

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY & PROCEDURES MANUAL

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MEETINGS OF THE BOARD OF TRUSTEES

Effective September 23, 2021

Policy 1-06

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- (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 held during January of each year. During regular meetings, the Board of Trustees may consider action on items duly presented before the Board of Trustees. During the regular meeting in January, 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 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 (3) working days in advance of the meeting.
  - (3) Special emergency meetings may be convened by the Chairperson 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 Ohio Revised Code, for the sole purpose of any of the following matters:
- (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee(s) or any official(s) or the investigation of charges or complaints against an employee(s), licensee(s), or regulated individual(s) except as otherwise provided by law unless said employee(s), official(s), licensee(s), or regulated individual(s) request a public hearing.
  - (2) To consider the purchase of property for public purposes, or for the sale of property at a competitive bidding if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public. No member shall use this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a Trustee that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.
  - (3) To have conferences with an attorney for the Board of Trustees concerning disputes involving the Board of Trustees that are subject to pending or imminent court action.

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- (4) To prepare for, conduct, or review negotiations or bargaining sessions with employees concerning their compensation or other terms and conditions of their employment.
  - (5) To discuss matters required to be kept confidential by federal law or rules or state statutes.
  - (6) To review specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for violation of the law.
  - (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.
- (F) In accordance with Section 3345.82 of the Ohio Revised Code, the Board of Trustees can conduct a meeting as defined in Section A of this policy (“meeting”) using electronic communication so long as the following criteria in Sections 2 and 3 below are met:
- (1) Electronic communication is defined as 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) 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 to the extent practical.

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- (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. If the Chairperson intends to attend electronically, they shall notify the Vice Chairperson.
- (3) Meeting Conduct:
  - (a) During a meeting conducted by electronic communication, one third 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 the trustees previously intending to attend by electronic means to attend in-person to meet with one-third 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.
- (G) The President of the College shall prepare and deliver to each member of the Board of Trustees, at least three (3) working days prior to each regular and special meeting, a written agenda of business to be considered during the meeting. The President of the College shall deliver, at least three (3) working days prior to each regular meeting, unapproved minutes of previous meetings.
- (H) 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.
- (I) 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.
- (J) All regular and special 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.

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- (L) 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.
- (M) All matters not listed in Section L of this policy will be considered administrative and require a majority vote of those present when a quorum is in session.
- (N) The order of business of regular meetings of the Board of Trustees shall be determined by the Chairperson of the Board of Trustees.
- (O) 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.
- (P) The minutes of regular or special meetings of the Board of Trustees of the Columbus State Community College District 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.
- (Q) Individuals or groups who wish to be heard relative to an item not appearing on the agenda of a meeting of the Board of Trustees shall file such a request, in writing, with the President of the College at least three (3) working days prior to the meeting. The request must state the purpose and topic which the individual or group wishes to present. The hearing will be held at a time of the meeting deemed appropriate by the Chairperson. Individuals or groups who wish to be heard relative to an item appearing on the agenda must make such a request, in writing, to the President of the College prior to the call to order of the meeting. The Chairperson of the Board of Trustees may, on certain occasions within their authority, ask for and grant public participation on issue(s) being considered by the Board of Trustees without prior written request having been made.