

CHAPTER 1: THE BOARD OF TRUSTEES

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-01 Definitions.

(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

- (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 the 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.
- (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.

3358:14-1-01

- (F) Unless defined otherwise, the word "day" shall mean calendar day. The phrase "workday" shall mean any day excluding Saturdays, Sundays, and holidays listed in Policy 3357:14-3-07.

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03/04/2015

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-02 Mission, vision, values

Effective Date: Reaffirmed by Board of Trustees 10/4/13; Revised: 2/5/16; Revised 8/15/25

- (A) Mission: The mission of Northwest state community college is to serve by providing access to excellent and affordable education, training and services that will improve the lives of individuals and strengthen communities.
- (B) Vision: Northwest state community college will be a leader in education that empowers individuals and communities.
- (C) Values:
 - (1) Integrity – We believe that honesty, respect, and accountability are the basis of building trust.
 - (2) Learning – We believe that the acquisition and application of knowledge is the key to success, and to that end we provide access to greater opportunities through education, training, and services.
 - (3) People – We believe in the power of teamwork, bringing people and communities together to excel.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-03 Legal basis and authority of the board of trustees.

(Effective Date: Reaffirmed by Board of Trustees 10/4/13; Revised 5/8/14)

- (A) The powers and duties of the Northwest state community college district are described in chapter 3358 of the Ohio Revised Code.
- (B) The Northwest 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) The Northwest 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 Northwest state community college district shall include all the territories of Defiance, Fulton, Henry, Paulding, Van Wert and Williams counties.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-04 Membership and appointment to the board of trustees.

(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

- (A) Nine members shall constitute the full membership of the Northwest 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 June as did the term which it succeeds.
- (B) Each member shall be a qualified elector as defined in section 3503.01 of the Ohio Revised Code residing in the Northwest state community college district.
- (C) Members and officers of the Northwest 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 Northwest 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 the Northwest 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 or until a period of sixty days has elapsed, whichever occurs first.
- (H) Effective January 1, 1995, in accordance with section 3.17 (A) 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 meetings held by that board of trustees during any two-year period forfeits his position on that board of trustees.
- (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 chair and the president function as the official spokespersons for the board.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-05 Organization of the board of trustees.

(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

- (A) Officers of the board of trustees shall be a chairperson, a vice-chairperson and a second vice-chairperson who shall be members of the board of trustees. A secretary may be elected who is also a member of the board of trustees.
- (B) The chairperson, vice-chairperson and second vice chairperson shall be elected during the organizational meeting held in February for terms of one year. The secretary shall serve at the pleasure of the board of trustees.
- (C) The duties of the officers of the board of trustees are:
 - (1) The duties of the chairperson of the Northwest 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. In addition to the duties prescribed by law or by the rules of the board of trustees, the chairperson shall exercise such other powers as may be delegated to this office by the board of trustees.
 - (2) 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 vacancy is filled. The second vice chairperson serves in the absence of the vice chairperson.
 - (3) The secretary of the board of trustees may be a member of the board of trustees or the president of the college or his/her designee. The secretary of the board of trustees shall perform the duties usually pertaining to this office and such other duties as are imposed by law or by action of the board of trustees. A non-member secretary may be compensated for services by action of the board of trustees.
- (D) The board of trustees may appoint consultants as follows:
 - (1) 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.
 - (2) The board of trustees will request the Ohio state auditor to secure auditors who will audit the financial records and status of the Northwest state community college in accordance with state code.

- (3) 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.
- (E) Committees of the board of trustees may be appointed in concurrence with the following:
- (1) The chairperson of the board shall appoint members of the board of trustees to appropriate committees of the board of trustees to consider matters to be acted upon by the board of trustees.
 - (2) The committees of the board of trustees may be standing committees and special committees and shall be advisory only.
 - (3) No member shall be appointed concurrently chairperson of more than one standing committee.
 - (4) Standing and special committees of the board of trustees may include, as ex officio members, appropriate representation of employees and students as selected by a procedure approved by the board of trustees.
 - (5) The law requires that standing and special committees give public notice of each meeting as well as prepare, file and maintain minutes of the proceedings.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 1-05 (B): ORGANIZATION OF THE BOARD OF TRUSTEES

Effective Date: 10/4/13

- (1) The current Chairman of the Board will select a Nominating Committee for election of officers.
 - (a) The Nominating Committee will be composed of two Board members and the President of the college.
 - (b) The Nominating Committee will be selected no later than the December Board of Trustees meeting. The election of officers will take place at the February Board of Trustees meeting.
 - (c) Should the Chairman serve a second term, he/she may serve on the Nominating Committee.
- (2) Terms and Responsibilities of Board Officers
 - (a) Officers will be elected annually.
 - (b) The Board members are invited and encouraged to attend one Foundation Board meeting per year.
 - (c) The Board appoints a delegate and an alternate annually to the OACC Governing Board.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-06 Meetings of the board of trustees.

