

**POLICY GOVERNANCE MANUAL
AND
STRATEGIC GUIDE
OF
THE BOARD OF TRUSTEES**



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STRATEGIC GUIDE (SG)

SG 1: MISSION AND VALUES

The Board of Trustees believes that Edison State Community College must have a clear picture of its mission and values. Only then will it have a strong basis for developing its services, evaluating its management practices, and assessing its improvement. Only when the mission and values are clearly stated can the organization be fully in alignment with those values.

A. MISSION STATEMENT

Edison State Community College provides the learning opportunities, support services, and commitment that enable students to complete their educational goals and realize their dreams.

B. VISION STATEMENT

Edison State Community College will be the region's premier resource for higher education by employing our core values, commitment to student success, strategic initiatives, and community collaboration.

C. VALUES

The Edison State Community College Board of Trustees fully grasps the increasing complexity, the competition, the rate of change, and the accompanying challenges the College faces. Because of this, the Board believes that the College must be defined by the quality of service and environment available to all of its learners – students, employees, and the community. The College must be clear in what it stands for and on what principles it will operate.

The Board reaffirms the College's core values of ethics, communication, critical thinking, human diversity, teamwork, and lifelong learning.

The Board further affirms the College's commitment to student-centered culture and practices.

SG 2: STAKEHOLDER NEEDS

The Board of Trustees strongly believes that the anticipation of stakeholder needs is critical to effective management of learning and supporting services.

A. ASSESSMENT SYSTEM

The anticipation of student, employee, and community needs is best fulfilled through an assessment system that addresses stakeholders, goals, actions, checkpoints, and corrective actions. The scope includes assessment and feedback by stakeholders, formal internal assessment and external validation of learning and services, and assessment of College management services and processes. In systematically gathering and acting upon such information, the College will achieve greater and documented accountability to its multiple stakeholders, including the general public.

To anticipate student, employee, and community needs, the College should:

- Fully implement a formal system of assessment, feedback, and continuous improvement to provide greater accountability and anticipate stakeholder needs.
- Formulate performance values for the administrative and leadership staff, including a formal system of inservice training, assessment, and feedback.
- Provide an annual report on assessment to the Board.

SG 3: CAPACITY BUILDING

The Board of Trustees believes that the College must maximize its human and physical resources in order to serve our community and remain competitive in the face of a rapidly changing environment.

A. LEARNING

Learning is the purpose of Edison. It is the College's business. As a comprehensive college that is community and market driven, the litmus test for its success is how well College programming and services mirror the educational and training needs of the service area as determined by assessment.

To expand capacity in learning and programming, the College should:

- Build on the current assessment initiative to create a formal system, determine programmatic and learner needs, and evaluate the quality of the service provided.
- Develop learning opportunities to capitalize on unused spaces and times, i.e. weekends, off-hours, etc., and encourage learners to use these opportunities.
- Institute policies, procedures, and practices that implement current learning theory and maximize students' opportunities for success and completion.

B. TECHNOLOGY

Recognizing the exponential growth of digital technology, the College must be the regional leader in information technology, including its internal resources and its credit and non-credit programming. Edison should be the regional IT leader and a model of both internal IT use and learning-based programming.

To expand capacity in technology, the College should:

- Develop a strategic IT plan, including infrastructure, network, staff training, learning, business and service functions, information and communication, library, and acquisitions.
- Leverage its IT assets – both human and physical resources -- to benefit the service area, including partnerships with area schools and efforts to narrow the digital divide in our region.

C. STRUCTURE OF THE COLLEGE ORGANIZATION

The structure of the College's organization is only a means to fulfill the mission and should never be an end in itself. As delivery of the mission evolves and adapts, so should the College's organization evolve and adapt.

To expand capacity through organizational structure, the College should:

- Hold the College leadership accountable for developing and extending the necessary knowledge and skills of faculty and staff so that the College has the capacity to create new initiatives and continually renew the organization.
- Adopt a systems approach that embraces a management and decision-making model based on the core elements of purpose, process, feedback, and people.

