or students may appear before the Board of Trustees according to the following procedures.
- 1) At any regular or duly called special meetings of the Board of Trustees, those desiring to speak on any item on the Agenda may do so subject to the following rules:
 - a) The guest must register with the Board Secretary giving name, address, and Agenda item s/he wishes to discuss.
 - b) The guest must be recognized by the presiding officer at the point on the Agenda entitled "Public Participation".
 - c) S/he must restrict remarks to the time allocated by the presiding officer, usually five (5) minutes.
 - d) S/he must confine remarks to the agenda item.
 - e) S/he must observe decorum which enhances the dignity and business nature of the meeting.

If a citizen of the College district or student desires to appear before the Board of Trustees on a subject matter not on the Agenda the following regulations must be met.

- 1) Any person desiring to bring a matter to the attention of the Board must submit a written request to the President not less than five (5) working days prior to the regular or special meeting of the Board. Such request must include the subject to be brought before the Board and the name, address, and telephone number of each person who will participate in the presentation.

Groups containing over two members are to be represented by one or two spokespersons.

- 2) The President, in consultation with the Board Chair and appropriate committee chair(s), will determine whether the request merits placement on the full Board agenda and will advise the requester whether the presentation will be placed on the agenda prior to the subject meeting.
- 3) If approved, any individual or group that has followed the procedure stated above will be afforded time to address the Board on the subject designated. Each participant must state his/her name and address upon addressing the Board.
- 4) No more than five (5) minutes per person and/or fifteen (15) minutes maximum shall be allotted for the entire presentation on a designated subject.
- 5) Any person granted an appearance before the Board on a matter involving a Board employee shall be heard in Executive Session only.
- 6) Disruptive conduct will not be permitted at any meeting of the Board nor will defamatory or abusive remarks be tolerated. Anyone who engages in such disruptive conduct shall be denied further speaking privileges and may be subject to removal by the Board Chairperson.

ARTICLE VI AGENDA

A. Communication with the Board of Trustees

The ordinary method of communication between the employees of the technical college and the Board of Trustees shall be in writing and shall be presented through the President of the College. This rule shall not be interpreted, however, as in any way limiting the right of communication between the employees of the College and the Board, or as limiting the manner in which the trustees may gain information as to the work of the technical college. All business presented to the Trustees in pursuance of this section shall be in the hands of the President not later than two weeks prior to the day of the Board meeting at which business is to be considered.

B. An agenda shall be provided by the Secretary for all regular and special meetings of the Board. The agenda for regular meetings shall normally consist of the following:

Date, Time, and Location
Call to Order
Roll Call
Recognition of Visitor(s)
Approval of Minutes
Correspondence
Treasurer's Report
Audience Participation
Institutional Report(s)
Old Business
New Business
Additional Items
President's Report
Time and Place of Next Meeting
Adjournment

ARTICLE VII AMENDMENT OF RULES AND REGULATIONS

Alterations, amendments, or repeals of the Rules and Regulations may be made by the Board of Trustees by a majority vote of the whole Board of Trustees at any regular or special meeting properly and legally called, provided notice of such alterations, amendments or repeal has been given to each Trustee in writing at least three (3) days prior to said meeting.

ARTICLE VIII FUNDS

The funds of the District shall be deposited in the name of the District in a depository selected by the Board of Trustees by resolution.

ARTICLE IX BOOKS AND RECORDS

The books, accounts, and records of the District shall be kept at the principal office of the District only. The records of the Board of Trustees shall be open for public inspection at all reasonable times.

ARTICLE X CONFLICTS

Whenever these Rules and Regulations as may be amended are found to be in conflict with pertinent Statute of the State of Ohio, the Statutes will control and will be followed and these Rule and Regulations shall be amended, as necessary.

BOARD OF TRUSTEES SUB COMMITTEE

**James W. Kehoe
Russell B. Wiseman**

**Adopted by the Board of Trustees on
September 27, 1995 under Resolution 1995-27**

Section III

TECHNICAL COLLEGES

Ohio Revised Code
3357

Section IV

OHIO BOARD OF REGENTS

Ohio Revised Code
3333