Effective Date: Reaffirmed by Board of Trustees 10/4/13, Revised 8/27/2021

(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. During regular meetings, the board of trustees may consider action on items duly presented before the board of trustees. During the regular meeting in February, 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 the college president 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 the college president 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.

(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 Revised Code, for the sole purpose of any of the following matters:

- (1) 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

- (2) Purchase or sale of property - a public body may adjourn into executive session to consider the purchase of property of any sort – real, 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 prospective buyers and sellers.

- (3) 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.

- (4) Collective bargaining matters - a public body may adjourn into executive session to prepare for, conduct or review collective bargaining strategy.
- (5) Matters required to be kept confidential - a public body may adjourn into executive session to discuss matters that federal law, federal rules or state statutes require the public body to keep confidential.
- (6) 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.
- (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. Trustees may attend meetings of the board of trustees electronically in accordance with Revised Code 3345.82 and paragraph (B) of rule 3358: 14-1-06 of the Administrative Code.

- (F) 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 procedure or the laws of the state of Ohio, "Roberts Rules of Order" as revised shall govern the procedure of all board of trustees' 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 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.
- (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 following matters shall be considered non-administrative and require a majority vote of the whole membership of the board of trustees: election of officers; approval of contracts, bonds, notes, and agreements; approval of fiscal operating budget and revisions thereof; appointment of a president; amendment or repeal of college policy; approval of student fee schedules; approval of salary programs; approval to propose operating levy to citizens; and suspension of rules during a meeting.
- (L) All matters not listed in paragraph (K) of this rule will be considered administrative and require a majority vote of those present when a quorum is in session.
- (M) 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.
- (N) 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.
- (O) The minutes of regular or special meetings of the board of trustees of the Northwest state community college 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 deliberations 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.

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09/13/2021

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 1-06(A): MEETINGS OF THE BOARD OF TRUSTEES

Effective Date: 2/6/15

- (1) The presiding officer 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 will be required to sign a guest log upon entering the board meeting.
 - (b) All guests wishing to address the board must provide 48-hour advance notice in written form (including email) to the executive assistant to the president.
 - (i) One week prior to the board of trustees meeting, the presiding officer will make a determination 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.
 - (c) The total amount of time devoted to public audience participation shall be limited to a maximum total of fifteen (15) minutes. Public participation will be structured on a first-come, first-serve priority basis.
 - (i) Each participant shall be limited to a single turn to address the board and for a duration limited to a maximum of three (3) minutes.
 - (ii) Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and/or group affiliation, if and when appropriate.
 - (d) All statements shall be directed to the presiding officer. No participant may address or question board members individually.
 - (e) A written copy of audience presentations must be submitted to the Board of Trustees prior to the end of the meeting.
- (2) The presiding officer may:
 - (a) interrupt, warn or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, or obscene.
 - (b) request any individual to leave the meeting when that person does not observe reasonable decorum.

- (c) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.
- (d) call for recess or adjournment to another time when the lack of public decorum so interferes with the orderly process of the current meeting.

NORTHWEST STATE COMMUNITY COLLEGE
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Procedure No. 1-06(B): ELECTRONIC MEETING OF THE BOARD OF TRUSTEES

Effective Date: 8/27/2021

1) Definitions:

- a) Electronic Communication: live, 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.

2) Pursuant to R.C. 3345.82, the Board of Trustees can conduct a meeting defined under Policy 1-06(A) (“meeting”) using electronic communication so long as the following criteria in sections (3) and (4) below are met:

3) Trustee’s Responsibility:

- a) Each Trustee must be present annually for one-half of the regular meetings of the Board. Trustees should provide at the annual organization meeting, the meetings they intend to attend in person for the year.
- b) If a Trustee intends to attend a Board meeting through electronic communication, the Trustee must notify the Chairperson of the Board within 48 hours of intent to attend. In the event of a declared emergency, the Trustee must notify the Chairperson of the Board as soon as practical. The Chairperson is encouraged to attend in person when practical. If the Chairperson intends to attend electronically, they shall notify the Vice Chairperson.