D. STAFFING

Good effort by good people is critical to fulfill the mission. Whatever the College does can only be done by and with people. Good people are the College's greatest assets.

To expand capacity in staffing, the College should:

- Review compensation and benefits for all employees, including part-time ones, to ensure they are fair, comparable, and competitive.
- Renew staff development efforts for all employees in the light of advances in office and learning technology and the many initiatives planned and underway.

E. FACILITIES

An accessible, accommodating, secure, clean, functioning, and safe environment for learning and working is critical to the accomplishment of the College's mission.

To expand capacity in facilities, the College should:

- Continue to maintain a high quality physical environment through planning for repair, renovation, conversion, and replacement, including the transformation of traditional learning environments into technology augmented environments.

F. CAMPUS SECURITY

The college shall develop a campus security plan that includes physical safety for all persons, security for all College assets, and prevention of hostile and/or violent activity.

GOVERNANCE PROCESS (GP)

GP 1: BOARD MISSION STATEMENT

As stewards of the college, the Board of Trustees of Edison State Community College shall guide the college to its preferred future as measured against high standards of organizational health, innovation, and progress, and will maintain educational and public accountability.

GP 2: GOVERNANCE STYLE

The board will be actively involved in the governance of the college, being proactive rather than reactive, staying adequately informed on relevant issues and approaching its tasks with a style which emphasizes outward vision and not a preoccupation with internal issues, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and staff roles, collective rather than individual decisions and future rather than past or present thinking.

More specifically, the board will:

1. Operate always mindful of its civic trusteeship obligation to the citizens within the service area of the college.
2. Keep adequately informed about relevant local, regional, national and international educational issues potentially impacting the college.

3. Lead and inspire the college through the careful establishment of organizational goals and perspectives through written policies.
4. Focus on the intended long-term impact of the college's goals and not on the administrative or programmatic means of responding to that impact.
5. Initiate policy formation and be active in strategy and planning.
6. Use the expertise of individual members to enhance the ability of the board as a body, rather than to substitute their individual values for the group's values.
7. Monitor and regularly discuss the Board's own process and performance. Ensure the continuity of its governance capabilities by continual trustee education.
 - a. Self-monitoring will include an annual comparison of board activity and discipline to its governance process and Board and President relationship policies.
 - b. Continual redevelopment will include orientation of new members in the board's adopted governance process and periodic board discussion of process improvement.
8. Demonstrate commitment and accountability to the general public by competent, conscientious and effective decision making. Allow no individual board member or Board committee to undermine this commitment.
9. Seek input from various sources including staff, students, alumni, employers and community members on the formation of Board policies and Goals.
10. Make decisions, to the extent possible, on a consensus basis.

GP 3: BOARD JOB DESCRIPTION

The job of the Board is to represent the public in determining and demanding appropriate organization performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will focus its efforts on the following responsibilities within the context of its statutory duties:

1. Maintain a link between the College and the public.
2. Enact governing policies which address:
 - a. Goals: Organizational products, impacts, benefits, outcomes (what good is to occur for which needs or people at what cost).
 - b. Executive Parameters: Constraints on executive authority which establishes the prudence and ethical boundaries within which all executive activity and decisions must take place.

- c. Governance Process: Specify how the board as a whole makes decisions, including information, discussion, and reaching consensus.
 - d. Board/President Relationship: How power is delegated and how its proper use is monitored.
- 3. Monitor institutional performance and the president's performance against Board policies on Goals and Executive Parameters.
- 4. Ensure that financial and personnel resources are available for resource development.
- 5. Maintain a positive image for the College.

GP 4: CHAIRPERSON'S ROLE

The primary role of the board chairperson is to maintain the integrity of the board's processes. The chairperson is the only board member authorized to officially speak for the board (beyond simply reporting board decisions), other than in specifically authorized instances.

