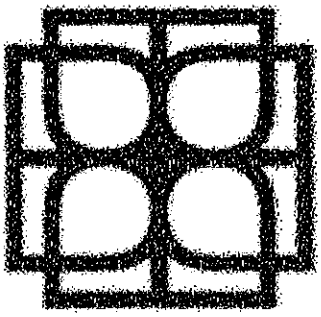
BELMONT
COLLEGE

BOARD OF TRUSTEES

POLICY MANUAL

Adopted 06/22/2006
Revised 07/01/2012
Reformatted 09/2023



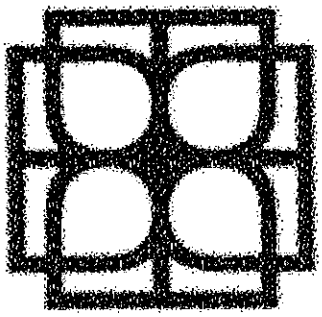
BELMONT
COLLEGE

Section I:
Board Process

Section II:
Delegation Policy

Section III:
Executive Limitations

Section IV:
Ends



BELMONT
COLLEGE

BOARD OF TRUSTEES

POLICY MANUAL

Section I:

Board Process

BELMONT COLLEGE

AUTHORITY OF THE BOARD

POLICY 100.0000.00

Section 1, Board Process

Origin: ✓ Existing Board Rule
New Rule

B.O.T Policy Reference:
105.0000.91;105.0100.91
Adopted: January 4, 2006
Revised: July 1, 2012
Reformatted: September 2023

Belmont College, encompassing the counties of Belmont, Harrison, and Monroe, has been granted authority by the General Assembly of the State of Ohio, the Ohio Board of Regents, and the Ohio Revised Code, specifically Chapter 3357, to organize and serve as a Technical College District.

The Board of Trustees, endowed with statutory authority over the District, will originate as a body and wholly abide by all requirements so stated in §3357.01 to §3357.19 inclusive, of the Ohio Revised Code.

The Board governs the College, on behalf of its community, through policies and procedures which fully express the guiding principles and planning of shared governance and decision making.

BELMONT COLLEGE

GOVERNANCE VISION

POLICY 100.0100.00

Section 1, Board Process
Origin: Existing Board Rule
✓ New Rule
Adopted: January 4, 2006
Reformatted: September 2023

The Board of Trustees embraces the ideal of providing access to educational excellence and service to our students and community with total passion and commitment.

Accordingly, the Board of Trustees will;

- Govern with an understanding of the civic responsibility it has to its citizenry.
- Govern with excellence by regular attendance, careful preparation, respecting the group process and strict adherence to ethical standards.
- Govern by inspiring the College to lofty ideals.
- Govern as an initiator of policy and not as a reactor to individual events.
- Govern only through the expressions of its policies.
- Govern by establishing accountability for itself and all College employees.

BELMONT COLLEGE

BOARD DUTIES AND RESPONSIBILITIES

POLICY 100.0200.00

Section 1, Board Process

Origin: ✓ Existing Board Rule
New Rule

B.O.T Policy Reference:
120.0000.00

Adopted: January 4, 2006

Reformatted: September 2023

The Board of Trustees shall be charged with the following duties, powers, and responsibilities:

- Own and operate a technical College, pursuant to an official plan prepared and approved in accordance with Section 3357.07 of the Revised Code.
- The Board shall represent the people of the entire College District in providing programs and services that best serve the needs of the citizens within the community.
- The Board members shall have authority only when acting as a Board of Trustees legally in session. No member or employee of the Board of Trustees shall have the power to act in the name of the Board outside of board meetings unless authorized to do so by the Board of Trustees.
- Establish policies for its own governance and for the proper control and delegation to the President.
- Review and vote on recommendations regarding all materials not fully delegated to the President through specific policies herein.
- Hold, encumber, control, acquire by donation, purchase, or condemnation, construct, own, lease, use, and sell, real and personal property as necessary on whatever terms and for whatever consideration may be appropriate for the purposes of the institution.
- Accept gifts, grants, bequests, and devises absolutely or in trust.
- Provide for continuity in Executive Leadership in the position of Chief Executive Officer.
- Appoint the president and enter into a contract that delineates the contractual relationship, including compensation and benefits.
- Upon the recommendation of the President, annually establish schedules of fees and tuition for students who are residents of the district, students who are residents of Ohio but not of the district, and students who are non-residents of Ohio and international students.

- Authorize, approve, ratify, or confirm any agreement with the United States government, acting through any agency designated to aid in the financing of technical college projects, or with any person, organization, or agency offering grants-in-aid for technical college facilities or operation.

- Upon recommendation of the President, grant appropriate associate degrees to students successfully completing courses of study.

- Delegate authority to the President for the establishment of rules for the effective operation of the College.

- Establish executive limitations for the President to enter into contracts.

- Create Outcome Policies that ensure that the College maintains a vigorous program of self-assessment and continuous improvement that will focus the College on indicators of effectiveness and provide for discussion and decision-making that leads to improvement in the output measures deemed to be crucial to the success of students and the institution as a whole.

