



# **Board of Trustees Policies Manual**

Approved October 2020

-This page intentionally left blank-

# Table of Contents

100.000	BOARD OF TRUSTEES .....	5
100.A00	LEGAL STATUS OF THE BOARD .....	5
100.A10	LEGAL STATUS AND AUTHORITY OF THE BOARD .....	5
100.A20	OFFICIAL NAME OF DISTRICT.....	5
100.A30	OFFICIAL COLLEGE TITLE .....	5
100.A40	OFFICIAL BOARD TITLE .....	5
100.A50	DISTRICT SEAL .....	6
100.A60	BOUNDARIES OF THE DISTRICT.....	6
100.A70	COLLEGE VISION & MISSION .....	6
100.B00	GOVERNANCE.....	6
100.B10	COMPOSITION OF THE BOARD.....	6
100.B20	VACANCIES .....	7
100.B21	ORIENTATION OF NEW BOARD MEMBERS.....	7
100.B30	BOARD DEVELOPMENT.....	7
100.B31	COMMITTEES OF THE BOARD .....	7
100.B40	STATEMENT OF ETHICS .....	8
100.B41	ETHICAL VALUES AND PRINCIPLES IN PUBLIC SERVICE.....	8
100.B50	TENETS OF GOVERNING.....	9
100.B60	BOARD DUTIES AND RESPONSIBILITIES.....	10
100.C00	OFFICERS OF THE BOARD.....	12
100.C10	CHAIR OF THE BOARD.....	12
100.C11	VICE-CHAIR OF THE BOARD.....	13
100.C12	SECRETARY OF THE BOARD .....	13
100.C20	DELEGATION TO THE PRESIDENT.....	14
100.C30	PRESIDENT.....	15
100.D00	MEETINGS OF THE BOARD .....	17
100.D10	REGULAR MEETINGS.....	17
100.D11	SPECIAL MEETINGS.....	18
100.D12	EXECUTIVE SESSION .....	18
100.D13	OPEN MEETINGS .....	18

100.D14	APPEARANCES BEFORE THE BOARD.....	18
100.D15	INTERRUPTIONS .....	19
100.D16	QUORUM.....	19
100.D17	REQUIRED VOTE .....	19
100.D18	AGENDA .....	19
100.D19	BOARD MATERIALS AND INFORMATION .....	20
100.D20	MINUTES OF MEETINGS .....	20
100.E00	MISCELLANEOUS POLICIES OF THE BOARD.....	20
100.E10	PRESENTATION AND ADOPTION OF POLICY .....	20
100.E20	PARLIAMENTARY AUTHORITY.....	21
100.E30	AMENDMENTS OF BOARD POLICIES .....	21
100.E40	BOARD OFFICE .....	21
100.E50	COLLEGE DEBT .....	21
100.F00	FOUNDATION POLICY STATEMENT .....	24

## **100.000 – BOARD OF TRUSTEES**

*Shoreline Community College is a two-year public comprehensive community college of higher education, offering excellent academic, professional/technical and work force training programs to meet the lifelong learning needs of its diverse community. Shoreline Community College provides opportunities for students to achieve their highest potential and meet the needs of the community and the workplace. We consider the faculty, staff, and administration of Shoreline Community College to be key in this reputation through their dedication to the academic success of our students. Shoreline Community College is dedicated to having a diverse campus which strives to be the employer of choice for all job applicants and the college of choice for all students entering a two-year college.*

## **100.A00 – LEGAL STATUS OF THE BOARD**

### **100.A10 – LEGAL STATUS AND AUTHORITY OF THE BOARD**

By authority contained in the Community and Technical College Act of 1991 and as appointed by the Governor of the State of Washington, the Shoreline Community College Board of Trustees shall serve the educational needs of Community College District 7 and shall be responsible for developing the policies of Community College District 7 under which Shoreline Community College operates. The Board of Trustees derives its authority from RCW 28B.50.140, as now written or later amended. The Board will delegate certain responsibilities to the President or designee. Individual members of the Board have power and authority only when acting formally as members of the Board in session at regular or special meetings.

### **100.A20 – OFFICIAL NAME OF DISTRICT**

The official name of the District, established under and by virtue of the laws of the State of Washington, shall be "Community College District 7." Within the Board Policies Manual, the terms "District" and "College" both refer to Shoreline Community College District 7.

### **100.A30 – OFFICIAL COLLEGE TITLE**

The official name of the College shall be "Shoreline Community College." The College name shall be used in all instances except where the statutory name of the District is legally required, e.g., in publication of legal notices and in the execution of contracts and other legal documents.

### **100.A40 – OFFICIAL BOARD TITLE**

The Board of Trustees shall be known as the "Board of Trustees of Shoreline Community College" (herein referred to as the "Board").

