

Board Policies



**Terra State Community College
Board of Trustees**

Reviewed and Approved May 27, 2026

TERRA STATE COMMUNITY COLLEGE
Fremont, OH 43420
BOARD OF TRUSTEES
BOARD POLICIES

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1000: Governance Process

Rules by which the board operates and its ethics.

1100: Board Foundations & Legal Authority

COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 1110

POLICY SECTION: Board Foundations
& Legal Authority

POLICY TITLE: Definitions

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY:

POLICY SOURCE / AUTHORITY: Ohio
Revised Code Section 3358.01

1110: Definitions

- (A) “State community college district” means a political subdivision composed of the territory of a county, or of two or more contiguous counties, in either case having a total population of at least one hundred fifty thousand, and organized for the purpose of establishing, owning, and operating a state community college within the district or a political subdivision created pursuant to division (A) of section 3358.02 of the Revised Code,
- (B) “State community college” means a two-year institution, offering a baccalaureate-oriented program, technical education program, or an adult continuing education program. The extent to which the college offers baccalaureate-oriented and technical programs shall be determined in its charter.
- (C) “Baccalaureate-oriented program” means a curricular program of not more than two years’ duration that is planned and intended to enable students to gain academic credit for courses comparable to first- and second-year courses offered by accredited colleges and universities. The purpose of baccalaureate-oriented coursework in state community colleges is to enable students to transfer to colleges and universities and earn baccalaureate degrees or to enable students to terminate academic study after two years with a proportionate recognition of academic achievement through receipt of an associate degree.
- (D) “Technical education program” means a post high school program of not more than two years’ duration that is planned and intended to prepare students to pursue employment or improve technical knowledge in careers generally but not exclusively at the semiprofessional level. Technical education programs include, but are not limited to, programs in technologies of business, engineering, health, natural science, and public service and are programs which, after two years of academic study, result in proportionate recognition of academic achievement through receipt of an associate degree.

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- (E) “Adult continuing education program” means the offering of short courses, seminars, workshops, exhibits, performances, and other educational activities for the general educational or occupational benefit of adults.
- (F) Unless defined otherwise, the word “day” shall mean calendar day. The phrase “workday” shall mean any day excluding Saturdays, Sundays, and holidays.
- (G) “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.
- (H) “Value” means worth greater than de minimis or nominal.
- (I) “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.

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COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 1120

POLICY SECTION: Board Foundations
& Legal Authority

POLICY TITLE: District and College Name

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY:

POLICY SOURCE / AUTHORITY: [e.g., Board
of Trustees / State Code Rule X]

1120: District and College Name

- (A) The official name of the district in which the college operates shall be known as the Terra State Community College District.
- (B) The official name of the institution operating within the district shall be known as Terra State Community College.
- (C) Terra State Community College shall also be known as “Terra State” and “TSCC.”

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COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 1130

POLICY SECTION: Board Foundations & Legal Authority **POLICY TITLE:** Legal Basis and Authority of the Board of Trustees

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY:

POLICY SOURCE / AUTHORITY: [e.g., Board of Trustees / State Code Rule X]

1130: Legal Basis and Authority of the Board of Trustees

- (A) The powers and duties of Terra State Community College District are described in chapter 3358 of the Ohio Revised Code.
- (B) Terra State Community College district is chartered as a state community college district by the authority of the Ohio Board of Regents in accordance with chapter 3358 of the Ohio Revised Code.
- (C) Terra State Community College District is incorporated as a political subdivision of the state and as a body corporate with all the powers of a corporation as described in chapter 3358 of the Ohio Revised Code.
- (D) The Terra State Community College service area includes all of Seneca County, all of Sandusky County except Woodmore Local School District, plus the Port Clinton City School District (including Erie, Bay, and Portage Townships) and Danbury Local School Districts (Danbury Township, Marblehead, and Lakeside), both in Ottawa County.

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COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 1140

POLICY SECTION: Board Foundations & Legal Authority **POLICY TITLE:** Membership and Appointment to the Board of Trustees

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY:

POLICY SOURCE / AUTHORITY: [e.g., Board of Trustees / State Code Rule X]

