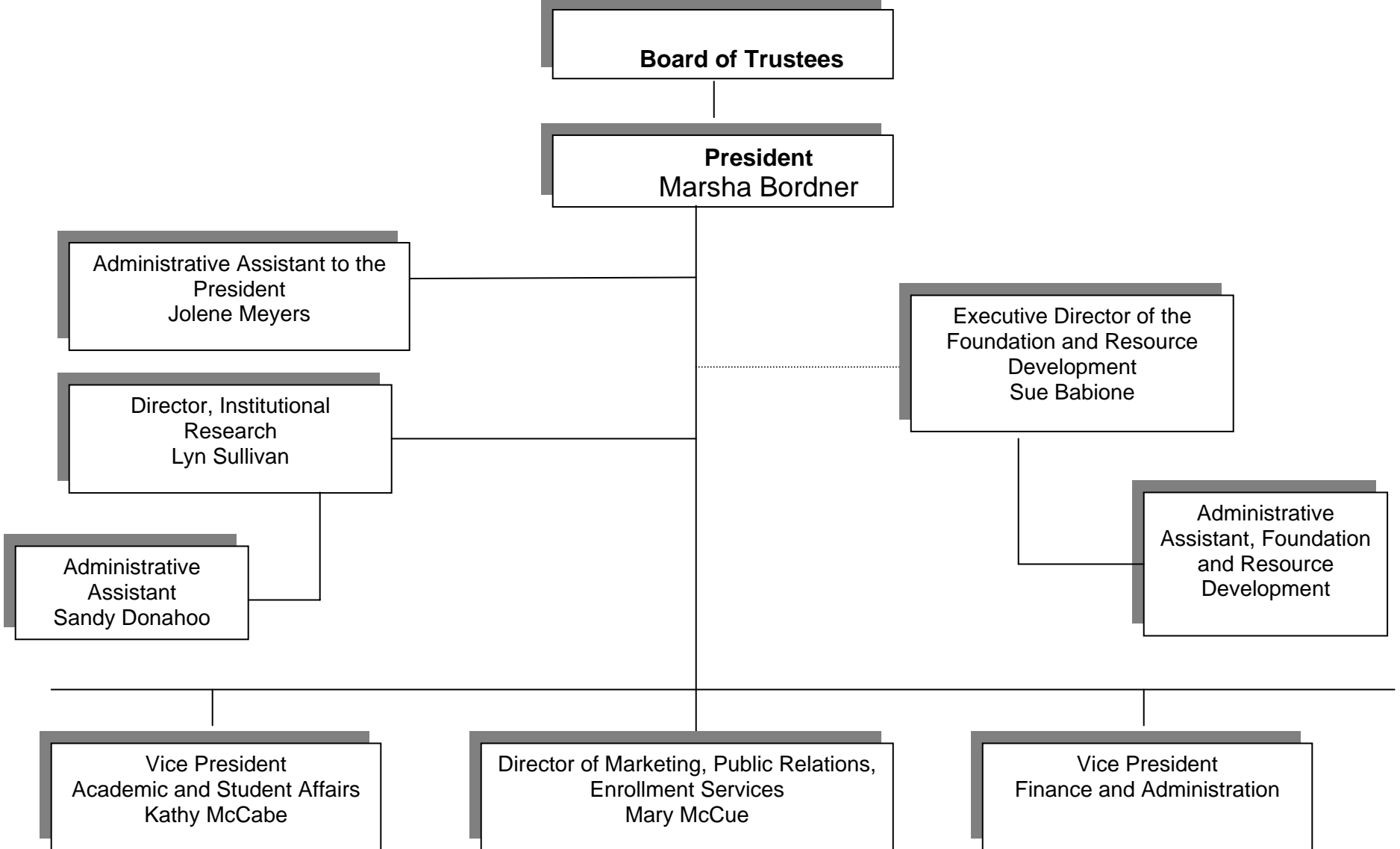
