

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NOTICE OF MEETINGS OF THE
BOARD OF TRUSTEES

Effective August 15, 1999

Policy No. 1-07
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- (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: Columbus State Community College, 550 East Spring Street, P.O. Box 1609, Columbus, Ohio 43216, c/o President's Office.
 - (2) Telephoning the following number during normal business hours: (614) 287-2402.
 - (3) Reading the bulletin board located on the ground floor of the Columbus State Community College Franklin Hall.
- (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, Columbus State Community College, 550 East Spring Street, P.O. Box 1609, Columbus, Ohio 43216.
- (C) The President's Office shall notify all media representatives on the list described in Section 1-07 (B) 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 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.

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- (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 Section 1-07 (B) of such meeting by providing either the notice described in Section 1-07 (C)(2), that described in Section 1-07 (C)(3), or that described in Section 1-07 (C) (4).
- (E) In the event of a special meeting of the Board 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 Sections 1-07 (C), (D), and (E), the President may rely on assistance provided by any member of the Columbus State Community College; any such notice is complete if given by such a member in the manner provided in Sections 1-07 (C), (D), and (E).
- (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 Columbus 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 first-class 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.