1140: Membership and Appointment to the Board of Trustees

- (A) Nine members shall constitute the full membership of the Terra State Community College board of trustees. The duration of appointment for each trustee shall be for six years, staggered such that three terms will expire every second year. Each term shall end on the same day of December as did the term that it succeeds.
- (B) Each member shall be a qualified elector as defined in section 3503.01 of the Ohio Revised Code, residing in the Terra State Community College District.
- (C) Members and officers of the Terra State Community College board of trustees, before entering upon their official duties, shall take and subscribe to an oath that they will honestly, faithfully, and impartially perform the duties of their offices.
- (D) No member of the Terra State Community College Board of Trustees shall, at any time, act or purport to act on behalf of the board of trustees without prior authority from the board of trustees.
- (E) The trustees shall serve without compensation but may be paid for their necessary expenses when engaged in the business of the board of trustees.
- (F) The members of the Board of Trustees of Terra State Community College are appointed by the governor of the state of Ohio.
- (G) Trustees shall continue in office subsequent to the expiration date of their terms until their successors take office.
- (H) Effective September 29, 1997, in accordance with section 3.17, *Failure to attend meetings*, of the Ohio Revised Code, any member of the board of trustees of an institution of higher education who fails to attend at least three-fifths of the regular and special board meetings held by that board of trustees during any two-year period forfeits their position on that board of trustees.

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- (I) If there is a vacancy on the board of trustees, such vacancy shall be filled by the governor of the state of Ohio with the advice and consent of the senate. Any trustee appointed to fill a vacancy occurring prior to the expiration of the term for which their predecessor was appointed shall hold office for the remainder of such term.
- (J) Three months prior to the completion of a term of a trustee, or immediately upon the existence of a vacancy on the board of trustees, the president will notify the governor's office of such event.
- (K) The board chairperson and the president function as the official spokespersons for the board.

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1200: Board Role & Conduct

COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 1210

POLICY SECTION: Board Role & Conduct

POLICY TITLE: Organization of the Board of Trustees

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY: 01/21/2026

POLICY SOURCE / AUTHORITY: Board of Trustees

1210: Organization of the Board of Trustees

- (A) Officers of the board of trustees shall be a chairperson, a vice-chairperson, and a sergeant-at-arms.
- (B) The chairperson and vice-chairperson shall be elected during the organizational meeting held in January for terms of one year. The board will vote, if necessary, on the candidates nominated at the first organizational meeting of the calendar year. Each candidate shall have the floor for three minutes to address the board. The voting method shall be show of hands. The process shall be led by the Administrative Assistant to the Board. The new slate of officers will commence office at the organizational meeting in January immediately following the election. The chairperson will appoint one of the trustees to fill the role of sergeant at arms/parliamentarian.
- (C) The duties of the officers of the board of trustees are:
- a. The duties of the chairperson of the Terra State Community College district board of trustees shall be to preside at all sessions of the board of trustees; to preserve order; to enforce rules; to sign all documents, bonds, notes, agreements, deeds, and leases ordered to be executed by the board of trustees except as may be delegated to the president by action of the board of trustees; and to appoint all standing committees and all special committees not otherwise provided for. The chairperson serves as the voting delegate to OACC. If the chairperson or vice chairperson are unable to attend, the chairperson will appoint a delegate in accordance with the policies of OACC. In addition to the duties prescribed by law or by the rule of the board of trustees, the chairperson shall exercise such other powers as may be delegated to this office by the board of trustees.
 - b. In cases of absence or disability of the chairperson of the board of trustees, the vice chairperson shall perform all duties of the chairperson until the chairperson resumes office or until such a vacancy is filled.
 - c. The duties of the vice-chairperson of the Terra State Community College board of trustees shall be to fulfill the role of the chairperson in his or her absence, and assist in all duties listed under the role of the chairperson. The vice-chairperson serves as

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the alternate voting delegate to OACC. If the Chairperson or Vice-Chairperson are unable to attend, the Chairperson will appoint a delegate in accordance with the policies of OACC.

- d. The duties of the Sergeant at Arms/Parliamentarian are to ensure that the board adheres to the principles of Policy Governance and maintains the basic tenets of Robert's Rules of Order.

(D) The board of trustees may establish committees to help carry out its responsibilities. The board of trustees will determine the charter and authority of these committees. Committees will be used so as to minimally interfere with the wholeness of the board's job.

- a. Board committees may not speak or act for the board except when formally given such authority by the board chairperson or the board for specific and time-limited purposes.

- b. With respect to college finances and the annual review of board policies and board evaluations, the board operates as a Committee of the Whole.

(E) As part of the annual schedule, the board will schedule monthly Finance Committee meetings. The chairperson will select committee members at the January organization meeting. The board annual schedule will include a discussion in April to approve tuition/fee adjustments and the budget for the next fiscal year.

(F) As part of the annual schedule, the board chair will appoint a Policy Review Committee to review board policies. This group will typically meet in March and present any policy recommendations at the April board meeting for approval.

(G) As part of the annual schedule, the board chair will appoint a Board and President Evaluation Committee to review the College's Evaluation process (board and president). This group will typically meet in March and present evaluation recommendations at the April board meeting for approval.