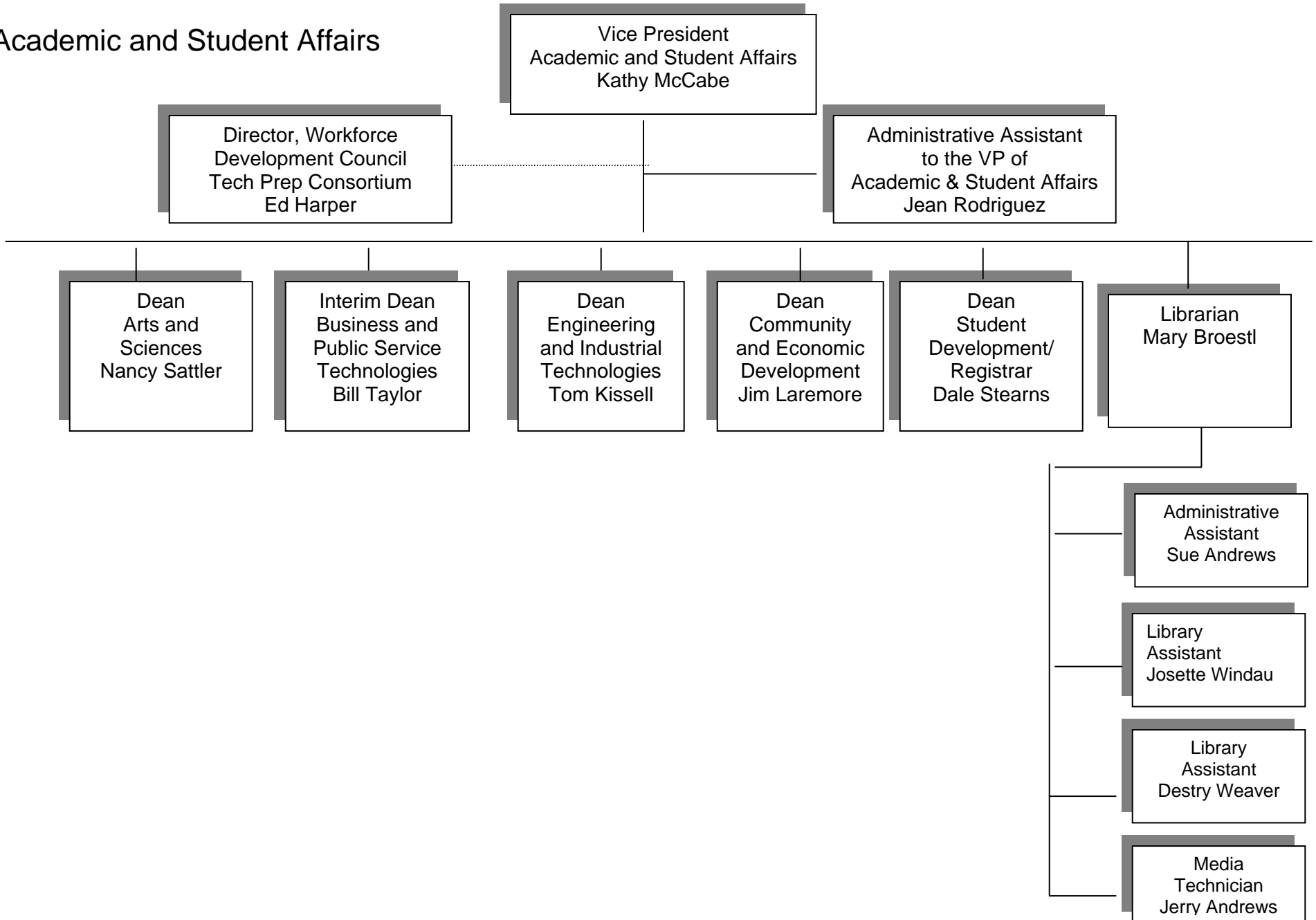


