

Lakeland Community College

POLICY TITLE:	ORGANIZATION OF THE BOARD
POLICY NO:	3354-2-03-01
ORIGINALLY APPROVED DATE:	01/15/98
REVISED DATE:	08/22/25; 10/05/23; 11/04/21; 01/15/04
EFFECTIVE DATE:	08/22/25
NEXT REVIEW DATE:	08/2030
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 in January 2005 and in January of each second year thereafter.
 - 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, shall maintain a record of all resolutions adopted by the Board, and shall 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 shall perform 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 – quality assurance, strategy development and outcomes oversight
 - b. Finance, Audit and Physical Plant – system & fiduciary accountability, treasury & debt management, and real property management
 - c. Human Resources – non-discrimination, culture & talent, and employee relations
 - d. Ambassadorship – public policy, resource enhancement, and brand & reputation
2. Committees described in subsection (1)(a), (1)(b) and 1(c) of this Section 1(C) shall consist of three Board of Trustee members appointed by the chair of the board. The committee described in subsection (1)(d) of this Section 1(C) shall consist of at least three Board of Trustee 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 or to the expiration of the authorization of this Resolution, whichever is shorter.
 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 approve (but not deny) contractual and financial obligations for the College up to \$250,000.00, 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 Revised Code.
 5. Committees may hire and engage employment for Vice Presidents of the College.
 6. Committees may create or amend Board policies, which policies or amendments will become effective after 45 days' notice to the full Board, unless the Board acts to reject the committee's action.
 7. Committees shall meet at least twice during the fiscal calendar year.
 8. Committees shall report to the Board at the next succeeding regular meeting of the Board after any meeting of the committee, and such report shall include, among other things, any powers exercised under subsections (C)(4), (C)(5) and (C)(6) of Section 1 hereof.

D. Membership of the Board

1. Any member of a Board of Trustees of higher education 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 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.