(H) 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 board of trustees will request the Ohio state auditor to secure auditors who will audit the financial records and status of the Terra State Community College in accordance with state code.
- c. The board of trustees may appoint other consultants who will serve at the pleasure of the board of trustees to advise on specific matters pertinent to the planning, development, evaluation, or operation of the college.

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COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 1220

POLICY SECTION: Board Role & Conduct

POLICY TITLE: Responsibilities of the Board of Trustees

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY:

POLICY SOURCE / AUTHORITY: [e.g., Board of Trustees / State Code Rule X]

1220: Responsibilities of the Board of Trustees

(A) The board of trustees may:

- a. Own and operate a state community college.
- b. Hold, encumber, control, acquire by donation, purchase or condemn, construct, own, lease, use, and sell real and personal property as necessary for the conduct of the state community college program on whatever terms and for whatever consideration may be appropriate for the purpose of the college.
- c. Accept gifts, grants, bequests, and devises absolutely in trust for support of the college.
- d. Employ a president as necessary and proper for the college and set their compensation and benefits.
- e. Provide for the college necessary lands, buildings, or other structures, equipment, means, and appliances.
- f. Establish schedules of fees and tuition in accordance with state guidelines.
- g. Grant appropriate associate degrees to students successfully completing the state community college's programs and certificates of achievement to those students who complete other programs.
- h. Prescribe rules and regulations for the effective operation of the college and exercise such powers as are necessary for the efficient management of the college.
- i. Enter into contracts and conduct state community college programs or technical courses outside the college district.
- j. Purchase 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 lessee or which is in the process of construction by or for the district. Purchase 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.

Purchase a policy or policies of insurance insuring its trustees, officers, and employees against liability on account of damage or injury to persons and property,

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including liability on account of death or accident by wrongful act, occasioned by the operation of a motor vehicle, motor vehicles, or auxiliary equipment, or self-propelling equipment or trailers while any such vehicle, equipment, or trailer is being used or operated in the course of the business of the district. Purchase 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.

- (B) The board of trustees, on its own behalf, reserves unto itself, without limitation, all powers, rights and authority, duties, and responsibilities conferred upon and vested in by the laws and constitution of the state of Ohio and of the United States in the executive management and administrative control of the college and its properties and facilities and of its employees.
- a. In accordance with Ohio Revised Code 3345.457, the State Board of Trustees shall have final, overriding authority to approve or reject any establishment or modification of academic programs, curricula, courses, general education requirements, and degree programs.

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COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 1230

POLICY SECTION: Board Role & Conduct

POLICY TITLE: Ethics and Conflict of Interest Policy

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY:

POLICY SOURCE / AUTHORITY: [e.g., Board of Trustees / State Code Rule X]

1230: Ethics and Conflict of Interest Policy

- (A) 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 State Board of Trustees, its processes, and its accomplishments.
- (B) Terra State Board of Trustees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapter 102 and 2921 of the Ohio Revised Code (R.C.), 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.
- (C) A general summary of the restraints upon the conduct of all board of Trustee members as well as employees includes, but is not limited to, those listed below. No board member shall:
- a. Solicit or accept anything of value from anyone doing business with Terra State Community College.
 - b. Solicit or accept employment from anyone doing business with Terra State Community College, unless the Trustee completely withdraws from Terra State activity regarding the party offering employment, and the Board approves the withdrawal;
 - c. 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.
 - d. 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;
 - e. 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 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;

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- f. Hold or benefit from a contract with, authorized by, or approved by, the Terra State Board of Trustees (the Ethics Law does not accept limited stockholdings, and some contracts objectively shown as the lowest cost services, where *all* criteria under R.C. 2921.42 are met);
- g. 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.
- h. Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H));
- i. 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;
- j. Use or disclose confidential information protected by law, unless appropriately authorized; or
- k. 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.
- l. Board members will sign a conflict-of-interest policy once per term.

(D) Every Terra State Community College Trustee or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by May 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.

(E) Every Terra State Community College Trustee or employee required, must complete Ethics training on an annual basis. This training must be approved by the Ohio State Ethics Commission.

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COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 1240

POLICY SECTION: Board Role & Conduct

POLICY TITLE: Board Evaluations

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY: 03/30/2026

POLICY SOURCE / AUTHORITY: Board of Trustees

1240: Board Evaluations

(A) The board will perform the following evaluations:

- a. The board will evaluate itself at the October meeting.
- b. The board will formally evaluate the president biennially at the June board meeting. The president will distribute written materials for review prior to the meeting.
 - i. As part of the evaluation, the board may review the president's performance through a variety of means as specified in the President's contract.
 - ii. The board may also request internal or external reports related to Terra State Community College or the president's performance.
- c. The chairperson of the Board will appoint a subcommittee to conduct a comprehensive evaluation of the president as needed.
- d. The board may also choose to evaluate the president informally during the executive session at the January board meeting. The president will distribute materials to the trustees for review prior to the evaluation session.

