

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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BOARD AGENDA  
Policy No. 3357:13-11-10  
Page 1 of 1

Effective: September 26, 2001

(A) Communication with the Board of Trustees

The ordinary method of communication between the employees of the 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 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
- Introduction of Guests
- Treasurer's Report
- Consent Agenda
- Hearing of Citizens (Audience Participation)
- Old Business (Regular Agenda)
- New Business (Regular Agenda)
- Board Chairperson's Report
- President's Report
- Executive Session (may be called for at any time)
- Time and Place of Next Meeting
- Adjournment