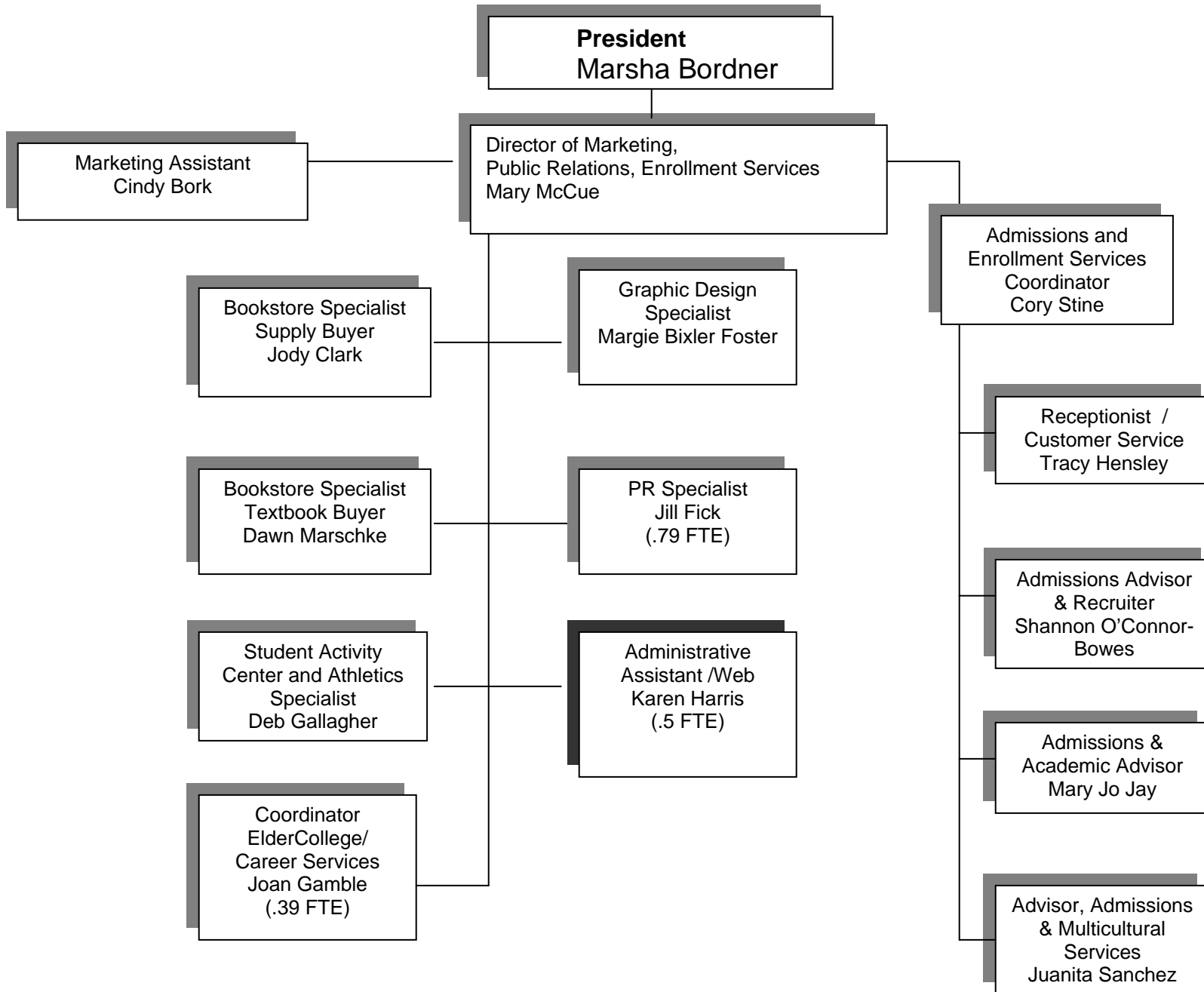
## Appendix A

### ORGANIZATIONAL CHART

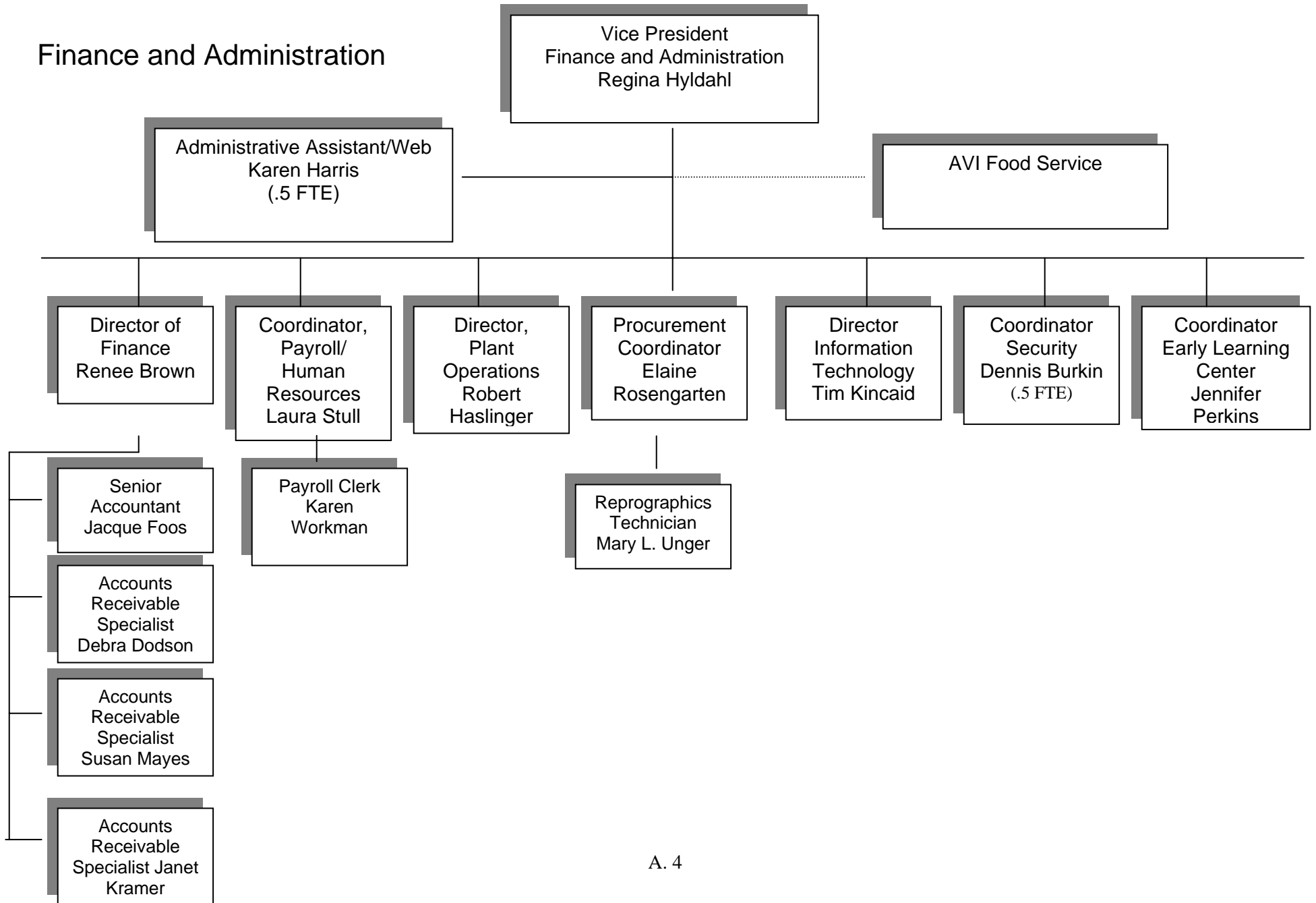


## Academic and Student Affairs





# Finance and Administration



## Appendix B

### MISSION STATEMENT

Terra Community College is committed to our communities, education for life, and excellence in all that we do

### ENDS POLICIES

**Access and Opportunity** – Terra will expand access to post-secondary programming through on-going review and environmental scanning to ensure that time, place, and economic constraints will not prevent anyone from participating in the college’s programs and offerings. Integral to this will be competitive, innovative, and well-marketed programs and services.

**Lifelong Learning** – Terra will assist its communities to, first, better understand the value of, and, then, make available lifelong learning for their business, their industry, and their citizens. Terra will develop and provide flexible learning opportunities for all segments of the community as well as providing the opportunity for lifelong education.

**Student Success** – In order to maximize student potential, we will meet the diverse needs of different age groups, interest areas, and developmental levels of our students.

**Community Relationships** – Terra will foster a positive image which will enhance the general public’s understanding of the quality programs and services which the college provides to the community including collaborative work with other business, industry, and governmental agencies and individuals to meet community needs.

**Institutional Vitality** – Terra will partner with faculty and staff to be on the leading edge of technology, use their knowledge in the classroom, in the office, and throughout the college to improve the quality of our programs and services while increasing efficiencies in our workplace.