(B) The Board Policy Review Committee will evaluate the Memorandum of Understanding between the trustees and the Terra College Foundation every five years. The Memorandum of Understanding will be signed each year in January by the chairpersons of the respective boards and the college president. The next review is to occur in January 2028.

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COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 1250

POLICY SECTION: Board Role & Conduct

POLICY TITLE: College and Board conferences, Conventions, and Workshops

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY:

POLICY SOURCE / AUTHORITY: Board of Trustees

1250: College and Board Conferences, Conventions, and Workshops

- (A) The board recognizes the value of memberships and attendance at conferences and meetings at the local, county, state, and national level.
- (B) Attendance at state and national conferences and workshops is encouraged.
- (C) Each board member is expected to report back to the board after attending a conference at college expense.
- (D) Travel and personal expenses of spouse, children, or guest traveling with a board member shall be the responsibility of the board member or of the individual. Expenses for convention functions attended as a group will be borne by the College.

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1300: Board Meetings & Process

COLLEGE BOARD POLICY MANUAL	POLICY NUMBER: 1310
POLICY SECTION: Board Meetings & Process	POLICY TITLE: Meetings of the Board of Trustees
ADOPTION DATE: 07/20/2020	LAST REVIEWED: 05/27/2026
REVISION HISTORY: 04/09/2025; 03/30/2026	POLICY SOURCE / AUTHORITY: Board of Trustees

1310: Meetings of the Board of Trustees

(A) The board of trustees may convene for specific types of meetings:

- a. Regular meetings will be convened by the chairperson at a time and place established by the board of trustees during its annual organization meeting. During regular meetings, the board of trustees may consider action on items duly presented before the board of trustees. During the regular meetings in January, the board of trustees will elect its officers and consider action of an organizational nature.
- b. Special meetings may be convened by the chairperson or the college president 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 24 hours in advance of the meeting.
- c. Emergency meetings may be convened by the chairperson or the college president 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.
- d. 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:
 - i. Personnel – to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or [to consider] the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee or regulated individual requests a public hearing. However, the law does not allow a public body to hold an executive session to consider the discipline of an elected official for conduct related to the performance of the elected official's duties or to consider that person's removal from office.
 - ii. Purchase or sale of property – a public body may adjourn into executive session to consider the purchase or sale of property of any sort – real,

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personal, tangible, or intangible. A public body may also adjourn into executive session to consider the sale of real or personal property by competitive bid if disclosure of the information would result in a competitive advantage to the person whose personal, private interest is adverse to the general public

interest. No member of a public body may use this exception as subterfuge to provide covert information to perspective buyers and sellers.

- iii. Pending or imminent court action – a public body may adjourn into executive session with the public body’s attorney to discuss pending or imminent court action. Court action is pending if a lawsuit has been commenced. Court action is imminent if it is on the brink of commencing. A public body may not use this exception to adjourn into executive session for discussions with a board member who also happens to be an attorney – the attorney should be duly appointed counsel for the public body. Nor is a general discussion of legal matters a sufficient basis for invoking this provision.
 - iv. Collective bargaining matters- a public body may adjourn into executive session to prepare for, conduct or review collective bargaining strategy.
 - v. Matters required to be kept confidential – a public body may adjourn into executive session to discuss matters that federal law, federal rules or statutes require the public body to keep confidential.
 - vi. Security matters – a public body may adjourn into executive session to discuss details of security arrangements and emergency response protocols for a public body or public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.
 - vii. Any other matters that may be provided for in future amendments to the Ohio Revised Code.
- e. 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 sessions 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.
 - f. Meetings of the board of trustees shall be held in the General Technologies Building, Board Room (B206), unless otherwise announced.
 - g. The unapproved minutes of previous meetings will be included in the board packet and delivered at least five working days prior to each regular meeting.
 - h. Unless in conflict with these rules or procedure or the laws of the state of Ohio, “Roberts Rules of Order” as revised shall govern the procedure of all board of trustee meetings.

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- i. A resolution, rule, or formal action of any kind by the board of trustees is valid only when adopted in a regular, special, or emergency meeting of the board of trustees. A resolution, rule, or formal action adopted in an open meeting of the board of trustees that results from deliberations in meetings 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.
- j. All meetings of the board of trustees shall be open to the public.
- k. A majority of the board of trustees shall constitute a quorum. Less than a quorum may adjourn any meeting to a future date.
- l. The order of business of regular meetings of the board of trustees shall be determined by the chairperson of the board of trustees and/or the College president.
- m. The minutes of meetings of the board of trustees of Terra State Community College shall be recorded and open to public inspection.

