

# Southern State Community College

## Board of Trustees Policy Manual



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to attend in-person to meet with 1/3 requirement.

(b) Reschedule the meeting

(4) All votes taken at the meeting shall be taken by roll call vote when one or more board members are participating by means of electronic communication; and

(5) Notwithstanding division (C) of section 121.22 and sections 3335.06 and 3343.04 of the Revised Code, a trustee who attends a meeting by 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.

(6) Except as provided in this policy, 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.

Reference: ORC 3345 .82

Effective Date: 0930-2021

## *SECTION 5. BOARD MEETING MINUTES*

The minutes of each regular or special meeting shall be duly recorded. The typed minutes of each meeting will be considered, corrected, and approved at the next regular meeting of the Board. Such action may also be taken at an intervening special meeting. The minutes shall be inspected and signed by the secretary and chair of the Board and shall be



It is the policy of Southern State Community College that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Southern State Community College that openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

### *PUBLIC RECORDS*

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document paper, electronic (including, but not limited to, email), or other format that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

All records of Southern State Community College are public unless they are specifically exempt from disclosure under the Ohio Revised Code. Under Ohio law, a record (or portion of a record) may still be withheld from release because state or federal law makes the record or a portion thereof confidential.

*SECTION 1. POLICY*

It is the policy of Southern State Community College that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and









the Board of Trustees shall consider and give consideration to county representation in accordance to the following schedule.

Rotation Chart 2015 - 2021

	Adams	Brown	Clinton	Fayette	Highland
2015	2	1	2	2	2
2016	2	2	2	1	2
2017	2	2	2	1	2
2018	2	1	2	2	2
2019	2	1	2	2	2
2020	2	2	2	2	1





Effective Date: 0820-2014





Southern State Community College has adopted the following policy for faculty to follow regarding the adoption of required and recommended textbooks.

**Textbook Auto-Adoption Policy:** It is the policy of the College that faculty, staff and students have appropriate options as well as pertinent and timely information when selecting and purchasing textbooks. To this end, if textbooks and/or course materials are not selected by the first day of a registration period, then the faculty member is deemed to have selected identical materials (i.e. same title and edition) from the most recent prior term in which the course was offered.

Effective Date: 0506-2022

### *PURPOSE*

This Policy applies to Southern State Community College (College) students, student groups, faculty, and staff. The board of trustees to adopt a policy on campus free speech that is consistent with and adheres to the principles set forth in R.C. 3345.0215.

### *DEFINITIONS*

institution 's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrongheaded.

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4. Prohibiting or limiting speech, expression, or assembly that are not protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution;
5. Content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by faculty.

Nothing in this Policy shall be construed to grant students the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum.



# APPENDIX 1: Ohio Revised Code Chapter 3358 State Community Colleges and Excerpts from Ohio Revised Code Chapter 3354 Community Colleges

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As used in sections 3358.01 to 3358.10 of the Revised Code:

§ 3358.01 (A) "State community college" means a public institution of higher education, either a county, or 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.

§ 3358.02 "Baccalaureate-oriented institution" means a public institution of higher education, 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.

§ 3358.03 "Baccalaureate-oriented coursework" means coursework in state community colleges 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.

§ 3358.04 "Technical education program" means a program of instruction, the duration that is planned and intended to prepare students to pursue employment or improve technical knowledge in careers generally but not exclusively at the time of completion of the program.



into a community college as defined in section 3354.01 of the Revised Code, in order to permit the  
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the time of a meeting constitutes a quorum.

Amended by 130th General Assembly File No. TBD, HB 483, §101.01, eff. 9/15/2014.  
Amended by 135th General Assembly File No. TBD, HB 33, §101.01, eff. 10/3/2023.

Effective Date: 1104-1977

The board of trustees of a state community college district shall annually, during the first regular scheduled meeting following the beginning of the calendar year, elect from their members a chairman and a vice chairman, neither of whom shall serve in his office for more than three consecutive years, and they may also appoint as secretary, either a member of the board or the president of the college or his designee. The board shall do all things necessary for the creation, proper maintenance, and successful and continuous operation of a state community college, and may adopt and at any time amend bylaws and rules for the conduct of the board and the government and conduct of the college.

Effective Date: 1104-1977

Upon proposal by the board of trustees of a technical college district, the board of trustees of a state university, or both, and upon approval of the establishment of a state community college district by the Ohio department of higher education, an agreement between the board of trustees of the proposing technical college district, state university, or both, and the Ohio department of higher education shall be entered into to effect the transition of the technical college or of a university branch, or both, to a state community college. The agreement shall designate the county or counties to be included in the district and shall include provision therein for the transfer of assets and contracts, assumption or discharging of liabilities and obligations, the date as of which the transition shall be effected and the state community college district shall be created, and such other matters as are necessary or appropriate to the purpose. Nothing in the agreement may, or shall be construed to, affect the rights of holders or owners of bonds or notes issued pursuant to section 3357.11 of the Revised Code until the bonds or notes are returned or provisions therefor made. The agreement shall be entered into by the Ohio department of higher education on behalf of the state community college district and is binding upon the college district and its

(A) The treasurer of each state community college district shall be its fiscal officer, and the treasurer shall receive and disburse all funds under the direction of the college president. No contract shall be entered into by the board of trustees until the treasurer certifies that there are funds of the board otherwise uncommitted and sufficient to provide therefor. When the treasurer ceases to hold the office, the treasurer or the president shall give bond to the state for the faithful performance of official duties. Before entering upon the discharge of official duties, the treasurer shall give bond to the state for the faithful performance of official duties. The amount of the bond shall be determined by the board but shall not be for a sum less than the estimated amount of the treasurer's liability to the state in the event of his or her resignation or removal from office.