**Stewardship** – Terra will provide effective stewardship of college assets (equipment, facilities and human resources), as a key to providing quality programming, services, and outcomes.

## Appendix C

### Code of Conduct / Code of Ethics

#### GOVERNANCE POLICY 9: BOARD MEMBERS' CODE OF CONDUCT

Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.

- A. Board member's interaction with the president or with staff must recognize the lack of authority in any individual board member or group of board members.
- B. Board member's interaction with the public, press or other entities must recognize the same limitation and similar inability of any board member or board members to speak for the board.
- C. Board members will make no judgments of the president or staff performance except as that performance is assessed against explicit board policies by the official process.

#### GOVERNANCE POLICY 9.5: ETHICS POLICY

Terra State Community College Board of Trustees will carry out the mission of the College in accordance with the strictest ethical guidelines and conduct themselves in a manner that fosters public confidence in the integrity of the Terra Board, its processes, and its accomplishments.

Terra Board members must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised code (R.C.), and as interpreted by the Ohio Ethics Commission and Ohio courts. Members 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 Board members as well as employees includes, but is not limited to, those listed below. No Board member shall:

1. Solicit or accept anything of value from anyone doing business with the College;
2. Solicit or accept employment from anyone doing business with the College, unless the Trustee completely withdraws from College activity regarding the party offering employment, and the Board approves the withdrawal;
3. 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;
4. Be paid or accept any form of compensation for personal services rendered on a matter before, or sell goods or services to, Terra State Community College.
5. Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, *any* state agency other than Terra State

Terra Community College

Community College, unless the Trustee first discloses the services or sales *and* withdraws from matters before the Terra Board that directly affects officials and employees of the other state agency, as directed in R.C. 102.04.

6. Hold or benefit from a contract with, authorized by, or approved by, the Terra State Board of Trustees (the Ethics Law does except limited stockholdings, and some contracts objectively shown as the lowest cost services, where *all* criteria under R.C. 2921.42 are met);
7. Vote, authorize, recommend, or in any other way use his or her position to secure approval of a Terra State Community College contract (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
8. Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H));
9. During public service, and for one year after leaving public service, represent any person, in any fashion, before *any* public agency, with respect to a matter in which the Trustee personally participated while serving with Terra State Community College;
10. Use or disclose confidential information protected by law, unless appropriately authorized; or
11. Use or authorize the use of his or her title, the name “Terra State Community College,” or “TSCC,” or the College’s logo in a manner that suggests impropriety, favoritism, or bias by the Trustee, official, or employee;

For purposes of this policy:

- “*Anything of value*” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal.
- “*Anyone doing business with Terra State Community College*” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interest before Terra State Community College.

Every Terra State Community College Board member or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15 of each year. Any member or employee appointed or employed after February 15 and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

## Appendix D

### Vision 2010: STRATEGIC PLAN for TERRA STATE COMMUNITY COLLEGE

#### Mission:

Terra State Community College is committed to excellence in teaching, training, and lifelong learning.

<p style="text-align: center;"><b>WE VALUE:</b></p> <ul style="list-style-type: none"> <li>○ <b>Each learner's success as our highest priority.</b></li> <li>○ Diversity.</li> <li>○ Input from all stakeholders.</li> <li>○ <b>Academic excellence inside and outside of the classroom.</b></li> <li>○ <b>The potential of each person to learn.</b></li> <li>○ <b>Learning from our students and from each other.</b></li> <li>○ Teamwork.</li> <li>○ <b>A caring and professional relationship among student learners, college employees, and the communities we serve.</b></li> <li>○ <b>Accountability for our actions.</b></li> </ul>	<ul style="list-style-type: none"> <li>○ Partnerships with business and industry, government, and educational institutions.</li> <li>○ Innovative technology that enhances learning and job performance.</li> <li>○ <b>Academic, professional, and personal integrity.</b></li> <li>○ <b>A campus that is accessible, clean, safe, and provides an ideal environment in which to learn.</b></li> <li>○ Quality in our work.</li> <li>○ <b>Commitment to the community to enhance the quality of life.</b></li> <li>○ <b>Teaching learners to communicate, solve problems, value others, work together, and act responsibly.</b></li> <li>○ <b>An environment that encourages independent thinking, acting creatively, and being resourceful.</b></li> <li>○ <b>Lifelong learning.</b></li> <li>○ <b>Fun.</b></li> </ul>
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#### A. Vision:

##### A. Terra State Community College: Your Center for Education, Training, and the Arts

I. STRATEGIC END: ACCESS & OPPORTUNITY	II. STRATEGIC END: STUDENT SUCCESS	III. STRATEGIC END: LIFELONG LEARNING	IV. STRATEGIC END: COMMUNITY REALTIONSHIPS	V. STRATEGIC END: INSTITUTIONAL VITALITY	VI. STRATEGIC END: STEWARDSHIP
<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>○ Enrollment Growth - Ongoing</li> <li>○ Targeted Marketing -Ongoing</li> <li>○ Semester Conversion - Fall 06</li> <li>○ Develop New Programs - Ongoing</li> <li>○ Expand/Improve On-line Instruction - Fall 07</li> <li>○ Revise Course Scheduling - Fall 06</li> </ul> <hr/> <ul style="list-style-type: none"> <li>○ Respond to Diversity Changes</li> <li>○ Increase Certificates &amp; Credentialing</li> </ul>	<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>○ Improve Advising Processes – Fall 07</li> <li>○ Expand Work Experiences – Fall 07</li> </ul> <hr/> <ul style="list-style-type: none"> <li>○ Facilitate Transfer</li> <li>○ Improve/Expand High School Programs</li> <li>○ Increase Availability for Child Care</li> <li>○ Expand Student Activities</li> </ul>	<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>○ Respond to Changes in Population</li> </ul>	<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>○ Support Manufacturing Base – Fall 06</li> <li>○ Reach out to Meet Educational &amp; Economic Needs in Service District - Ongoing</li> </ul> <hr/> <ul style="list-style-type: none"> <li>○ Serve as Arts &amp; Culture Center</li> </ul>	<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>○ Improve Academic Quality &amp; Flexibility – Fall 07</li> </ul> <hr/> <ul style="list-style-type: none"> <li>○ Improve Faculty Hiring and Professional Development</li> </ul>	<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>○ Expand Fundraising Strategies - Ongoing</li> <li>○ Prepare Campus Master Plan – Fall 05</li> <li>○ Prepare Integrated Technology Plan – Fall 05</li> <li>○ Upgrade Telecommunications System – Fall 05</li> <li>○ Create Job Classification System – Fall 05</li> </ul> <hr/> <ul style="list-style-type: none"> <li>○ Redesign the Staff Performance Evaluation System</li> <li>○ Enhance Employee Recognition &amp; Reward Programs</li> </ul>

## APPENDIX E

### LIST OF ACRONYMS

AC	Administrative Council
AQIP	Academic Quality Improvement Project
APQC	American Productivity and Quality Center
BGSU	Bowling Green State University
CAS	Course Applicability System
CASA	Council of Academic and Student Affairs
CIMS	Center for Integrated Manufacturing
CLA	Center for Learning Achievement
CPC	College Planning Council
CQI	Continuous Quality Improvement
CQIN	Continuous Quality Improvement Network
CS	Computer Systems
DACUM	Developing a Curriculum
DECA	Delta Epsilon Chi Association
DJFS	Department of Job and Family Services
EDQIC	Employee Development and Quality Improvement Council
ETAC	External Transfer Advisory Committee
EMC	Enrollment Management Council
HEI	Higher Education Information System
IOF	Inventing Our Future
NISOD	National Institute for Staff and Organizational Development
NOECA	Northern Ohio Educational Computer Association
OAD	Office Administration
OSHA	Occupational Safety and Health Administration
OBR	Ohio Board of Regents
PDSA	Plan - Do - Study - Act
PTK	Phi Theta Kappa
PSEO	Post Secondary Enrollment Option
PGI	Professional Growth Incentive
SAAA	Student Academic Achievement Assessment
SBDC	Small Business Development Center
SCEDC	Sandusky County Economic Development Corporation
SIFE	
SME	Society of Manufacturing Engineers
TFA	Terra Faculty Association
TU	Tiffin University
UC	University of Cincinnati
UT	The University of Toledo
WIA	Workforce Investment Act
WTA	Workforce Training Alliance