(B) The presiding chairperson of each board meeting at which public participation is permitted shall administer the rules of the Board for its conduct. The presiding officer shall be guided by the following rules:

- a. All guests wishing to address the board must provide 24-hour advance notice in written form (including email) to the executive assistant to the president or the administrative assistant to the board of trustees.
 - i. The presiding chairperson will make a determination of whether time will be allotted for audience participation. This is dependent upon the length of the agenda and other business to be conducted at the meeting.
- b. Requests for board action will use the method of roll call voting.

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COLLEGE BOARD POLICY MANUAL	POLICY NUMBER: 1320
POLICY SECTION: Board Meetings & Process	POLICY TITLE: Board of Trustees Electronic Meeting Policy
ADOPTION DATE: 09/08/2021	LAST REVIEWED: 05/27/2026
REVISION HISTORY: 04/09/2025; 05/27/2026	POLICY SOURCE / AUTHORITY: Ohio Revised Code Section 3345.82

1320: Board of Trustees Electronic Meeting Policy

- (A) **Purpose:** To establish a policy that allows trustees to attend a meeting of the board of trustees via means of electronic communication. As used in this policy, “electronic communication” means live, video and audio-enabled communication that permits the trustees attending a meeting, the trustees present in person at the place where the meeting is conducted, and all members of the public present in person at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.
- (B) **Attendance:** Each trustee shall be present in person for at least one-half of the regular meetings of the board each calendar year.
- (C) **Quorum:** 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.
- (D) **Meeting Standards:** The following standards apply to all board meetings conducted using means of electronic communication -
- At least one-third of the trustees attending the meeting shall be present in person at the place where the meeting is conducted;
 - All votes taken at the meeting are taken by roll call vote; and
 - A trustee who intends to attend a meeting via means of electronic communication shall notify the board chairperson of that intent not less than forty-eight hours before the meeting, except in the case of an emergency.
- (E) Except as provided in this policy and Ohio law, 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.

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COLLEGE BOARD POLICY MANUAL	POLICY NUMBER: 1330
POLICY SECTION: Board Meetings & Process	POLICY TITLE: Notice of Meetings of the Board of Trustees
ADOPTION DATE: 02/27/2022	LAST REVIEWED: 05/27/2026
REVISION HISTORY: 04/09/2025	POLICY SOURCE / AUTHORITY: [e.g., Board of Trustees / State Code Rule X]

1330: Notice of Meetings of the Board of Trustees

- (A) Any person may ascertain the time and place of all regular meetings of the board of trustees and the time, place, and purpose of all special meetings of the board of trustees by:
- Writing to the following address: Terra State Community College, 2830 Napoleon Road, Fremont, Ohio 43420
 - Telephoning the executive assistant to the president at 419.559.2342
 - E-mailing the executive assistant to the president
 - Viewing online:
https://www.terra.edu/about_us/governance_administration/board_trustees.php
- (B) The president's office shall notify news media of general circulation within Terra's district of all regular board of trustee meetings in one of the following ways:
- Providing an annual schedule of regular meetings
 - Sending written notice, which must be mailed or e-mailed no later than three working days prior to the day of the meeting
- (C) In the event of a special meeting of the board of trustees not of an emergency nature, the president's office shall notify media representatives by providing written notice, which must be mailed or e-mailed no later than 24 hours in advance.
- (D) In the event of a special meeting of the board of trustees of an emergency nature, the president's office shall notify media representatives of such meeting by telephoning or e-mailing the representative as far in advance of the meeting as possible.
- (E) The president's office will prepare and distribute the agenda of regular meetings of the board of trustees three working days prior to the date of the meeting. The agenda and corresponding documentation will be e-mailed to individuals who have requested to be on the distribution list.

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COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 1340

POLICY SECTION: Board Meetings & Process

POLICY TITLE: Trustees' Records

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY: 04/09/2025

POLICY SOURCE / AUTHORITY: [e.g., Board of Trustees / State Code Rule X]

1340: Trustees' Records

- A) It is the policy of the Terra State Community College trustees to maintain public records as designed by the Ohio Public Records Act in such a manner as required by state and federal law.
- B) A "record" is defined to include any document, device, or item, regardless of physical form or characteristics, including an electronic record, created or received by or coming under the jurisdiction of the Terra State Community College, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of Terra State Community College.
- C) A "public record" is a "record" kept by Terra State Community College at the time a public record request is made, subject to applicable exemptions from disclosure under Ohio or federal law.
- D) Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All Terra State Community College trustees are required to retain their records in accordance with the College Records Retention Schedule (Appendix A).
- E) Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communication device, are to be treated in the same fashion as records in other formats, such as paper or audiotape.
- F) Records already kept by the office do not need to be retained by the trustees. However, records retained by the trustees are still subject to disclosure.
- G) Terra State Community College trustees shall attend (in-person or virtually) a Public Records Training approved by the Ohio Attorney General or Ohio Auditor of State, at minimum once every three years.
- H) A copy of the Ohio Sunshine Laws manual (<https://www.ohioattorneygeneral.gov/YellowBook>) shall be posted on the Terra State Community College's website yearly for the purpose of keeping employees, trustees, and the public educated as to the College's obligations under the Ohio Public Records Act, Ohio Meetings Act, and records retention laws.