- 1. The chairperson promotes consistency by the board in its policies for staff relationships, along with those policies legitimately imposed upon it.
 - a. The chairperson shall preside at board meetings in an efficient and effective manner and shall set the tone for meeting through positive leadership.
 - b. The content of meeting discussions will be only those issues which, according to Board policy, clearly belong to the board to decide, and in collaboration with the president.
 - c. The board's policies concerning individual and group behavior will be enforced.
 - d. The chairperson will attempt to arrive at a consensus by the board members on board decisions. However, all final actions by the board will be voted on in open session consistent with the provisions of the Ohio Revised Code.
- 2. The authority of the chairperson consists in making decisions that fall within the topics covered by board policies on *Governance Process* and *Board/President Relationship*, except where the board specifically delegates portions of this authority to others. The chairperson is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The chairperson is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).

- b. The chairperson has no authority to make decisions about policies created by the Board within the *Goals* and *Executive Parameters* policy areas. Therefore, the chairperson has no authority to individually supervise or direct the President.
- c. The chairperson may represent the board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated.
- d. The chairperson may call special meetings as required.
- e. The chairperson shall ensure that other board members are informed of current and pending board issues and processes.
- f. The chairperson shall convene bi-annually a regular meeting of The Board, which will include the election of a new chair and vice-chair. This meeting will normally take place in the month of January.
- g. In the absence of the chairperson, in the event that the chair is unable to act, in the event of the refusal of the chair to attend or call meetings of the board, or if the office becomes vacant, the vice-chair shall assume the duties of the chair until the duly elected chair resumes duties.

GP 5: BOARD COMMITTEE PRINCIPLES

The board may establish committees to help carry out its responsibilities. Committees will be used in such manner as to support the work of the board and should not interfere with delegation from the whole board to the president.

- 1. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the president.
- 2. Board committees are to help the board do its job, not to help the staff do its jobs. Committees ordinarily will assist the board by preparing policy alternatives for board deliberation. Barring extenuating circumstances, as determined by the board in consultation with the president, Board committees are not to be created by the board to advise staff.
- 3. A board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.

4. Board committees cannot exercise authority over staff. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations, except where appropriate with the president's approval. Because the president works for the full board, he or she will not be required to obtain approval of a board committee before executive action.
5. This policy applies only to committees formed by board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the president.

GP 6: COMMITTEE STRUCTURE

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. The board, in establishing committees, will determine committee goals and limits of committee authority.

GP 7: ANNUAL BOARD PLANNING CYCLE

To accomplish its job outputs with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of *Goals* policies annually and (b) continually improves its performance through attention to board education and to enriched input and deliberation.

1. The planning cycle will begin each year with the August Board Retreat so that the administration can review annual goals and expectations with the Board.
2. At the first meeting of the new year, the board will begin to develop its financial plan for the ensuing fiscal year.
3. Education, input and deliberation will receive the highest priority in structuring the series of meetings and other board activities during the year.
 - a. The board will identify those Key Performance Indicators (KPI) needed to increase its level of understanding of subsequent KPI choices.
 - b. Annual reports on KPIs will be provided during the academic year. The month for each report will be set prior to the start of the academic year.

GP 8: BOARD MEMBERS' CODE OF CONDUCT

The board expects of itself and its member's ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum both in group and individual behavior when acting as board members.

1. Board members must represent unconflicted loyalty to their responsibilities to the college. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and memberships on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the College's services.

2. In addition to their existing obligations under the Ohio Revised Code and the reporting requirements under the Ohio Ethics Commission, board members must avoid any conflict of interest with respect to their fiduciary duties to the college.
 - a. There must not be any conduct of private business or personal services between any board member and any employee of the college, except as provided for by law, in order to assure openness, competitive opportunity and equal access to information.
 - b. Board members must not use their positions to obtain employment in the college for themselves, family members or close associates.
 - c. If a board member were considered for employment, she/he must resign as a member of the board.
3. Board members may not attempt to exercise individual authority over the college except as explicitly set forth in board policies.
 - a. Board members' interaction with the president or with staff must recognize the lack of authority in any individual Board member or group of board members except as noted above.
 - b. Board members' interaction with the news media or other entity must recognize that they cannot speak for the board. Only the chairman of the board should speak on behalf of the board's position.
 - c. Board members will make an evaluation of the President's performance according to Board policy.
4. Board members will be reimbursed for all board/college-related travel within the college travel policy.
5. Board members shall be given an opportunity to participate in educational activities, including state, regional and national meetings, in order to enhance their ability to serve effectively as board members of the Edison State Community College Board of Trustees.
6. Board members will not permit themselves to be used to circumvent established lines of college administrative authority or interfere in the normal procedures for handling complaints or grievances.
7. Board members will not waive board rights to confidentiality including discussions, which occur at legally held closed meetings of the board, and other privileged communications, such as attorney-client privileged communications.