BELMONT COLLEGE

BOARD ORGANIZATION

POLICY 100.0300.00

Section 1, Board Process
Origin: ✓ Existing Board Rule
New Rule
B.O.T Policy Reference:
140.0100.72;140.0101.72;
140.0102.72;140.0103.72;
140.0104.91;140.0105.91;
140.0106.91;140.0210.91
Adopted: January 4, 2006
Reformatted: September 2023

The Board of Trustees shall operate as a whole through the following rules;

- Officers of the Board
  - The officers of the Board of Trustees shall consist of a Chair, a Vice Chair, a Secretary, and a Treasurer, and such other officers as the Revised Code of Ohio and/or the Board of Trustees may deem necessary.

- Manner of Election
  - Election of officers shall be held at the first regular July meeting of each year and each officer shall hold office for the period of one year or until his or her successor shall be duly elected or qualified. Officers shall be eligible for re-election.

- Duties
  - The officers shall exercise such authority and perform such duties as are usually incidental to their office and as are not inconsistent with the Revised Code of Ohio.

- Duties and Responsibilities of the Chair
  - The Chair shall preside at all meetings of the Board of Trustees. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Chair and Vice Chair, the Board shall, by majority vote, choose a Chair pro tem:
    - ⇒ To preside at all meetings and decide on questions of order.
    - ⇒ To appoint members to all Board of Trustees approved committees. Such appointments shall be approved by the Board of Trustees.
    - ⇒ To call special and emergency meetings of the Board of Trustees as required.
    - ⇒ To work with the College President in developing the agenda for each Board of Trustees meeting.
    - ⇒ To act as official spokesperson for the Board of Trustees.
    - ⇒ To perform any other duty formally assigned by the Board of Trustees as required by the laws of the State of Ohio.
    - ⇒ To perform any other duty as may be necessary for the benefit of the College.

- Duties and Responsibilities of Vice Chair
  - In the absence or disability of the Chair, to perform all duties of the Chair of the Board of Trustees.
  - To perform such other related functions as the Chair of the Board of Trustees may request.
  - To succeed the Chair in the event of a vacancy.

- Duties and Responsibilities of Secretary
  - To give written notifications to the Board of Trustees, appropriate staff employees, media, and interested parties of regular and special meetings of the Board of Trustees.
  - To transmit the Board of Trustees agenda and a copy of the minutes of the previous meeting to the Board of Trustees and such other persons as the Board of Trustees may designate prior to an ensuing meeting.
  - To notify Board of Trustees members and appropriate staff employees of all Board of Trustees standing committee meetings.
  - To record, prepare, and distribute to all Board of Trustees and appropriate staff employees the minutes of all regular and special meetings.
  - To prepare and maintain for the Board of Trustees an indexed compilation of all its policies.
  - To advise the College President and the Board of Trustees of any communications which require consideration and action by the Board of Trustees.
  - To perform such other duties as may be assigned by the Chair.

- Duties and Responsibilities of Treasurer
  - To keep current, complete, accurate, and legal records of all College money collected and expended.
  - To disburse College funds only upon proper order and authorization.
  - To notify the Board of Trustees of all funds received; the source and nature of such funds; arrange for the deposit of such funds in legally constituted financial institution(s); after which all such funds shall be allocated to the appropriate accounts of the College.
  - To invest the College's surplus funds, if any, in lawful investments.
  - To publish a monthly and annual statement of revenue, expenditures, and fund balances as of the end of each month and the fiscal year.
  - To prepare such other reports and perform such other duties as the Board of Trustees may direct.
  - To secure an annual examination and comprehensive audit of the books, accounts, records, and affairs, including management letters, immediately following the close of each fiscal year.

- Standing Committees of the Board
    - The Board subscribes to the principle of Board "wholeness." Thus, there are no standing committees of the Board. Rather, the Board of Trustees will utilize ad hoc committees whenever issues need study and deliberation outside of the normal Board meeting allotted time period. Board committees will be formed out of the necessity of the Board to perform its work and all committees shall be advisory in nature.

BELMONT COLLEGE

BOARD MEETINGS AND AGENDA PLANNING

POLICY 100.0400.00

Section 1, Board Process

Origin: ✓ Existing Board Rule
New Rule

B.O.T Policy Reference:
140.0301.72;140.0302.72;
140.0311.72;140.0315.91;
140.0032.92;140.0321.91;
140.0330.91;140.0331.91;
140.0332.91

Adopted: January 4, 2006
Revised: May 26, 2022
Reformatted: September 2023

REGULAR MEETINGS

- The regular meetings of the Board of Trustees shall be determined at the organizational meeting of each year at a place and time designated by the Chair.

SPECIAL MEETINGS

- Special meetings may be called by the Chair, or Secretary, or at the request of not less than three members of the Board of Trustees. Written notice of special meetings shall be given to each member at least three days prior to the date of said meeting, stating the time and place of such meeting, and the purpose or purposes for which the same is called.

QUORUMS

- A simple majority of the Board of Trustees shall constitute a quorum. Should a quorum not be present, a roll call shall be made and a notation made of those absent. The meeting may then be adjourned.