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COLLEGE BOARD POLICY MANUAL	POLICY NUMBER: 1350
POLICY SECTION: Board Meetings & Process	POLICY TITLE: Amendment or Repeal of Policy
ADOPTION DATE: 07/16/2020	LAST REVIEWED: 05/27/2026
REVISION HISTORY:	POLICY SOURCE / AUTHORITY: Board of Trustees

1350: Amendment or Repeal of Policy

- (A) The board of trustees will review the policies for the governance of the board of trustees, and they may be amended, repealed, or added to upon motion made in writing for that purpose by any member of the board of trustees. A majority of the membership of the board of trustees shall be required for the adoption of any amendment, alteration, repeal, or addition to this policy. Notwithstanding, the board, when it is found to be in the best interest of the College, may, by a majority vote, suspend its rules and take action overriding a previously adopted policy.

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2000: The Board and the President

Delegated authority and President performance evaluation.

2100: Board-President Relationship

COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 2110

POLICY SECTION: Board-President Relationship

POLICY TITLE: Unity of Control

ADOPTION DATE: 07/16/2020

LAST REVIEWED: 05/27/2026

REVISION HISTORY:

POLICY SOURCE / AUTHORITY: Board of Trustees

2110: Unity of Control

- (A) The president is accountable to the full board. The board will establish the governing policies, delegating implementation of the policies and the development and implementation of procedures to the president.
- (B) All board authority delegated to staff is delegated through the president, so that all authority and accountability of staff is considered to be the authority and accountability of the president.
- (C) *Strategic Goals* policies direct the president to achieve certain results; *Executive Limitations* policies constrain the president to act within acceptable boundaries of prudence and ethics. With respect to *goals* and executive *means*, the president is authorized to establish all further procedures, make all decisions, take all actions and develop all activities as long as they are consistent with the board's policies.
- (D) The board may change its policies, thereby shifting the boundary between board and presidential domains. By doing so, the board changes the latitude of choice given to the president. However, so long as any particular delegation is in place, the board and its members will respect and support the president's choices. This does not prevent the board from obtaining information in the delegated areas, except individual client-identified data.
- (E) No individual board member, officer, or committee has authority over the president. Information or assistance may be requested by individuals or groups, but if such a request – in the president's judgment – requires a material amount of staff time or funds or is disruptive, it may be refused, unless authorized by the majority of the board.

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2200: Presidential Performance

COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 2210	
POLICY SECTION: Presidential Performance	POLICY TITLE: President's Job Description
ADOPTION DATE: 07/16/2020	LAST REVIEWED: 05/27/2026
REVISION HISTORY: 03/16/2022	POLICY SOURCE / AUTHORITY: Board of Trustees

2210: President's Job Description

(A) As the board's single official link to the operating organization, the president's performance will be considered to be synonymous with organizational performance as a total.

Consequently, the president's job contributions can be stated as performance in the following major areas:

- a. Organizational accomplishments of the provisions of board policies on *Strategic Goals*.
- b. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.
- c. Compliance with the articles of the president's approved job description.
- d. Compliance with the stipulations indicated in Attachment 1, *Employment Agreement*.

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COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 2220	
POLICY SECTION: Presidential Performance	POLICY TITLE: Monitoring Presidential Performance
ADOPTION DATE: 07/16/2020	LAST REVIEWED: 05/27/2026
REVISION HISTORY:	POLICY SOURCE / AUTHORITY: Board of Trustees

2220: Monitoring Presidential Performance

- (A) Monitoring executive performance is synonymous with monitoring organizational performance against board policies on *Strategic Goals (Ends)*, *Executive Limitations*, and compliance with the articles of the job description and employment contract. Any evaluation of the president's performance, formal or informal, may be derived only from these monitoring data.
- (B) The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.
- (A) A given policy may be monitored in one or more of three ways:
- Internal report: Disclosure of compliance information to the board from the president.
 - External report: Discovery of compliance information by a disinterested, external auditor, inspector, or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.
 - Direct board inspection: Discovery of compliance information by a board member, a committee, or the board as a whole. This is a board inspection of documents, activities, or circumstances directed by the board, which allows a "prudent person" test of policy compliance.
 - Upon the choice of the board, any policy can be monitored by any method at any time. For regular monitoring, however, each *Strategic Goals (Ends)* and *Executive Limitations* policy will be classified by the board according to frequency and method.