4) Meeting Conduct:

- a) During a meeting conducted by electronic communication, 1/3 of the Trustees must be present in person. If the Chairperson determines within 48 hours of a scheduled meeting this criterion will not be met, they shall either:
 - i) Work with Trustees previously intending to attend by electronic means to attend in person to meet with 1/3 requirement.
 - ii) Reschedule the meeting.
- b) During a meeting conducted by electronic communication, votes of the Board of Trustees are conducted using a roll call.
- c) The Board of Trustees will follow all other established procedures during a meeting conducted by electronic communications.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-1-07 Notice of meetings of the board of trustees.

Effective Date: Reaffirmed by Board of Trustees 10/4/13

- (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:
 - (1) Writing to the following address: Northwest state community college, 22600 state route 34, Archbold, Ohio 43502, c/o president's office.
 - (2) Telephoning the executive administrative assistant in the president's office.
 - (3) Observing notices posted throughout the college.
- (B) Any representative of the news media may obtain notice of all regular and special meetings of the board of trustees by requesting in writing that such notice be provided. Such notice will only be given, however, to one representative of any particular publication or radio or television stations. A request for such notification shall be addressed to: president's office, Northwest state community college, 22600 SR 34, Archbold, Ohio 43502.
- (C) The president's office shall notify all media representatives on the list described in paragraph (B) of this rule of all regular meetings of the board of trustees by doing at least one of the following:
 - (1) Providing an annual schedule of regular meetings.
 - (2) Providing telephone notice, which must be made no later than twenty- four hours prior to the start of the meeting; such telephone notice shall be complete if a message has been left for the representative or if, after reasonable effort, the president's office has been unable to provide such telephone notice.
 - (3) Sending written notice, which must be mailed or emailed no later than three working days prior to the day of the meeting.
 - (4) Informing such representative personally no later than twenty-four hours prior to the start of the meeting.
- (D) In the event of a special meeting of the board of trustees not of an emergency nature, the president's office shall notify all media representatives on the list described in paragraph (B) of this rule of such meeting by providing either the notice described in paragraphs (C)(2) to (C)(4) of this rule, that described in paragraph (B) of this rule, or that described in paragraphs (C) to (E) of this rule.

- (E) In the event of a special meeting of the board of trustees of an emergency nature, the president's office shall notify all media representatives on the list described in Section 1-07 (b) of such meeting by doing at least one of the following:
- (1) Notifying such representatives by telephone as far in advance of the meeting as possible; such telephone notice shall be complete if a message has been left for the representative or if, after reasonable effort, the president's office has been unable to provide such telephone notice.
 - (2) Informing such representatives personally as far in advance of the meeting as possible.
- (F) In providing the notices required in paragraphs (C) to (E) of this rule, the president may rely on assistance provided by any member of the Northwest state community college; any such notice is complete if given by such a member in the manner provided in paragraphs (C) to (E) of this rule.
- (G) The president's office shall maintain a list of all persons who have requested, in writing, notice of all meetings of the board of trustees of the Northwest state community college at which specific subject matters designated by such persons are scheduled to be discussed. Any person may have his/her name placed on such list. The president's office shall, no later than three working days prior to each meeting, send by e- mail, an agenda of the meeting to such persons. The board of trustees may establish a reasonable fee for this service.
- (H) 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 for proper posting(s) in various areas of the college.

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Certification

02/14/2020

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Prior Effective Dates: 03/16/2015

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-08 Responsibilities of the board of trustees.

(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

(A) The board of trustees may:

- (1) Own and operate a state community college.
- (2) 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.
- (3) Accept gifts, grants, bequests, and devises absolutely or in trust for support of the college.
- (4) Employ a president, faculty, and such other employees as necessary and proper for the college and fix their compensation.
- (5) Provide for the college necessary lands, buildings or other structures, equipment, means, and appliances.
- (6) Establish schedules of fees and tuition.
- (7) 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.
- (8) 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.
- (9) Enter into contracts and conduct state community college programs or technical courses outside the college district.
- (10) 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 officers and employees against liability on account of damage or injury to persons and property, 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, right 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.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-09 Amendment or repeal of policy.