ATTENDANCE BY ELECTRONIC MEANS

- Pursuant to section §3345.82 of the Revised Code as amended by Substitute House Bill 110 of the 134th General Assembly, the following guidelines establish the rules and parameters in which Trustees are permitted to attend a meeting of the Board of Trustees via means of electronic communication:
    - At least one-third of the Trustees attending the meeting shall be present in person at the place where the meeting is conducted.
    - A Trustee must be present in person at no less than one-half of the regular meetings of the board annually.
    - A Trustee who attends a meeting via means of electronic communication is considered to be present at the meeting, is counted for purposes of establishing a quorum, and may vote at the meeting.
    - All votes taken at the meeting are taken by roll call vote.

- Trustees who intend to attend a meeting via means of electronic communication must notify the chairperson and the secretary of the Board of that intent not less than forty-eight hours before the meeting, except in the case of a declared emergency.

PUBLIC PARTICIPATION

- Persons desiring to speak to the assembled Board must submit a written request for permission. This request should be addressed to the Board Chair and delivered to the Secretary of the Board no later than 10 days prior to the meeting date. The Board Chair has the authority to allow or deny this request. Public participation without 10 days' notice or at Special meetings is at the discretion of the Board Chair.

PROPER DECORUM

- Proper decorum will be expected of individuals addressing the Board of Trustees during Board meetings. The Chair may terminate the speaker's privilege or address if, after being called to order, he/she persists in improper conduct. In order to clarify a speaker's point of view, the Board of Trustees members and the College President may ask questions or make comments in response to his/her remarks at any time.

OPEN MEETINGS

- All meetings of the Board of Trustees shall be conducted in open session as provided by the requirements of §121.22 of the Ohio Revised Code; except that the Board of Trustees may meet in executive session to consider certain matters. All votes of the Board of Trustees shall be made in open session.

EXECUTIVE SESSIONS

- For the protection of students, staff, and the general public, the Ohio legislature has determined that certain topics may be discussed in executive session; i.e., personnel matters, purchase or sale of property, attorney conferences involving legal matters, matters deemed confidential by law, or jeopardizing security/emergency response issues. Absent questions of legality, the Board of Trustees recognizes that the public good requires the maintenance of absolute secrecy regarding matters discussed in executive session.

RECORDED MINUTES

- The minutes of each regular meeting or special meeting shall be duly recorded. The typed minutes of each meeting will be considered, corrected, and approved at the next regular meeting of the Board of Trustees. Such action may be taken at an intervening special meeting as the Board may determine. The minutes shall be inspected and signed by the Secretary of the Board and Board Chair after correction and approval and shall be kept as a public record in the official files of the Board of Trustees in the Board Secretary's Office.

The Board of Trustees will actively plan the agenda for regular board meetings by utilizing guidelines which include but are not limited to:

- AGENDA CREATION AND PREPARATION
  - A proposed agenda for each regular meeting of the Board of Trustees shall be prepared by the College President as Secretary of the Board. Board members will receive a copy of the proposed agenda no later than four days prior to the date upon which the Board is to convene by email notification stating that the monthly board packet (which includes the proposed agenda) is available for viewing on the Belmont College website, or if email is not available, then by regular first class mail.
  - Electronic copies of all proposed Board of Trustees agendas will be kept on file in the Office of the College President and shall be made available to the public. News media serving the College district will be sent email notification stating when monthly Board meetings will occur and when monthly board packets (which include the proposed agenda) are available for viewing on the Belmont College website.

- MEETING PROCEDURE
  - The latest edition of Robert's Rules of Order shall be taken as the authority in the transaction of business should the procedure not be defined elsewhere.

BELMONT COLLEGE

CODE OF CONDUCT

POLICY 100.0500.00

Section 1, Board Process
Origin: ✓ Existing Board Rule
New Rule
B.O.T Policy Reference:
140.0400.91;140.0401.91
Adopted: January 4, 2006
Revised: July 1, 2012
Reformatted: September 2023

The Belmont College Board of Trustees must represent unconflicted loyalty to the interests of the College, Board, and community as a whole. This accountability surpasses any conflicting loyalty such as that to advocacy or interest groups and memberships on other boards or staffs. Further, this accountability displaces the personal interest of any Board Member acting as an individual consumer of the College's services.

Accordingly the Board of Trustees will be held accountable to the following Code of Ethics:

- To devote time, thought, and study to the duties and responsibilities of a College Board Member so as to render effective and creditable service.

- To work with other members of the Board in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.

- To base personal decisions upon all available facts in each situation; to vote with honest conviction in every case, unswayed by partisan bias of any kind; therefore, to abide by and uphold the final majority decision of the Board of Trustees.

- To remember at all times that individual Board members have no legal authority outside the meetings of the Board of Trustees, and shall conduct relationships with the College staff, the local citizenry, and all media of community on the basis of this fact.

- To resist every temptation and outside pressure to use the position as a College Board member to personally benefit the Board of Trustees member or any other individual or agency apart from the total interest of the College district.

- To recognize that it is as important for the Board of Trustees to understand and evaluate the educational program of the College as it is to plan for the business of College operation.

- To bear in mind under all circumstances that the primary function of the Board of Trustees is to establish the policies by which the College is to be administered, but that the administration of the educational program and the conduct of College business shall be left to the employed president of the College and his/her professional and non-professional staff.

- To welcome and encourage active cooperation by citizens, organizations, and the media in the district with respect to establishing policy on current College operation and proposed future developments.