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3000: Executive Limitations

Constraints on the President (what they cannot do).

3100: Delegation to the President

COLLEGE BOARD POLICY MANUAL	POLICY NUMBER: 3110
POLICY SECTION: Delegation to the President	POLICY TITLE: General Executive Constraint
ADOPTION DATE: 07/16/2020	LAST REVIEWED: 05/27/2026
REVISION HISTORY:	POLICY SOURCE / AUTHORITY: Board of Trustees

3110: General Executive Constraint

- (A) The president shall not allow any practice that is in violation of commonly accepted business and professional ethics nor in violation of any applicable state or federal law.
- (B) With respect to the treatment of staff, the president may not cause or allow conditions that are unfair or undignified.
- Accordingly, she or he may not:
- Operate without personnel procedures that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions;
 - Discriminate against any staff member for expressing an ethical dissent not limited to race, gender, political preference, age, sexual orientation, religion, etc.;
 - Prevent staff from grieving to the board when a) internal grievance procedures have been exhausted, and b) the employee alleges that board and/or administrative policy has been violated to his or her detriment;
 - Fail to acquaint staff with their rights under this policy.
- (C) Budgeting for any fiscal year shall not deviate materially from the board's strategic goals and priorities nor risk fiscal jeopardy.
- Accordingly, he or she may not cause or allow budgeting which:
- Contains too little information to enable accurate projection of revenues and expenses; does not separate capital and operational items; and does not disclose planning assumptions;
 - Plans the expenditures within the operating budget in any fiscal year of more funds than resources can be conservatively projected for that period;
 - Does not contain a board-approved allocation for board prerogatives during the year;

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- d. Would force the College into Fiscal Watch Status (Senate Bill 6) without board approval;
- e. Does not include Fiscal Watch Ratio Scores as part of the monthly Treasurer's Report that is presented to the Board of Trustees at the meetings.
- f. Is not derived from long-term planning.

(D) In order to protect the board from loss of presidential services, the president may not have fewer than two executives familiar with board and presidential processes.

- a. The president shall submit a succession plan to the board in writing, which will indicate those individuals who will serve as the primary and secondary contacts in case of temporary absence or sudden loss of presidential services. The president shall update such succession plan as necessary or requested by the board.

(E) The president may not allow assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, he or she may NOT:

- a. Fail to insure against theft and casualty losses to at least 80 percent replacement value and against liability losses to board members, staff, or the organization itself in an amount comparable to similar community colleges;
- b. Allow un-bonded or uninsured personnel to handle funds;
- c. Subject maintenance schedules to go un-reviewed at least annually; nor neglect to provide an annual maintenance monitoring report to the board each May.
- d. Unnecessarily expose the organization, its board or staff to claims of liability;
- e. Invest or hold funds in investments in violation of Ohio law;
- f. Acquire, encumber or dispose of land and/or buildings without board approval;
- g. Purchase goods or services greater than \$50,000 without obtaining at least three quotes or proposals unless the goods and services are single/sole sourced and documented as such;
- h. Allow multiple purchases from the same vendor greater than \$50,000 for a single, related project or pre-identified phases of a project unless the scope of the project changes;
- i. Allow purchases over \$5,000 without the signature and/or electronic approval of the president, except for book purchases and supplies made by the College's auxiliary bookstore operations;
- j. Allow fixed assets of \$5,000 or state-recommended threshold to remain un-capitalized;
- k. Enter into agreements for new construction and/or major renovations and improvements up to \$50,000 without at least three quotes or proposals, or enter into agreements equal to or greater than \$200,000 per Ohio Revised Code without following the formal competitive bidding process as prescribed by the Ohio Revised Code;

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- l. Enter into agreements for new construction and/or major renovations and improvements equal to or greater in aggregate than \$50,000 without board approval.
- m. Enter into agreements for employment settlement claims greater than \$10,000 without board approval.

(F) With respect to employment, the president may not cause jeopardy to fiscal integrity. Accordingly, he or she may not:

- a. Change his or her own compensation and benefits;
- b. Promise or imply permanent or guaranteed employment;
- c. Establish current compensation and benefits which:
 - i. Deviate materially from the geographic or professional market for the skills;
 - ii. Create obligations over a longer term than revenues can be safely projected, in no event longer than the board-approved collective bargaining contract;
- d. Establish deferred or long-term compensation and benefits which:
 - i. Cause unfunded liabilities to occur or in any way commit the organization to benefits that incur unpredictable future costs;
 - ii. Provide less than some basic level of benefits to all full-time employees, though differential benefits to encourage longevity in key employees are not prohibited;
 - iii. Allow any employee to lose benefits already accrued from any foregoing plan;
- e. Allow position descriptions to become out-of-date;
- f. Allow employees to go unevaluated on a routine basis.

