

**Lakeland Community College**

POLICY TITLE:	ORGANIZATION OF THE BOARD
POLICY NO:	3354-2-03-01
ORIGINALLY APPROVED DATE:	01/15/98
REVISED DATE:	04/23/26; 08/22/25; 10/05/23; 11/04/21; 01/15/04
EFFECTIVE DATE:	04/23/26
NEXT REVIEW DATE:	04/2031
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	BOARD OF TRUSTEES
APPROVED BY:	BOARD OF TRUSTEES

- A. The officers of the Board of Trustees (Board) shall be a chair and a vice chair. Other officers may be elected as needed, consistent with the Ohio Revised Code.
1. The Board of Trustees shall have its organizational meeting for the election of officers at the June meeting (or the last regular meeting of the fiscal year) of every odd numbered year. The terms of those elected will commence at the start of the next fiscal year.
  2. The chair shall preside at all meetings of the Board. The vice chair shall preside in the absence of the chair.
  3. In the absence of the chair and vice chair, the Board shall elect a chair pro tem. The chair pro tem shall vacate the chair upon the entrance of the chair or vice chair.
  4. In the event the chair resigns as chair, or at such time as the chair is no longer a member of the Board of Trustees, the vice chair shall assume the chair and a new vice chair shall thereupon be elected by the Board.
  5. In the event the vice chair resigns as vice chair, or at such time as the vice chair is no longer a member of the Board of Trustees, a new vice chair shall thereupon be elected by the Board.
- B. The Board shall also elect, pursuant to Section 3354.06 of the Ohio Revised Code, a secretary and a treasurer who are not members of the Board.
1. The secretary and treasurer shall report directly to the Board.
    - a. The secretary shall be the President of the College unless otherwise designated by the Board.
    - b. The treasurer shall be the Vice President for Administrative Services unless otherwise designated by the Board.
  2. The secretary shall record the minutes of all Board meetings, maintain a record of all resolutions adopted by the Board, and perform such other duties as may be authorized from time to time.
  3. The treasurer shall perform the duties set forth in Section 3354.06 of the Ohio Revised Code and such other duties as may be authorized from time to time.

### C. Committees

1. The Board shall establish standing committees for the following areas of focus:
  - a. Academic and Student Success – academic and student affairs policies, programs, and resources; proposed and existing degree programs; awarding of degrees; faculty and student matters including faculty tenure; commencement; quality assurance; strategy development and outcomes oversight; non-discrimination.
  - b. Finance, Audit, and Administration – finance and business policies; operating and capital budgets; tuition and fees; borrowing, investments, and debt management; annual audits; facilities and grounds; real property matters; auxiliary operations and services; personnel and performance reviews; culture, talent, and employee relations; safety and security.
2. Committees described in Section C(1)a and b above shall consist of three Board members appointed by the chair of the board. The chair of the Board may appoint a chair of each committee listed above. At the first, or any subsequent, meeting of each committee, the committee may appoint a new chair of the committee by a majority vote. Board committee members shall serve two-year terms to coincide with the election of the Board chair and vice chair.
3. Committees may appoint non-board members of the College staff or the community to assist with the duties of the committee.
4. Committees may recommend for Board approval contractual and financial obligations for the College that exceed \$200,000, however no contract 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 Ohio Revised Code.
5. Committees may endorse the recommendation from the administration to the Board in final selection of Vice Presidents of the College.
6. Committees may create or amend Board policies, which policies or amendments will become effective immediately upon approval by the full Board, unless the Board acts to reject the committee's action.
7. Committees shall meet as scheduled by the Board.
8. Committees shall report to the Board at the next succeeding regular meeting of the Board after any meeting of the committee.

### D. Membership of the Board

1. Any member of a Board of Trustees of higher education institution who fails to attend at least three-fifths of the regular and special meetings held by the Board during any two-year period forfeits his/her position on the Board as mandated by the Ohio Revised Code.

- E. Notwithstanding any other provisions of these bylaws, but subject to the provisions of Section 3354 of the Ohio Revised Code, the Board at any time may limit the powers of all officers, delegate to any officer the power and duties of any other officer, rescind any action taken by any officer (subject to the rights, if any, of third persons), and control and remove any officer at any time.