- To support the state and national technical and Community College Trustees associations.

- To strive step-by-step toward ideal conditions for the most effective College Board service to the community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

- To accept no gifts from any person, group, or entity doing business or desiring to do business with the College.

- To refrain from using a person on the Board to obtain employment with the College and for family members and associates.

- To refrain from speaking about College matters in public except when authorized by the Board.

- To refrain from making judgments of the President or staff outside of the context of a specific Board evaluation activity.

BELMONT COLLEGE

POLICY REVISION AND SUSPENSION

POLICY 100.0600.00

Section 1, Board Process

Origin: ✓ Existing Board Rule
New Rule

B.O.T Policy Reference:
140.0501.72;140.0502.72;
140.0503.72

Adopted: January 4, 2006

Reformatted: September 2023

The Board of Trustees will address policy deliberation through methods of amendment, deletion, and suspension.

- Amend
  - Amendments to the Policies of the Board of Trustees can be submitted by any member of the Board. A vote shall be taken at the next regular meeting for approval or disapproval. A majority vote of the membership shall be required for approval.

- Deletion
  - Any policy of the Board of Trustees can be removed from the document after a majority vote of the membership at the next regular meeting after the proposal is made.

- Suspension
  - The Board of Trustees may temporarily suspend any portion of the policies and procedures by a majority vote of the full Board. Such suspension shall be for a lawful purpose and shall not result in the abridgement of any person's legal or contractual rights.

BELMONT COLLEGE

BOARD EVALUATION

POLICY 100.0700.00

Section 1, Board Process
Origin: Existing Board Rule
✓ New Rule
Adopted: January 4, 2006
Revised: July 1, 2012
Reformatted: September 2023

The Belmont College Board of Trustees will, on an annual basis, in the third quarter of the calendar year, assess its performance.

BELMONT COLLEGE

BOARD DEVELOPMENT

POLICY 100.0800.00

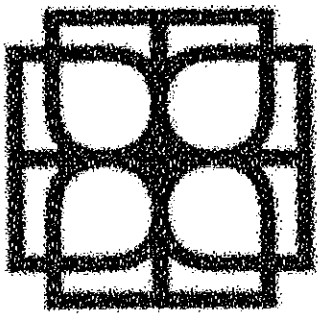
Section 1, Board Process
Origin: Existing Board Rule
✓ New Rule
Adopted: January 4, 2006
Revised: July 1, 2012
Reformatted: September 2023

The Board of Trustees strongly advocates a commitment to learning the art of governance. Understanding the connection of successful governance relating to the growth and development of Belmont College is vital to the achievement of the board.

Therefore, the board will invest in its governance capacity and will so direct the President of the College to designate funds in the budget for Board development.

Accordingly, the Board of Trustees will provide for:

- The creation of an annual plan for the Board and individual trustees, specific to their needs as a member of the Board.
- The reassurance that permits the methods, skills, and supports are in place and are sufficient to ensure governing with excellence.
- Training and retraining for new and existing board members to maintain and increase skills and understandings.
- A monitoring system allowing for confident control of organizational performance.
- Outreach mechanisms, as needed, ensuring the Board will maintain the ability to consider alternate views and values presented to them.



BELMONT
COLLEGE

BOARD OF TRUSTEES

POLICY MANUAL

Section II:

Delegation Policy

BELMONT COLLEGE

BOARD/PRESIDENT RELATIONSHIP

POLICY 200.0000.00

Section 2, Delegation Policy

Origin: Existing Board Rule

✓ New Rule

Adopted: February 1, 2006

Revised: July 1, 2012

Reformatted: September 2023

The Board of Trustees delegates the operations of Belmont College to the President. The Board of Trustees sole connection to the College, its staff and operating divisions is through the President.

BELMONT COLLEGE

DELEGATION TO THE PRESIDENT

POLICY 200.0100.00

Section 2, Delegation Policy
Origin: Existing Board Rule
✓ New Rule
Adopted: February 1, 2006
Revised: July 1, 2012
Reformatted: September 2023

The President of Belmont College shall be accountable to the Board of Trustees for the operations of the College. The creation and implementation of operating policies and procedures of the College shall be delegated to the President. The Board of Trustees agrees to grant the use of reasonable interpretation to the President with regards to any policies and procedures so delegated.

Accordingly, the Board recognizes the following:

- Ends policies direct the President to achieve certain results.
- Executive Limitations policies constrain the President to act within acceptable boundaries of prudence and ethics.
- With respect to ends and executive means, the President is authorized to establish all further policies and procedures, make all decisions, take all actions and develop all activities as long as they are consistent with Board policy.
- The Board may change its policies, thereby shifting the boundary between Board and Presidential domains. By doing so, the Board changes the latitude of choice given to the President. However, so long as any particular delegation is in place, the Board and its members will respect and support the President's choices.
- No individual Board member, officer, or committee has the authority over the President. Information or assistance may be requested by individuals or groups, but if such a request – in the President's judgment – requires a material amount of staff time or funds or is disruptive, it may be refused, unless authorized by the Board.