(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

Policy for the governance of the board of trustees 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

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-10 Honorary associate degree.

(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

The board of trustees shall establish the following policy for the awarding of honorary degrees at Northwest state community college:

(A) The honorary degree is the highest award that Northwest state community college confers. It is given to honor individuals who have distinguished themselves through:

- (1) Exemplary service.
- (2) Extraordinary contributions to the welfare and development of the college or the communities of which they are a part.
- (3) Exceptional acts of philanthropy to the college.
- (4) To elevate the college in the eyes of the world by honoring individuals who are widely known and highly regarded for achievements in their respective fields of endeavor.

(B) Conferring of the honorary degree requires board approval.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-11 District and college names.

(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

- (A) The official name of the district in which the college operates shall be known as the Northwest state community college district.
- (B) The official name of the institution operated within the district shall be known as the Northwest state community college.
- (C) Northwest state community college shall also be known as "northwest state" and "nsc."

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

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03/04/2015

Date

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Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-12 Emeritus status.

(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

- (A) Emerita/emeritus status is an honorary title awarded for distinguished service to the academic community. There is a long tradition in academia in recognizing such service by trustees, administration, and faculty. The board of trustees shall bestow the title on a faculty member or administrator who is entering permanent retirement from Northwest state community college and who has served the college, community, and profession with distinction. It is expected that emerita/emeritus status will be granted to faculty members and administrators who have contributed continuously throughout their career and have a distinguished professional record.
- (B) All faculty and administrators meeting the selection criteria shall be eligible for the honorary title of emeritus. The honorary title is granted in recognition of exemplary service and dedication to the college, its community and profession. The college, the community it serves and their profession. The status is not automatically conferred as it is an honor that must be earned. Not all retirees will be nominated or qualify for such an honor.
- (C) Any faculty or administrators who are deceased at the time of implementation of the policy may be posthumously nominated and so designated. However, college publications will only list those still living unless so directed by the trustees.
- (D) The emeritus status is granted at the pleasure of the board of trustees and may be withdrawn by action of the board for failure to meet the responsibilities associated with that honor.

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CERTIFIED ELECTRONICALLY

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03/04/2015

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Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 1-12 (B): EMERITUS STATUS—ADMINISTRATORS, FACULTY, TRUSTEES
Effective Date: 10/4/13

Administrators and Faculty

Faculty and administrators will have an opportunity to nominate retirees for emeritus status prior to the annual recognition dinner honoring their retirement. This nomination will include an explanation of the individual's outstanding contribution(s). Eligibility will be verified by Human Resources. Those meeting the selection criteria will be forwarded to the Executive Committee of the Board by the College President, who will make a recommendation to the Board of Trustees for appointment.

Selection Criteria:

- nomination form completed by faculty/administration member(s)
- have retired during the past year following the most recent recognition program
- completion of 10 or more years of full-time service at the college.
- retirement according to the provisions of the applicable retirement system
- recommendation of the President or Vice President and Student Services

Privileges Accorded:

- recognition of emeritus status in appropriate college publications
- invited to participate in appropriate college social functions (e.g., recognition dinner, etc.)
- framed certificate
- use of Learning Resource Center, including access to OhioLINK (as resources permit and reviewed on an annual basis)
- e-mail account and internet access same as regular employees (as resources permit and reviewed on an annual basis)
- discounts in the bookstore, consistent with employee discounts
- invitation to march in appropriate academic processions (i.e., graduation, pinning, etc.)
- priority consideration for part-time teaching assignments in area of expertise as needed by the college
- invitations to participate on appropriate college committees

All benefits are to be reviewed on an annual basis and are subject to change.