8. Board members will not present an item for action at a board meeting which is not on the agenda.
9. Board members will enforce upon themselves whatever discipline is needed to govern with excellence.

GP 9: BOARD OPERATIONS

The board will operate in a consistent manner, following the policies detailed herein, and, where otherwise noted, adhere to established operational proceedings:

1. The board meeting schedule will be established each year. The board will operate in accordance with the Ohio Revised Code and other applicable state and federal statutes.
2. The board shall elect a chair and a vice-chair for a two-year term with annual votes of renewal as appropriate. The vice-chair shall fulfill the duties of board leadership in the absence of the chair.
3. The president, in consultation with the board chair, shall set the board meeting agenda.
4. The board will give citizens the opportunity to address the board in regard to the posted agenda, but reserves the right to limit the time allotted for remarks. Anyone wanting to address the Board shall contact the Secretary to the Board of Trustees for the proper procedure. *(See procedure; Appendix E.)*
5. In the event of emergency situations not covered by specific policies, the president, with the advice and consent of the board chairperson, if practicable, shall have the authority to take any appropriate action required by such emergency. Action taken and the reason therefore shall be communicated to the board as soon as practicable.
6. The board shall establish an annual budget to represent the college at appropriate meetings and for professional development activities.
7. Whenever a Board vacancy occurs the board secretary will immediately inform the Office of the Governor.
8. All meetings of the board shall be open and public meetings in accordance with the spirit and letter of the Ohio Revised Code. Executive sessions may only be held in accordance with the provisions of the law. Only members of the board and those members specifically invited by the chairperson shall attend executive sessions. All discussions conducted in executive sessions and the minutes shall be kept confidential.

GP 10: BOARD EVALUATIONS

The Board will evaluate:

1. Board policies: Board of Trustees Policies will be reviewed annually and updated as necessary.
2. Board Governance Process (GP 1): The board will annually evaluate its compliance with the Governance Process and Board/President Relationship policies.
3. Presidential Performance (BPR 3): The president's self-evaluation and appropriate forms for board evaluation of the president will be distributed to the Board annually. The board will annually and evaluate the president.
4. The President shall present goals on an annual basis for Board approval.

BOARD AND PRESIDENT RELATIONS (BPR)

BPR 1: DELEGATION TO THE PRESIDENT

The president is accountable only to the full board. The board will establish the board governance policies, delegating the development and implementation of such policies and administrative policy and procedures to the president.

1. All board authority delegated to staff is delegated through the president, so that all authority and accountability of staff is considered to be the authority and accountability of the president.
2. Goals and policies direct the president to achieve certain results; Executive Parameters policies constrain the president to act within acceptable boundaries of prudence and ethics. The president is authorized to establish all regulations and procedures, make all decisions, take all actions and develop all activities as long as they are consistent with the board's policies.
3. The board may change its policies at any time by official action of the board, which will become effective at that time, or at a certain date set by the board, but so long as any particular policy is in place the board and its members will respect the president's choices as he/she operates within that policy. No individual board member, officer, or committee has authority over the president.
4. Individual Board members or committees may request information from the president, which will be provided if not unduly burdensome. Any dispute as to such information requests will be referred to the board as a whole.

BPR 2: PRESIDENT'S JOB DESCRIPTION

As the board's single official link to the college, the president's performance will be considered to be synonymous with organizational performance as a total. Consequently, the president's job contributions can be stated as performance in the following major areas:

1. Accomplishment of the annually established Goals.
2. Organizational operation within the boundaries of prudence and ethics established in board policies on Executive Parameters.