BELMONT COLLEGE

DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

POLICY 200.0200.00

Section 2, Delegation Policy

Origin: Existing Board Rule
✓ New Rule

Adopted: February 1, 2006
Revised: July 1, 2012
Reformatted: September 2023

The President, as chief executive officer of Belmont College, reports directly to the Board of Trustees and is responsible for the leadership of the institution. The President serves as a generalist in all administrative areas of the College; as a leader of the faculty; as a coordinator of College officers; as a general council and administrative officer of the Board of Trustees; and as a final administrative authority for all College operations. Within the scope of these delegated functions and Board Policies, the President formulates operating policy, personnel, and budget recommendations and has the authority to act for the Board of Trustees within the scope of the Board Rules.

All Board authority delegated to staff is delegated through the President of the College, so that all authority and accountability of staff is considered to be the authority and accountability of the President.

BELMONT COLLEGE

BOARD UNITY

POLICY 200.0300.00

Section 2, Delegation Policy
Origin: Existing Board Rule
✓ New Rule
Adopted: February 1, 2006
Reformatted: September 2023

The Board of Trustees only makes decisions as a body. Directives of individual Board members are not official and this may be treated by the President in a discretionary manner except where a formal resolution is adopted by the Board to delegate authority to an individual or to a committee of the Board.

BELMONT COLLEGE

PRESIDENTIAL ACCOUNTABILITY

POLICY 200.0400.00

Section 2, Delegation Policy

Origin: Existing Board Rule

✓ New Rule

Adopted: February 1, 2006

Reformatted: September 2023

The Board of Trustees reaffirms the singular link to College operational achievement and conduct, is with the President. Therefore, all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the President.

Accordingly;

- The Board shall never give instructions to persons who report directly or indirectly to the President of the College.
- The Board will refrain from evaluating, either formally, or informally, any staff member – other than the President of the College.
- The Board will view the President of the College as identical to organizational performance, so that organizational accomplishment of Board stated outcomes and avoidance of Board prescribed means will be viewed as successful presidential performance.

BELMONT COLLEGE

MONITORING PRESIDENT PERFORMANCE

POLICY 200.0500.00

Section 2, Delegation Policy

Origin: Existing Board Rule

✓ New Rule

Adopted: February 1, 2006

Revised: July 1, 2012

Reformatted: September 2023

Upon the choice of the Board of Trustees, any policy can be monitored by any method at any time. For regular monitoring, however, each Ends (outcomes) and Executive Limitations policy will be classified by the Board according to frequency and method.

The Belmont College Board of Trustees grant the purpose of presidential performance monitoring is to verify the degree to which established Board policies are being satisfied. Further, the Board of Trustees suggests that monitoring, as performed, will be completed in a mechanical fashion to the extent possible. The Board of Trustees will adhere to utilizing a minimum of Board meeting time for monitoring functions. This practice will cultivate an atmosphere of consideration and focus on the future.

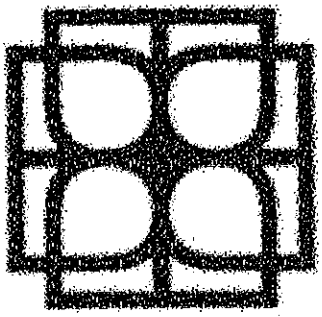
The Belmont College Board of Trustees shall perform monitoring activities through one or more of the following traditions:

- INTERNAL REPORT
  - Allows for disclosure of compliance information to the Board of Trustees from the President of the College.

- EXTERNAL REPORT
  - Allows for discovery of compliance information through an auditor, inspector, or consultant who is selected by and reports directly to the Board of Trustees. Said reports are required only to assess presidential performance standards against that of established Outcomes and Executive Limitations policies as formally adopted by the Board of Trustees.

- DIRECT REPORT
  - Allows for the discovery of compliance information by a singular board member, committee, or the Board as a whole.

The Belmont College Board of Trustees will uphold that all policies which involve the President of the College will be monitored at a rate and method so approved by the Board of Trustees. Additionally, the Board of Trustees can exercise the monitoring of any policy, at any time and method so chosen by the full body of the same. Ordinary circumstances require the Board of Trustees to depend on a routine schedule as established and published by the President of the College.



BELMONT
COLLEGE

BOARD OF TRUSTEES

POLICY MANUAL

Section III:

Executive Limitations

BELMONT COLLEGE

GENERAL EXECUTIVE CONSTRAINT

POLICY 300.0000.00

Section 3, Executive Limitations

Origin: Existing Board Rule

✓ New Rule

Adopted: March 2006

Revised: July 1, 2012

Reformatted: September 2023

The President of Belmont College shall not permit any practice, activity, or organizational circumstance that is unlawful, imprudent, or in violation of accepted higher educational, business, and professional ethics.

Accordingly the Board of Trustees shall constrain the President against permitting any action which could;

- Be contrary to applicable laws, regulations, or Board directives;
- Result in the mistreatment of people;
- Waste the resources of the students, employees, College, community, or taxpayers;
- Provide inaccurate or misleading information about College operations.

BELMONT COLLEGE

STAFF TREATMENT

POLICY 300.0100.00

Section 3, Executive Limitations
Origin: Existing Board Rule
✓ New Rule
Adopted: March 2006
Revised: July 1, 2012
Reformatted: September 2023

The President of Belmont College shall treat all staff with an equal and fair disposition.

