

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

ORGANIZATION OF THE BOARD OF TRUSTEES

Effective August 15, 1999

Policy No. 1-05

Page 1 of 3

- (A) Officers of the Board of Trustees shall be a Chairman and a Vice-Chairman who shall be members of the Board of Trustees, a Secretary who may be a member of the Board of Trustees, and a Treasurer who is not a member of the Board of Trustees. The Board of Trustees may elect one or more Deputy Treasurers who are not members of the Board of Trustees.
- (B) The Chairman and Vice-Chairman shall be elected during the first regular scheduled meeting following the beginning of the calendar year for terms of one year. Neither the Chairman nor the Vice-Chairman shall serve in that office for more than two consecutive years in each position. The Secretary, Treasurer, and Deputy Treasurers 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 Chairman of the Columbus 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 Chairman 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 Chairman of the Board of Trustees, the Vice-Chairman shall perform all duties of the Chairman until the Chairman resumes office or until such vacancy is filled.
  - (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.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

ORGANIZATION OF THE BOARD OF TRUSTEES

Effective August 15, 1999

Policy No. 1-05

Page 2 of 3

- (4) The Treasurer shall be the fiscal officer of the district and shall receive and disburse all funds of the district under the direction of the college President. No contract of the Board of Trustees involving the expenditure of money shall become effective until the treasurer certifies that there are funds of the Board of Trustees otherwise unappropriated sufficient to provide therefor. The Treasurer shall keep accounts of the Board of Trustees in the manner required by law or requested by the Ohio Board of Regents or by the State Department of Education, the Board of Trustees, or the President.
  - (5) In cases of absence or disability of the Treasurer or a vacancy in the office of Treasurer, the Deputy Treasurer shall perform all of the duties of the Treasurer until the Treasurer resumes office or until such vacancy is filled. The Deputy Treasurer shall from time to time perform the duties of the Treasurer as may be directed by the Treasurer.
- (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 may request the Ohio State Auditor to appoint auditors who will audit the financial records and status of the Columbus State Community College District 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 Chairman 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.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

ORGANIZATION OF THE BOARD OF TRUSTEES

Effective August 15, 1999

Policy No. 1-05

Page 3 of 3

- (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 chairman 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.