Responsibilities:

- represent the college as requested and where appropriate
- supports the mission and purposes of the College and Foundation
- maintains professional standards and conduct reflecting credit on the college
- assists in the development of the College as requested (e.g., serving on committees)

Trustees

Conferring of the Emeritus Status to Trustees shall follow these guidelines:

- A departing Board member who has served as a Trustee of Northwest State Community College for at least six (6) years may be granted Trustee Emeritus
- The recommendation for Trustee Emeritus status may be submitted by a member of the Board of Trustees or by the President of the college. Final approval of Trustee Emeritus status is granted by action of the current Board of Trustees.
- Trustee Emeritus status is without financial compensation but may include privileges normally offered Trustees within the resources of the college.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-1-13 Fiscal oversight

Effective Date: Reaffirmed by Board of Trustees 10/4/13

- (A) Independent auditing firms. The president shall not engage the independent audit firm in the performance of non-audit services during its tenure as the independent audit firm auditing the college's annual financial statements.
- (B) Audit committee. Acting as a committee of the whole, the board of trustees shall perform the functions of the audit committee including:
- (1) The appointment, retention, and oversight of the work of any registered public accounting firm employed by the college.
 - (2) The establishment of procedures for the receipt, retention, and treatment of complaints received by the college regarding accounting, internal controls, and auditing matters.
- (C) Certification. The president shall certify to the board of trustees the following:
- (1) S/he has reviewed the annual audit report.
 - (2) Based on his/her knowledge, the annual audit report does not contain any untrue statement of material fact or omission of a material fact necessary in order to make the statement misleading.
 - (3) Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operation.
 - (4) S/he has established and maintained internal controls.
 - (5) S/he has disclosed to the auditors and to the board of trustees all significant deficiencies in the design or operation of internal controls that could adversely affect the college's ability to record, process, summarize, and report financial data and has identified for the auditors any material weaknesses in internal controls.
 - (6) S/he has indicated in the report whether or not there were significant changes in internal controls or in other factors that could significantly affect internal controls subsequent to the date of his/her evaluation, including any corrective actions.
- (D) Assessing internal controls. The president shall periodically report to the board of trustees on an external assessment of the college's internal control structure and procedures for financial reporting.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

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Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-14 College and board conferences, conventions and workshops.

Effective Date: Reaffirmed by Board of Trustees 10/4/13

- (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 attending as a group will be borne by the college.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-15 Electronic mail of the board of trustees.

Effective Date: Reaffirmed by Board of Trustees 10/4/13

- (A) Under no circumstances shall the board members use e-mail to discuss among themselves board business that is only to be discussed in an open meeting of the board, is part of an executive session or could be considered an invasion of privacy if the message were to be monitored by another party.
- (B) There should be no expectation of privacy for any messages sent by e-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act unless an exemption would apply.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 1-15 (A): ELECTRONIC MAIL OF THE BOARD OF TRUSTEES

Effective Date: 10/4/13

- (1) Since E-mail is a form of communications that could conflict with the Sunshine Law, it will be used to conduct business of the Board only for the purposes of communicating:
 - (a) messages between Board members or between a board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board.
 - (b) possible agenda items between the President and the Board President.
 - (c) times, date and places of regular or special Board meetings.
 - (d) a Board meeting agenda or public record information concerning items on the agenda.
 - (e) requests for public record information from a member of the administration, College staff or community pertaining to College operations.
 - (f) responses to questions posed by members of the public, administrators or College staff.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-1-16 Onboarding of the board of trustees.

Effective Date: 08/27/2021

- (A) It is the expectation of the board of trustees that each new board member is afforded the opportunity to participate in a structured onboarding process to facilitate their smooth transition into board participation and trustee effectiveness.
- (B) Northwest state community college offers a comprehensive and ongoing orientation program about trustee and board roles. The program is both an orientation to the college provided by the president, and a second orientation to the workings of the board provided by the chair and/or current trustees. The board orientation includes an overview of the roles and responsibilities of trustees and the board, board strategies and goals, communications protocols, trustee resources including a board manual, mini-sessions on the college budget, a review of the last audited financial statement, and the campus facility plan.
- (C) The president will adopt procedures to administer this policy.

Effective: 09/24/2021

CERTIFIED ELECTRONICALLY

Certification

09/13/2021

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 1-16 (A): ONBOARDING OF THE BOARD OF TRUSTEES

Effective Date: 8/27/2021

1) Ceremony

- a) NSCC will hold a formal swearing-in ceremony that reflects the importance of the trustee role. Additionally, NSCC will issue a press release to the internal and external communities announcing the appointment/election of the new trustee and acknowledging the contributions of the outgoing trustee.

2) Welcome

- a) The NSCC board welcomes new trustee(s) and encourages engagement in board business. The Board Chair will share the new trustee's biographical information with the board and community at the first meeting so they can be a part of this welcoming process.