Accordingly, the President will not;

- Function without written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism, and preferential treatment for personal reasons.
- Discriminate against any staff member for expressing ethical dissent.
- Prevent staff from grieving to the Board when;
  - Internal grievance procedures have been exhausted.
  - Board policy has been violated to his/her detriment.
  - Board policy does not adequately protect his/her human rights.
- Fail to acquaint staff with their rights under this policy.

BELMONT COLLEGE

TREATMENT OF STUDENTS

POLICY 300.0200.00

Section 3, Executive Limitations
Origin: Existing Board Rule
✓ New Rule
Adopted: March 2006
Revised: July 1, 2012
Reformatted: September 2023

With respect to interactions with consumers or those applying to be students, the President of Belmont College shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

Accordingly, the President shall not;

- Use application forms that elicit information for which there is no clear necessity.
- Use methods of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the information elicited.
- Maintain facilities that fail to protect against improper access to the information elicited.
- Maintain facilities that fail to provide a reasonable level of security.
- Fail to establish with students a clear understanding of what may be expected and what may not be expected from services offered.
- Fail to inform students of this policy, or to provide a grievance process to those who believe they have not been accorded a reasonable interpretation of their rights under this policy.

BELMONT COLLEGE

FINANCIAL CONDITIONS AND ACTIVITIES

POLICY 300.0300.00

Section 3, Executive Limitations
Origin: Existing Board Rule
✓ New Rule
Adopted: March 2006
Revised: July 1, 2012
Reformatted: September 2023

With respect to the actual, ongoing financial condition and activities, the President of Belmont College shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Outcomes policies.

Accordingly, the President shall not;

- Expend more funds than have been received in the fiscal year.
- Indebt the College in an amount greater than can be repaid during the current operating period without prior approval of the Board.
- Use any long-term undesignated reserves without approval of the board.
- Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenue within thirty days.
- Fail to settle payroll and debts in a timely manner.
- Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
- Make a single purchase or commitment of greater than $50,000 outside of what was approved in the current operating budget without Board approval.
- Acquire, encumber, or dispose of real property.
- Fail to aggressively pursue receivables after a reasonable grace period.

BELMONT COLLEGE

EMERGENCY EXECUTIVE SUCCESSION

POLICY 300.0400.00

Section 3, Executive Limitations

Origin: Existing Board Rule

✓ New Rule

Adopted: March 2006

Reformatted: September 2023

In order to protect the Board of Trustees from sudden and unexpected loss of Presidential services, the President of the College shall designate not fewer than two (2) other executives who remain familiar with the Board of Trustees, the President of the College, and their collectives issues and processes.

BELMONT COLLEGE

ASSET PROTECTION

POLICY 300.0500.00

Section 3, Executive Limitations
Origin: Existing Board Rule
✓ New Rule
Adopted: March 2006
Revised: July 1, 2012
Reformatted: September 2023

The President of Belmont College will provide for the sustained development and the fiscal stability of the College. The President will also present a clear connection between Board priorities and College expenditures.

The President must keep all assets protected, maintained, and free from unnecessary risk. Accordingly, the President may not;

- Fail to insure against theft and casualty losses to at least percent of the replacement value and against liability losses to Board members, staff, and Belmont College itself, in an amount greater than the established average for comparable institutions.
- Fail to establish and supervise a current list of bonded and insured College personnel having access to College funds for any purpose.
- Fail to protect intellectual property, information, and files from loss or significant damage.
- Subject the physical plant and equipment of the College to improper wear and tear, or to insufficient maintenance.
- Fail to receive, process, or disburse funds, within controls, which are insufficient in meeting standards set forth by the Auditor of the State of Ohio.
- Acquire, encumber, or dispose of land and buildings held by the Board of Trustees.
- Fail in the security of all Belmont College funds against illegal investment or holding that is in violation of the law.
- Allow unbonded personnel access to material amounts of funds.
- Unnecessarily expose the organization, the Board, or staff to claims of liability.
- Make any purchase wherein normally prudent protection has not been given against conflict of interest.

- Receive, process, or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.
- Invest or hold operating capital in insecure instruments.
- Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

BELMONT COLLEGE

COMPENSATION AND BENEFITS

POLICY 300.0600.00

Section 3, Executive Limitations
Origin: Existing Board Rule
✓ New Rule
Adopted: March 2006
Revised: May 26, 2022
Reformatted: September 2023

The President of Belmont College will uphold the integrity of the College in relation to employment of all staff and volunteers, regardless of status.

Accordingly, the President may not;

- Fail to maintain a schedule of compensation and benefits for all classes of employees of Belmont College.
- Establish compensation and benefits that deviate from the market value for the skills employed, or are unequal among similar classifications and positions.
- Change or alter the President's compensation and benefits package in any way.
- Promise or imply permanent or guaranteed employment.
- Fail to abide by and carry out the policies of compensation and benefits as stated in the Human Resource Model, for all personnel in the employ of the College.
- Fail to provide employment with an adequate level of regular staff to achieve Board excellence goals. The College shall use hourly, part-time, and temporary staffing when appropriate to match variations in work load.
- Fail to maintain a fiscally responsible disposition regarding all personnel decisions.
- Fail to maintain a comprehensive Human Resources Policy Manual which reflects higher education human resources practices, policies and procedures, and conforms to all statutes in the Ohio Revised Code.