BPR 3: MONITORING PRESIDENTIAL PERFORMANCE

Monitoring presidential performance is synonymous with monitoring organizational performance. Any evaluation of the president's performance will be based on the president's job contributions in major areas as defined in BPR-2: President's Job Description.

1. The purpose of monitoring is to determine the degree to which board policies are being fulfilled.
2. A given policy may be monitored in one or more of three ways:
 - a. Internal report: Disclosure of compliance information to the board from the president.
 - b. External report: Discovery of compliance information by a disinterested, external auditor, inspector or other outside person(s) who is/are selected by and reports directly to the board.
 - c. Direct board inspection: Discovery of compliance information by a committee of the board or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a 'prudent person' test of policy compliance.
3. Upon the choice of the board, any policy can be monitored either by an internal report, an external report, or a direct board inspection.

BPR 4: EMERGENCY EXECUTIVE SUCCESSION

In order to protect the board from sudden loss of presidential services, the president shall designate a college executive familiar with board and presidential issues and processes. The president will designate this person to the Board annually.

BPR 5: APPOINTMENT OF ACTING PRESIDENT

In the planned absence of the college president, the president shall designate a college executive to serve as Acting President of Edison State Community College for short periods of time, not to exceed 30 consecutive working days at a time. An acting president of Edison Community College for periods in excess of 30 working days shall be selected by the Board. The president will designate the Acting President annually.

In the event of an unplanned, unexpected absence of the President, whether it be short-term, long-term or permanent, the Executive Committee of the Board of Trustees will convene in order to affirm the procedures set forth in the Emergency Executive Succession Plan. (*See Resolution FY 2010-02 – Revised Emergency Executive Succession Plan.*)

EXECUTIVE PARAMETERS (EP)

EP 1: GENERAL EXECUTIVE CONSTRAINT

The president shall neither cause nor allow any practice, activity, decision or organizational circumstance, which is imprudent, in violation of commonly accepted business and professional ethics nor in violation of any applicable state or federal law.

The president shall ensure that administrative policies and procedures are in accord with applicable laws.

The naming of any building, room, space, or area of Edison State Community College shall be at the discretion of the board upon the recommendation of the president.

The awarding of honorary degrees by the college shall be limited and warranted for only those who have contributed directly and tangibly to the development of the college or to continuing its welfare. Decisions on recipients shall be made at the discretion of the board upon the recommendation of the president

EP 2: STAFF TREATMENT

The president, faculty and staff shall follow and consistently apply established college values relating to employees, including but not limited to:

- Excellence/Competence/Accountability
- Integrity/Trust/Dependability/Cooperation
- Diversity/Equality/Understanding/Respect
- Agility/Responsiveness/Adaptability
- Attitude/Joy

Additionally, the president shall ensure compliance with provisions of the collective bargaining agreement.

EP 3: BUDGETING

The budgeting process shall be in compliance with the provisions of the Ohio Revised Code. Budgeting for any fiscal year or the remaining part of any fiscal year shall neither deviate materially from Board goals and priorities, nor fail to show a generally acceptable level of planning.

Accordingly, the president may not:

1. Propose a budget that does not include accurate projections of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
2. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received during that year.
3. Propose a budget that fails to take into account board *Goals*. (See GP 3: 2.A.)
4. Propose a budget that is not derived from strategic planning.

EP 4: FINANCIAL CONDITION

With respect to the actual, ongoing condition of the college's financial health, the president may not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in *Goals* policies. (See GP 3: 2.A.)

Accordingly, the president may not:

1. Expend more funds than have been budgeted and appropriated in the fiscal year without board approval.
2. Cause college indebtedness in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the board for that purpose.
3. Expend funds from restricted or designated accounts except for the purpose for which the account was established without board approval.
4. Fail to provide a monthly report of the college's current financial condition.
5. Make any purchase not in accordance with state purchasing requirements or without prudent protection against conflict of interest.