(G) The president may not permit the board to be uninformed. Accordingly, he or she may not:

- a. Let the board be unaware of relevant trends, anticipated adverse media coverage, information which might have political consequences;
- b. Fail to submit the required monitoring data in a timely, accurate and understandable fashion;
- c. Fail to marshal for the board a variety of staff and external points of view as needed for fully informed board choices.

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3200: Asset Protection & Legal Compliance

COLLEGE BOARD POLICY MANUAL		POLICY NUMBER: 3210
POLICY SECTION: Asset Protection & Legal Compliance		POLICY TITLE: Reserve Policy and Procedures
ADOPTION DATE: 01/25/2023		LAST REVIEWED: 05/27/2026
REVISION HISTORY:		POLICY SOURCE / AUTHORITY: Board of Trustees

3210: Reserve Policy and Procedures

(A) Philosophy and Scope

The Board of Trustees of Terra State Community College recognizes that it is important to maintain the financial reserves of Terra State Community College ("TSCC" or the "College"). Reserves ensure the availability of funding in the event of unforeseen expenditures, and protect against unexpected changes in funding. Reserves may also provide a funding source for multi-year initiatives and unfunded mandates from external constituencies.

This Policy and Procedures guides the creation, maintenance, and use of College reserves.

(B) Contingency Fund Reserve (CFR)

- a. The College will maintain a CFR equal to seven (7) percent of the approved annual operating budget. The CFR will be funded from the unrestricted fund balance available at the end of each fiscal year.

Any use or appropriation of the CFR will require approval by the Board of Trustees.

- b. The CFR will be used to:
 - i. Offset unanticipated shortfalls in operating revenue;
 - ii. Fund unforeseen one-time expenses that cannot be funded in the current fiscal year through the operating budget;
 - iii. Provide funding to avoid the need to raise tuition or reduce service levels due to temporary revenue shortfalls; and/or
 - iv. Fund contingencies or emergencies as determined by the Board of Trustees.

When the CFR is used, it will be restored by using unspent revenues at the close of the next fiscal year that would normally have been budgeted as a prior-year surplus. If there are insufficient unspent revenues at the close of the fiscal year to replenish the CFR to the seven (7) percent level, the College will set aside 50% of any unspent revenues at the close of each fiscal year until the CFR is replenished to the seven (7) percent level.

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COLLEGE BOARD POLICY MANUAL POLICY NUMBER: 3220	
POLICY SECTION: Asset Protection & Legal Compliance	POLICY TITLE: College Records and Records Retention
ADOPTION DATE: 04/09/2025	LAST REVIEWED: 05/27/2026
REVISION HISTORY:	POLICY SOURCE / AUTHORITY: Board of Trustees

3220: College Records and Records Retention

Terra State Community College has adopted a record retention management plan to ensure that all student and administrative records are properly stored, maintained and/or disposed of in an orderly and systematic manner.

Terra will use the most current “Records Retention for Public Colleges and Universities in Ohio” manual developed by the Inter-University Council of Ohio (IUC) as a guideline to set individual retention schedules. Terra will establish specific retention periods for all records, and these retention periods will be no less than those prescribed by the IUC’s records retention manual. (<https://iuc-ohio.org/wp-content/uploads/2018/02/IUC-Model-Schedule1.pdf>)

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4000: Strategic Goals

Broad goals for the College and parameters for measuring success.

4100: Strategic Direction

COLLEGE BOARD POLICY MANUAL	POLICY NUMBER: 4110
POLICY SECTION: Strategic Direction	POLICY TITLE: Mission, Vision, & Core Values
ADOPTION DATE: 07/16/2020	LAST REVIEWED: 05/27/2026
REVISION HISTORY:	POLICY SOURCE / AUTHORITY: Terra State Community College

4110: Mission, Vision, & Core Values

- (A) Mission: The mission of Terra State is to provide the highest quality education and training to our students, faculty, staff, and community.
- (B) Vision: Terra State will be the model for academic excellence, student-focused service, and community engagement.
- (C) Values
- Teamwork** – Working together to positively impact students, faculty, staff, and community.
 - Excellence** – Setting and achieving the highest educational standards for our students, region, and workforce.
 - Respect** – Building a campus of trust, courtesy, integrity, inclusion, and open communication.
 - Responsibility** – Ensuring the health and well-being of the college.
 - Accountability** – Taking ownership of our commitments and outcomes.



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