(B) The board of trustees may provide for the investment of district funds. Investments may be made in securities of the United States government or of its agencies or instrumentalities, the securities of any national bank located in this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the Federal Reserve System.

college district, or shall be operated in part by an accredited university or college pursuant to a contract to be entered into by the board of trustees of the state community college district and the governing board of the university or college. If the plan recommends that the state community college be operated in part under such a contract, it shall include the full text of the recommended contract, with certification by the respective boards to the effect that they have adopted resolutions approving the contract and await approval of the plan and the contract by the Ohio department of higher education. In any instance in which an official plan proposes partial operation by an accredited university or college, pursuant to a contract, the contract shall include a provision that the contracting university or college will accept all academic credit awarded to students attending the proposed state community college under the contract if the student desires to transfer to the contracting university or college. The contract shall also include a provision that the contracting university or college shall not unreasonably and wastefully duplicate existing educational services. Upon completing the preparation of the official plan, the board of trustees of a state community college district shall file a copy of the plan with the Ohio department of higher education, which shall approve or disapprove the plan or any of its provisions. If the Ohio department of higher education approves the official plan, it shall certify a copy of its action to the board of trustees of the state community college district and issue a charter creating and establishing the state community college, to be known by the name set forth in the official plan. The official plan shall be approved (and) 2 0792f,2



(F) Establish within the maximum amounts permitted by law, schedules of fees and tuition for students who are Ohio residents and students who are not;

(G) Grant appropriate associate degrees to students successfully completing the state community college

(H) Prescribe policies for the effective operation of the state community college and exercise such other powers as are necessary for the efficient management of the college;

Effective Date: 11-04-1977

Sections 3354.10, 3354.121, 3354.15, and 3354.16 of the Revised Code apply to state community college districts and their boards of trustees.

Effective Date: 09-17-1996; 12-30-2004; 06-27-2005

(A) All funds under the control of a board of trustees of a community college district, regardless of the source thereof, may be deposited by such board to its credit in banks or trust companies designated by it. Such banks or trust companies shall furnish security for every such deposit to the extent and in the manner provided in section [135.18](#) of the Revised Code, but no such deposit shall otherwise be subject to sections [135.01](#) to [135.21](#) of the Revised Code. Thereupon, such funds may be disbursed by the board of trustees for the uses and purposes of such district. No contract of the board involving the expenditure of money shall become effective until there is placed thereon by the treasurer as fiscal officer of the district the certificate provided for by section [5705.41](#) of the Revised Code.

(B) The board of trustees of a community college district may provide for the investment of district funds. Investments may be made in securities of the United States government or of its agencies or any political subdivision of this state, certificates of deposit of any national bank located in this state in the manner provided in section 9.04 of the Revised Code.

obligations in the manner provided by and subject to the applicable provisions of section [3345.12](#) of the Revised Code.

(B) Except as otherwise provided in this section, the definitions set forth in section [3345.12](#) of the Revised Code apply to this section.

(C) Fee variations provided for in division (G) of section [3354.09](#) of the Revised Code need not be applied to fees pledged to secure obligations.

(D) The obligations authorized by this section are not bonded indebtedness of the community college district, shall not constitute general obligations or the pledge of the full faith and credit of such district, and the holders or owners thereof shall have no right to require the board to levy or collect any taxes for the payment of bond service charges, but they shall have the right to payment thereof solely from the available receipts and funds pledged for such payment as authorized by section [3345.12](#) of the Revised Code and this section. The bond proceedings may provide the method whereby the general administrative overhead expense of the district shall be allocated among the several operations and facilities of the district for purposes of determining any operating and maintenance expenses payable from the pledged available receipts prior to the provision for payment of bond service charges, and for other purposes of the bond proceedings.

(E) The powers granted in this section are in addition to any other powers at any time granted by the Constitution and laws of the state, and not in derogation thereof or restrictions thereon.

Effective Date: 0917-1996

A community college district shall not be required to pay any taxes or assessments upon any real or personal property acquired, owned, or used by it pursuant to provisions of sections 3354.01 to 3354.18, inclusive, of the Revised Code, or upon the income therefrom, and the bonds issued pursuant to provisions of such sections and the transfer of the income therefrom, including any profits made on the sale thereof, shall at all times be free from taxation within the state.

Effective Date: 1020-1961

shall be in writing and shall be accompanied by or shall refer to plans and specifications for the work to be done. Such contract shall be approved by the board of trustees and signed by the president of the board and by the contractor.

(B) On the first day of January of every even-numbered year, the chancellor of the Ohio department of higher education shall adjust the two hundred thousand dollar contract limit set forth in division (A) of this section, as adjusted in any previous year pursuant to this division. The chancellor shall adjust the limit according to the average increase or decrease of each of the two years immediately preceding the adjustment as set forth in the United States department of commerce, bureau of economic analysis implicit price deflator for gross domestic product.  $W^* n BT /7a1sc7 o [(pres)8(i)-4$