3) NSCC Information Packet

- a) The College President, in collaboration with the Board Secretary, will prepare a Board member "NSCC Information Packet" that includes, but is not limited to:
 - i) Board communication with the President's Office and Board support
 - ii) NSCC Factbook and College history
 - iii) Board meeting schedule and key College events
 - iv) Logistical information on attending Board meetings and College events
 - v) Digital access to Board materials and a College device to participate in meetings and activities
 - vi) Minutes from recent Board meetings
 - vii) The NSCC policy manual with specifics on Chapter One (NSCC Board) and Board member activities
 - viii) The State of Ohio reporting obligations (fiscal and ethical) for College Trustees

- ix) Overview of statutory provisions for Ohio Community Colleges, including an overview of Ohio SSI provisions
- x) Overview of the Ohio Association of Community Colleges and Trustee participation in OACC events
- xi) Latest Higher Learning Commission submission, report and follow up
- xii) Key College strategic documents including the strategic plan, annual College goals, and relevant tactical plans
- xiii) Key College financial documents, including the most current verified financials, the annual budget, College reserve accounts, College CFI, and the most recent College audit
- xiv) Overview of the NSCC Foundation including participation, events and most recent financials, as well as Trustee participation in Foundation activities
- xv) Relevant readings on the role of college trustees
- xvi) Trustee training opportunities with OACC, ACCT, AGB, and ACE
- xvii) Recent press releases concerning the College

4) Trustee Mentoring

- a) Each Trustee will be assigned a current, experienced board member to mentor the new trustee and ensure an effective execution of the onboarding process. The mentor/mentee relationship will:
 - i) Help the new member understand strategic plans, priorities and direction of the College
 - ii) Facilitate board member acclimation by sharing about board culture, meeting processes, board structure, committee-level activities, College processes & policies, etc.
 - iii) Assist with introduction of new board member to key College leaders and stakeholders
 - iv) Engage with new Board member, address questions and provide historical context for topics/issues relevant to the board
 - v) Provide input and feedback regarding board/committee proceedings

5) Trustee Orientation

- a) Within the first few months of appointment, the Trustee will be offered a Trustee Orientation program. That orientation program will include, but not be limited to:
 - i) Meeting with the Board Chair and / or President to review the roles and responsibilities of a Trustee and key materials in the NSCC Information Packet
 - ii) Meeting with the President to build a strong Trustee – CEO relationship
 - iii) Introduction of the College’s leadership team
 - iv) Introduction to key College stakeholders including faculty, staff, learners, alumni and key civic / business leaders
 - v) A tour of College facilities

6) Professional Development

- a) Within the first year of appointment, the Trustee, in conjunction with the Board Chair and President, will be provided additional training and orientation opportunities specific to the Trustee

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-1-17 Presidential evaluation.

Effective: 2/25/2022

- (A) Recognizing the importance of ongoing evaluation for the development and retention of exceptional leaders throughout the college and that all employees benefit professionally and personally from constructive reviews of how they exercise their responsibilities and accomplish the strategic goals of the college, the board of trustees establishes processes for presidential evaluation. With this process, the board acknowledges the importance of meeting its responsibilities with the president, for effective college governance and leadership.
- (B) It shall be the board's responsibility, through the work of the executive committee, to ensure that it engages in a regular process of presidential evaluation. The executive committee, with the support of the president, will organize and manage the process. The results should be used to identify where the president is performing well and where the president might improve. The results can also be used to set success goals for the president. The annual presidential evaluation will be conducted in the fourth calendar quarter of each academic year (April – June).

Effective: 6/20/2022

CERTIFIED ELECTRONICALLY

Certification

06/08/2022

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No.1-17(A): PRESIDENTIAL EVALUATION PROCESS

Effective Date: 2/25/2022

- (1) The Board shall review the President's performance annually using an instrument established between the Board and the President to advance the College's strategic and annual planning priorities.
- (2) The Board's Executive Committee shall take leadership in designing and developing the evaluation tool and process, in collaboration with the Board Chair and the President.
- (3) The evaluation process should include the use of an evaluation survey reviewed and endorsed by the Board of Trustees as well as a Presidential Self-Assessment. The President will submit a self-assessment and any supporting documentation on or before April 1. From time-to-time, the Executive Committee, in collaboration with the President, may review and update the survey and the process.
- (4) The Board Chair, with assistance from the secretary of the board, will collect and synthesize the evaluation results and then discuss them in an Executive Session of the Executive Committee. The President will be included in these early discussions to verbally present a self-assessment.
- (5) The annual evaluation process shall be completed in the fourth calendar quarter of each academic year.
- (6) In an Executive Session of the full Board of Trustees, the Board Chair will offer a verbal summary of the highlights of the evaluation results to the President. The Board Chair will offer a report in public session that the review was completed in accordance with Board policy.
- (7) This process may be elaborated upon in a separate procedural statement and periodically revised and brought to the Board for approval. The Board Chair, the Executive Committee and the President shall participate in this process.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-1-18 Board self-evaluation.