EP 5: ASSET PROTECTION

The president may not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the president may not:

1. Fail to insure against theft and casualty losses to at least 100 percent replacement value and against liability losses to board members, staff or the college itself.
2. Allow non-bonded personnel access to material amounts of funds.
3. Allow the maintenance schedule to go without review for more than one year.
4. Make any purchase or commit the college to any expenditure other than that authorized by the Ohio Revised Code.
5. Receive, process or disburse funds under controls which are insufficient to meet the standards set forth through the budget and the college's internal control procedures.
6. Invest or hold operating capital in investments in violation of Ohio law.
7. Acquire, encumber, or dispose of real property without board authorization.
8. Select the college's demand depository institution.

EP 6: APPOINTMENT, COMPENSATION AND BENEFITS

With respect to employment, compensation and benefits to employees, consultants, and contract workers, the president may not jeopardize fiscal integrity or public image.

Accordingly, the president may not:

1. Change his/her own compensation and benefits.
2. Provide for or change the compensation and benefits of other employees except in accordance with the collective bargaining agreement negotiated by the board or in accordance with salary schedules and plans adopted by the board.
3. Promise or imply permanent or guaranteed employment.
4. Sign a collective bargaining agreement.

EP 7: COMMUNICATION AND COUNSEL TO THE BOARD

With respect to providing information and counsel to the board, the president shall keep the board adequately informed.

Accordingly, the president shall:

1. Submit monitoring data required by the board (see policy on Monitoring Executive Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the board policies being monitored.
2. Make the board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal action or material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
3. Advise the board if, in the president's opinion, the board is not in compliance with its own policies on Governance Process and Board/President Relationship, particularly in the case of board behavior which is detrimental to the working relationship between the board and the president.
4. Present information in a complete and understandable form.
5. Provide a mechanism for official board, officer, and/or committee communications.
5. Deal with the board as a whole except when (a) fulfilling individual requests for information, or (b) responding to officers or committees duly charged by the board.
6. Report in a timely manner an actual or anticipated non-compliance with any policy of the board.

Appendix A

ENDS STATEMENTS

Appendix B

KEY PERFORMANCE INDICATORS (KPIs)

MONITORING REPORTS

Appendix D

ORGANIZATIONAL CHART

Please refer to the College's web-site, www.edisonohio.edu, for the most up-to-date organizational chart.

Appendix E

EDISON STATE COMMUNITY COLLEGE PUBLIC COMMENT PROCEDURE

The Edison State Community College Board of Trustees hereby establishes the procedure to allow members of the public an additional opportunity to address the Board. In addition to public hearing, a special time is hereby set aside for the purpose of receiving comments and suggestions from citizens. All comments made during the Public Comment period shall be subject to the following procedure:

1. A Public Comment period not to exceed thirty minutes will be held during the regularly scheduled Board of Trustees meetings each month.
2. Persons who wish to make a statement during the Public Comment period will register on a sign-up sheet available thirty (30) minutes before the start of the meeting.
3. Each person who signed up to speak will have up to three (3) minutes to make his or her statement.
4. Speakers will be acknowledged by the Chair in the order in which their names appear on the sign-up sheet. Speakers shall address the Board of Trustees from the podium, and not approach the Board. Speakers will begin their statement by first stating their name and address.
5. Statements are to be directed to the Board of Trustees as a whole, and not to individuals. Public Comment is not intended to require the Board to provide any answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
6. Speakers will be courteous in their language and presentation.
7. Only one speaker will be acknowledged at a time. In the event, a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns. Likewise, in the event the number of persons wishing to attend the hearing exceeds the capacity of the meeting place, one or more delegates shall be selected to speak on behalf of each group. If the time period expires before all person who have signed up get to speak, those names will be carried over to the next Public Comment period.
8. Any action on items brought up during the Public Comment period will be at the discretion of the Board. The Board of Trustees will not likely take any action on subject matter for which they have not had the opportunity to fully investigate and gather complete information.
9. After the speaker has made his or her statement, he or she will be seated with no further debate, dialogue, or comment.
10. Any applause will be held until the end of the Public Comment period. Speakers shall not disrupt the meeting.