

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 24, 2016**

**TAB 3**

**ACTION**

**Subject: Revision(s) to BPR-7 (Board Travel), Section 4: Board-President Relationship – Board of Trustees Governance (“Policy”) Manual**

**Background**

Board of Trustees Policy BPR-7 currently reads as follows:

The President will ensure that adequate funding for trustee education and travel will be provided in the college-operating budget.

Accordingly:

- 7.1. Trustee expenditures will not exceed this amount of funding.
- 7.2. As part of the operating budget development process, the Board shall inform the president of its education and travel needs for the following year.

In reviewing the College’s compliance with state law and regulations set forth by the Office of Financial Management (OFM), the College administration, in consultation with the assistant attorney general assigned to the College, has determined that the Board is required to have an internal travel policy in order to comply with OFM requirements expressed in the State Administrative and Accounting Manual (SAAM).

The College administration briefed the Board on the issues involved in reimbursement for Board travel at the Board of Trustees retreat on February 19, 2016. Following discussion, the following is a recommended replacement for Policy BPR-7:

The Board of Trustees will comply with the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM) Subsection [10.70.30.b](#) as follows:

- 7.1. Trustees who are not in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 1 of SAAM [10.70.30.b](#).
- 7.2. Trustees who are in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 2 of SAAM [10.70.30.b](#).
- 7.3. For purposes of determining what constitutes a “day or portion thereof spent to conduct board . . . business” under Option 1, the Board of Trustees will include all days, and only those days, on which an officially noticed meeting of the Board of Trustees occurs.

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                  Board-President Relationship – Board of Trustees  
                  Governance (“Policy”) Manual**

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**Recommendation**

That the Board adopt the recommended revision to Policy BPR-7 by motion.

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                  February 22, 2016