

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

DELEGATION TO THE PRESIDENT

Effective: 10/05/2009

Policy No. 3357:15-2-01

Revised: 02/14/2015

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POLICY:

- (A) All Board authority delegated to staff is delegated through the President, so that all authority and accountability of staff—as far as the Board is concerned—is considered to be the authority and accountability of the President.
- (B) The Board will direct the President to achieve certain results through the establishment of Ends policies. The Board will limit the latitude the President may exercise in practices, methods, conduct, and other “means” through establishment of Executive Limitations policies.
- (C) As long as the President uses any reasonable interpretation of the Board’s Ends and Executive Limitations policies, the President is authorized to establish all administrative policies, make all decisions, take all actions, establish all practices, and develop all activities.
- (D) The Board may change its Ends and Executive Limitations policies. However, as long as a policy is in effect, the Board will respect and support the President’s decisions that conform to that policy.
- (E) Only decisions of the Board acting as a body are binding upon the President. The President is accountable to the full Board.
 - (1) Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
 - (2) If Board members or committees request information or assistant without Board authorization, the President can refuse such requests which require, in the President’s judgment, a material amount of staff time or funds or is disruptive.
- (F) The President shall apply to the Board for a waiver of a Board policy if the President deems a waiver is in the best interest of the College.

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PRESIDENT'S JOB DESCRIPTION

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POLICY:

- (A) The President is the chief executive officer of the College. The President is the Board's single official link to direct action within the College. The President is accountable to the Board acting as a body. The Board will instruct the President through written policies, delegating implementation to the President. The organizational performance of the College as a whole will be a primary factor in evaluating the President's performance.

- (B) The President's responsibilities can be stated as performance in two areas.
 - (1) Organizational accomplishment of the Board's policies on Ends.

 - (2) Organizational operation within the boundaries established in Board policies on Executive Limitations.

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MONITORING PRESIDENTIAL PERFORMANCE

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POLICY:

- (A) Organizational performance against Board policies on Ends and on Executive Limitations is a primary factor in monitoring presidential performance against Board policies on Ends and on Executive Limitations. The Board will monitor performance in a manner as to have systematic assurance of policy compliance, including accomplishments of Ends.

- (B) The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be done in a way to permit the Board to use most of its time to create the future rather than review the past.

- (C) A given policy may be monitored in one or more of three ways:
 - (1) Internal reports—Disclosure of compliance information to the Board from the President. Internal reports include:
 - (a) Institutional data collection.
 - (b) Community surveys.
 - (c) Placement data.
 - (d) Assessment of student learning.
 - (e) State-mandated accountability data.
 - (f) Financial reports.

 - (2) External reports—Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include:
 - (a) Audit reports.
 - (b) Licensing examination results.
 - (c) Accreditation reports.

- (d) Transfer data.
 - (3) Direct Board Inspection—Discovery of compliance information by a Board member, a committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board which allows a test of policy compliance.
- (D) Policies may be monitored by any method at any time, except each Ends and Executive Limitations policy will be monitored by the Board at regularly scheduled times pursuant to an agreed method.

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**DELEGATION TO THE TREASURER
AND HANDLING DISTRICT FUNDS**

Policy No. 3357:15-2-04
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POLICY:

- (A) The Board of Trustees of the Technical College District shall elect a treasurer, who is not a member of the Board, to serve at its pleasure. The treasurer may serve as secretary. The treasurer shall be the fiscal officer of the district and shall receive and disburse all funds of the district under the direction of the Board.
- (B) Certify all contracts of the Board of Trustees involving the expenditures of money.
- (C) Keep accounts of the Board of Trustees in a manner prescribed by the bureau of inspection and supervision of public offices.
- (D) Provide for inspection and examination of the accounts of the technical college district and the technical college.
- (E) Upon ceasing to hold office, he or his legal representatives shall deliver to the Board of Trustees or his successor all monies, books, papers, and other property of the district in his possession as treasurer.
- (F) Upon death or incapacity of the treasurer, his legal representatives shall deliver all monies, books, papers, and other property of the district to the Board of Trustees or to the person named as successor.
- (G) The Board of Trustees may select a depository for the funds of the district, in the manner provided in Sections 135.01 to 135.21 inclusive of the Revised Code, upon the adoption of a resolution declaring such intent.