Effective: 12/9/2022

- (A) Effective boards of trustees engage in a regular process of self-assessment of their performance. Engagement in the process of self-assessment demonstrates that trustees are strongly committed to fulfilling their governance responsibilities as defined in section 3358.08 of the Revised Code. In addition, discussion that emerges from the self-assessment about board roles and responsibilities strengthens communication and understanding among individual trustees and improves the effectiveness of the board as a whole.
- (B) The board shall determine the instrument or process to be used in board self-evaluation. The evaluation instrument shall incorporate evaluation criteria concerning the board's role and responsibilities including fiduciary responsibility, setting policy, advocacy for the college and its students, and improving community relations. The executive committee, with the support of the president, will organize and conduct the process. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the assistant to the president / secretary to the board. The process will occur on an annual basis or as directed the board executive committee and will be completed by February of each year in concurrence with the annual organizational meeting of the board of trustees.

Effective: 1/25/2023

CERTIFIED ELECTRONICALLY

Certification

01/13/2023

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No.1-18(A): BOARD SELF-EVALUATION PROCESS

Effective Date: 12/9/2022

- (1) The Board shall engage in a self-assessment process using an instrument or process established by the Board Executive Committee to advance board governance.
- (2) The Board's Executive Committee shall take leadership in designing and developing the evaluation tool and process.
- (3) The evaluation process should include the use of an evaluation survey reviewed and endorsed by the Board of Trustees. All members of the Board will submit a self-assessment on or before February 1. The Executive Committee may periodically review and update the survey and the process.
- (4) The Secretary of the Board of Trustees will collect and synthesize the evaluation results and provide them to the Chair of the Board to discuss in an executive session of the Executive Committee.
- (5) The annual evaluation process shall be completed in the third calendar quarter of each academic year to coincide with the annual organizational meeting of the Board of Trustees that occurs each February.
- (6) In an Executive Session of the full Board of Trustees, the Board of Trustees will review the self-evaluation results. The results will identify accomplishments as well as goals for the next year. The Board Chair will offer a report in public session that the review was completed in accordance with Board policy.
- (7) This process may be elaborated upon in a separate procedural statement and periodically revised and brought to the Board for approval. The Executive Committee shall participate in this process.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-1-19 Prohibition of diversity, equity and inclusion practices.

Effective: 8/15/2025

(A) In accordance with Ohio Senate Bill 1 (the Advance Ohio Higher Education Act), specifically Section 3345.0217 of the Ohio Revised Code concerning DEI prohibitions and commitment to intellectual diversity, Northwest State Community College establishes this policy to prohibit certain diversity, equity, and inclusion (Hereinafter “DEI”) practices while ensuring the fullest degree of intellectual diversity.

(B) Northwest State Community College shall do all of the following:

- (1) (a) Prohibit all of the following: i. Any orientation or training course regarding diversity, equity, and inclusion, unless the college submits a written request for an exception to the Chancellor of Higher Education because the College determines the orientation or training course is exempt from this prohibition, because all aspects of the orientation or course are required to do any of the following: I. Comply with state and federal laws or regulations; II. Comply with state or federal professional licensure requirements; or III. Obtain or retain accreditation.

The exception request shall include an explanation of the circumstances and the effort made by the College to comply with (B)(1)(a)(i) of this section. (ii) The continuation of existing DEI offices or departments; iii. Establishing new DEI offices or departments; (iv) Using DEI in job descriptions (v) Contracting with consultants or third parties whose role is or would be to promote admissions, hiring, or promotion on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression; and (vi) The establishment of any new institutional scholarships that use DEI in any manner. For any institutional scholarships existing on the effective date of ORC 3345.0217, the College must, to the extent possible, eliminate DEI requirements. If the College is unable to do so because of donor requirements, the College may continue to offer the scholarship. However, the College shall not accept any additional funds for the operation of institutional scholarships that have DEI requirements.