BELMONT COLLEGE

COMMUNICATION AND COUNSEL

POLICY 300.0700.00

Section 3, Executive Limitations
Origin: Existing Board Rule
✓ New Rule
Adopted: March 2006
Reformatted: September 2023

The President of the College shall not permit the Board of Trustees to be uninformed or unsupported in its work. The President shall respect the Board's need for information and counsel at all times.

Accordingly, the President may not;

- Fail to deal with the Board of Trustees as a whole with the sole exception being the fulfilling of individual information requests of a Board member.
- Present information to the Board that may be interpreted as incomplete, unnecessarily complex, or in a lengthy format.
- Neglect to submit monitoring data required to the Board in a timely, accurate, and understandable fashion which directly addresses the provisions of the Board policies being monitored.
- Fail to report, in a timely manner all actual or anticipated policy non-compliance.
- Fail to provide a process for all official Board communications.
- Neglect to submit monitoring data required by the board in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored.
- Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- Fail to 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's Linkage, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the President.
- Fail to supply for the consent agenda all items delegated to the President yet required by law or contract to be Board-approved, along with the monitoring assurance pertaining thereto.

BELMONT COLLEGE

ENDS FOCUS ON GRANTS AND CONTRACTS

POLICY 300.0800.00

Section 3, Executive Limitations

Origin: Existing Board Rule

✓ New Rule

Adopted: March 2006

Revised: July 1, 2012

Reformatted: September 2023

The President of Belmont College may not enter into any grant or contract arraignment that fails to emphasize Ends policy, and also avoids any unacceptable means.

Accordingly, the President shall not:

- Fail to prohibit methods which allow grant funds to be used in an illegal or unethical manner.
- Fail to assess and consider an applicant's capability to produce appropriate, targeted, and efficient results.

BELMONT COLLEGE

ACCREDITATION

POLICY 300.0900.00

Section 3, Executive Limitations
Origin: Existing Board Rule
✓ New Rule
Adopted: March 2006
RevisedJuly 1, 2012
Reformatted: September 2023

The Belmont College Board of Trustees will maintain proper and necessary regional accreditation of the College.

Accordingly, the College will maintain certain additional approvals and accreditations which are specifically required or logically supportive of specific academic programs. The Board of Trustees, through proper action, may expunge, modify, or add to these associations as they deem necessary.

Accordingly, the President will not fail to maintain approval and accreditation by the:

- Department of Education
- Ohio Board of Regents
- Higher Learning Commission of the North Central Association of Colleges and Schools
- Ohio State Approving Agency for Veterans Training
- Ohio Bureau of Vocational Rehabilitation
- Ohio Board of Nursing
- Commission on Accreditation of Allied Health Education Programs
- Ohio Department of Public Safety Division of EMS
- American Heart Association
- *All other agencies deemed appropriate by the President*

BELMONT COLLEGE

FISCAL YEAR BUDGET

POLICY 300.1000.00

Section 3, Executive Limitations
Origin: Existing Board Rule
✓ New Rule
Adopted: March 2006
Revised: July 1, 2012
Reformatted: September 2023

The fiscal year for the Belmont College District shall be maintained from July 1 to June 30 of each calendar year. Any proposed deviation from these dates must be approved by the Board of Trustees.

BELMONT COLLEGE

COMPETITIVE BIDDING POLICY

POLICY 300.1100.00

Section 3, Executive Limitations

Origin: Existing Board Rule

✓ New Rule

Adopted: March 2006

Revised: July 1, 2012

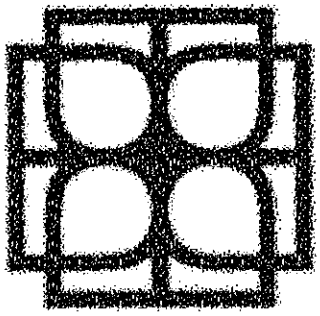
Reformatted: September 2023

The Belmont College Board of Trustees recognizes that competitive bidding allows the College to seek out the best value for any purchase.

Accordingly, the College will competitively bid any single purchase of goods or services that will result in payment of twenty-five thousand dollars $25,000.00 or more to a single vendor within a given fiscal year.

Exceptions to this policy shall be made solely through the reasonable interpretation of the President or his designee. Included but not limited to the following exceptions;

- Custom fabricated equipment only available from one source.
- New equipment to be purchased from same manufacturers as existing equipment so as to maintain compatibility, or to facilitate the exchange/replacement of spare, and/or consumable parts and supplies.
- New chemicals or other perishable products to be purchased form same manufacturers to maintain the scientific integrity of any experiment.
- Time is of the essence - due to legitimate, extenuating, and/or emergency circumstances, replacement and/or additional equipment or supplies must be obtained as soon as possible.
- Purchases executed through the State of Ohio or the Intra-University Council Purchasing Group.