- (b) The college shall not replace any orientation, training, office, or position designated for the purpose of diversity, equity, and inclusion that is prohibited under this division with an orientation, training, office, or position under a different designation that serves the same or similar purposes, or that uses the same or similar means.
- (c) If the requirements to obtain a research grant conflict with the prohibitions on DEI in this policy, the College shall endeavor, to the extent possible, to comply with Section (B)(1) of this policy while retaining eligibility for the research grant, including by consulting with legal counsel. If the College is unable to comply with Section (B)(1) herein, with respect to a research grant, it must submit a written request for an

exception to the Chancellor of Higher Education that must include an explanation of the circumstances and the effort made by the College to comply with Section (B)(1) herein while retaining eligibility for the research grant.

- (d) Section (B)(1)(a) and (c) herein do not apply to agreements or contracts regarding any research grants entered into before the effective date of ORC 3345.0217. However, they do apply to any renewal of such agreements or contracts occurring on or after that date.
- (2) Affirm and declare that the College's primary function is to practice or support the practice, discovery, improvement, transmission, and dissemination of knowledge and citizenship education by means of research, teaching, discussion, and debate.
- (3) Affirm and declare that the college shall ensure the fullest degree of intellectual diversity.
- (4) Affirm and declare that faculty and staff shall allow and encourage students to reach their own conclusions about all controversial beliefs or politics and shall not seek to indoctrinate any social, political, or religious point of view.
- (5) Demonstrate intellectual diversity for course approval, approval of courses to satisfy general education requirements, student course evaluations, common reading programs, annual reviews, strategic goals for each department, and student learning outcomes.
- (6) Declare that the College will not endorse or oppose, as an institution, any controversial belief or policy, except on matters that directly impact the institution's funding or mission of discovery, improvement, and dissemination of knowledge. Though it may endorse the United States Congress when it establishes a state of armed hostility against a foreign power.
- (7) Affirm and declare that the College will not encourage, discourage, require, or forbid students, faculty, or administrators to endorse, assent to, or publicly express a given ideology, political stance, or view of a social policy, nor will the institution require students to do any of those things to obtain any certification, undergraduate, or post-graduate degree.

(C) The college shall:

- (1) Prohibit political and ideological litmus tests in all hiring, promotion, and admissions decisions, including diversity statements and any other requirement that applicants describe their commitment to any ideology, principle, concept, or formulation that requires commitment to any controversial belief or policy.

- (2) Affirm and declare that no hiring, promotion, or admissions process or decision shall encourage, discourage, require, or forbid students, faculty, or administrators to endorse, assent to, or publicly express a given ideology or political stance.
 - (3) Affirm and declare that the college will not use a diversity statement or any other assessment of an applicant's political or ideological views in any hiring, promotions, or admissions process or decision.
 - (4) Affirm and declare that no process or decision regulating conditions of work or study, such as committee assignments, course scheduling, or workload adjustment policies, shall encourage, discourage, require, or forbid students, faculty, or administrators to endorse, assent to, or publicly express a given ideology or political stance.
 - (5) Affirm and declare that the college will seek out invited speakers who have diverse ideological or political views.
 - (6) Post prominently on its website a complete list of all speaker fees, honoraria, and other emoluments in excess of \$500 for events that are sponsored by the College. The information shall be all of the following: a. Accessible from the main page of the website by use of not more than three links; b. Searchable by keywords and phrases; c. Accessible without requiring registration.
- (D) The college shall respond to complaints from any student, student group, or faculty member about an alleged violation of the prohibitions and requirements included in this policy using the same complaint process as is used for complaints regarding the college's free speech policy under current law, as outlined in the existing academic and student grievance policies. Information about this complaint process must be provided in any new student orientation.
- (E) Nothing in this policy prohibits:
- (1) Faculty or students from classroom instruction, discussion, or debate, so long as faculty members allow students to express intellectual diversity; and
 - (2) The college from complying with any state or federal law to provide disability services or to permit student organizations, including fraternities and sororities.
- (F) Failure to comply with this policy may result in the General Assembly withholding or reducing any state operating subsidy payments, state capital improvement funds, or other state appropriations to the college, should the general assembly determines the college failed to comply with the requirements established herein.