BELMONT
COLLEGE

BOARD OF TRUSTEES

POLICY MANUAL

Section IV:

Ends

BELMONT COLLEGE

ACCESS TO HIGHER EDUCATION

POLICY 400.0000.00

Section 4, Ends

Origin: ✓ Existing Board Rule
New Rule
Revised: July 1, 2012
Reformatted: September 2023

Belmont College will improve access to higher education and provide lifelong learning opportunities for all residents of Belmont, Harrison and Monroe counties who demonstrate that they are qualified to pursue a post-secondary education, including, but not limited to, the employed, unemployed, underemployed, those who have some college but have not earned a degree, plus the following population groups: first generation college students; age 25 and older students; Black, Hispanic, and American Indian students; and international students; thereby fostering the growth of an educated, trained and employable citizenry.

Monitoring activities

- Quarterly enrollment statistics
- Demographic enrollment profiles
- Strategies employed to provide greater access
- Tuition and fee comparisons with regional and other comparable institutions
- Summary report of previous Monitoring Reports (implementation, success, failure, and what has been learned)
- Key indicators for:
    - Marketing Plan
    - Recruitment Plan
    - Market Penetration Studies
    - Program designs to meet the needs of specific populations

BELMONT COLLEGE

DEGREE COMPLETION

POLICY 400.0200.00

Section 4, Ends
Origin: ✓ Existing Board Rule
New Rule
Revised: July 1, 2012
Reformatted: September 2023

Belmont College will increase the number of two-year college graduates in the region from all age groups including recent high school graduates, employed, displaced workers, unemployed, underemployed, those with previous college credits earned, and adults with no college degree.

Monitoring Activity

- Fall to Fall and quarter to quarter student retention studies
- Graduation and completion rates
- Graduation rate comparisons with comparable institutions
- Student satisfaction studies
- Strategies employed to improve graduation rates
- Student Success Plans; rate of goal attainment
- Demographic studies of Belmont College students compared to other higher education institutions
- Summary report of previous Monitoring Reports (implementation, success, failure, and what has been learned)
- Key indicators for:
    - Student retention studies
    - Graduation and completion rates

BELMONT COLLEGE

ARTICULATION AND TRANSFER

POLICY 400.0300.00

Section 4, Ends

Origin: ✓ Existing Board Rule
New Rule
Revised: July 1, 2012
Reformatted: September 2023

Belmont College will provide transfer and articulation programs which prepare students for transfer to upper division colleges and universities to attain advanced degrees, especially in the areas of STEM and emerging professions.

Monitoring Activity

- Transfer amounts and rates compared to comparable institutions
- Performance studies after transfer to upper division baccalaureate programs
- Completion rates, success rates, and transfer rates
- Students who did not earn a degree from Belmont

Summary report of previous Monitoring Reports (implementation, success, failure, and what has been learned)

BELMONT COLLEGE

ECONOMIC DEVELOPMENT AND TRANSFER

POLICY 400.0400.00

Section 4, Ends

Origin: ✓ Existing Board Rule
New Rule
Revised: July 1, 2012
Reformatted: September 2023

Belmont College will continuously support the economic development of the region by educating a quality workforce, establishing strong community partnerships, and contributing to the region's overall vitality.

Monitoring Activities

- Number of New Courses/Trainings Developed
  - Off-site/On-site
  - Customized training
  - Professional development
  - Cultural enrichment
- Completion Rates
  - Training programs – on-site and off-site
  - Certification programs
  - Dislocated workers
- Enrollment Rates
  - Professional training
  - Community enrichment programs
- Satisfaction Survey Analysis
  - Employers
  - Employees
- Every 3-years assess community Involvement/responsiveness

BELMONT COLLEGE

STUDENT DEVELOPMENT EDUCATION

POLICY 400.1000.00

Section 4, Ends

Origin: ✓ Existing Board Rule
New Rule
Revised: July 1, 2012
Reformatted: September 2023

Belmont College will aggressively foster its students' development as lifelong learners and strive for constant improvement in graduation and completion rates. In both the general education and technical core, students will acquire knowledge and skills on which to build a foundation for further education. To this end, Belmont College will offer the environment and curricula designed to help students:

- Communicate clearly, concisely and effectively, with an awareness of audience and purpose.
- Use appropriate technology in work and everyday life.
- Reach reasoned conclusions based on reliable evidence utilizing the criteria of a given discipline.
- Exhibit knowledge of human needs and behavior from perspectives other than their own.
- Locate, evaluate, manage, and effectively use information to understand ethical and social issues.
- Exhibit knowledge and skills of responsible citizenship in a diverse and democratic society.
- Secure gainful employment.
- Secure transfer to upper division institutions to pursue advanced degrees.

Monitoring Activity

- Program reviews of all degree programs
- Assessment of student core learning outcomes (critical thinking, communications, active learning and accountability)
- Completion rates in the transitional studies (developmental education) program
- Assessment studies of English and Mathematics
    - Student success in the transitional studies program, English course sequence(s), and math course sequence(s)
- Success in subsequent college-level course work
- Licensure pass rates

- National registry exam pass rates
- Student success in capstone courses
- Certification pass rates
- Placement data and rates - by program area
- Employer satisfaction surveys
- Number of students engaged in internships
- Student surveys of success at transfer institutions
- Summary report of previous Monitoring Reports (implementation, success, failure, and what has been learned)
- Key indicators for:
    - Transfer rates
    - Graduation rates
    - Review of student satisfaction and engagement surveys such as Community College Survey of Student Engagement (CCSSE) and Noel-Levitz Student Satisfaction Inventory™ (SSI)