### **100.A50 – DISTRICT SEAL**

The District shall have a seal, the form and design of which shall be adopted by the Board and the custody of which shall be with the Secretary to the Board. The seal shall have inscribed upon it the name of the College as shown:



### **100.A60 – BOUNDARIES OF THE DISTRICT**

The seventh district shall encompass the cities of Shoreline and Lake Forest Park as defined by RCW 28B.50.040.

### **100.A70 – COLLEGE VISION & MISSION**

#### VISION STATEMENT

We are recognized for inclusive excellence in teaching and learning, student success, and community engagement. *(Approved by the Board of Trustees: March 16, 2016)*

#### MISSION STATEMENT

We serve the educational, workforce, and cultural needs of our diverse students and communities. *(Approved by the Board of Trustees: March 16, 2016)*

### **100.B00 – GOVERNANCE**

#### **100.B10 – COMPOSITION OF THE BOARD**

The Board consists of five members appointed by the Washington State Governor and confirmed by the Washington State Senate.

Every trustee shall be a resident and qualified elector of the District. No trustee may be an employee of the community college system, a member of the board of directors of any school district, or a member of the governing board of any public or private educational institution.

The Board shall organize itself by electing a Chair from its members. The Board shall adopt a seal and may adopt such resolutions, rules and regulations as it deems necessary for its own governance.

The President of the College shall serve as, or may designate another person to serve as, the Secretary of the Board, who shall not be deemed to be a member of the Board.  
(per RCW 28B.50.100)

### **100.B20 – VACANCIES**

Any vacancy occurring in the Board shall be filled by appointment by the Governor of the State of Washington. If the vacancy occurs prior to the expiration of any term, the new Board member shall be appointed only for the remainder of the term. When the vacancy occurs at the end of a term, the new Board member shall be appointed for a term of five years. (per RCW 28B.50.100)

### **100.B21 – ORIENTATION OF NEW BOARD MEMBERS**

Orientation of new Board members is a responsibility of the Chair of the Board who may call upon other members of the Board or staff to assist in this orientation. This will be undertaken immediately after the appointment of a new member and will provide all needed information as to the basic purpose of the Board, its sources of authority, its responsibilities and duties, and the policies and procedures adopted and followed by this Board for the conduct of its meetings and performance of its duties.

### **100.B30 – BOARD DEVELOPMENT**

The Board will:

- a. Pursue continual development, including orientation of new members in the Board governance process, periodic Board discussion of the College's vision, mission, and values, outcome development, public stewardship, and attendance at state and national trustee conferences.
- b. Hold bi-annual retreats
- c. Review Board policies on a three (3) year rotation
- d. Monitor and discuss the Board's process and performance regularly. Self-monitoring will be conducted bi-annually, including comparison of Board activity to policies in the Governance Process and Board-President Relationship categories.
- e. Make consensus-based decisions, to the extent possible.
- f. Develop policy in the context of college and community needs.

### **100.B31 – COMMITTEES OF THE BOARD**

For the enhancement of its work, the Board may create Board Committees as necessary to research and report on specific issues to the Board. These committees do not speak on behalf of the Board except when the Board delegates such a responsibility to that committee.

## **100.B40 – STATEMENT OF ETHICS**

### Washington Ethics Law:

The Washington Ethics Law, Revised Code of Washington, Chapter 42.52, applies to all state employees. It governs the actions and working relationships of members of the Board and of all employees at Shoreline Community College. Board members and employees shall perform in accordance with this law in their dealings with fellow employees, suppliers, government representatives, the media, and other individuals with whom they have professional relationships that are associated with their responsibilities at Shoreline Community College.

### Conflicts of Interest:

The Board adheres to Chapter [42.52 RCW](#), “Ethics in Public Service” and the [rules](#) of the Executive Ethics Board.

Each member of the Board and all employees of Shoreline Community College are expected to place the interests of the College above their self-interests. Board members and employees are expected to resolve issues in favor of good, ethical judgment, and in keeping with the basic principle that their position of trust may not be used for personal gain or private advantage.

In resolving issues regarding conflicts of interest, the following statements from state law shall be considered:

- a. Board members and College employees may not have a financial interest or engage in any activity that is in conflict with the proper discharge of their official duties.
- b. Board members and College employees may not use their official position to secure special privileges for themselves or any other person.
- c. Board members may not receive compensation from any person, except the State of Washington, for performing their official duties.

## **100.B41 – ETHICAL VALUES AND PRINCIPLES IN PUBLIC SERVICE**

To promote individual development and the common good, trustees will strive to promote basic values of conduct. The following values represent a shared ideal that permeates the College and constitute a primary responsibility for trustees to uphold and honor: honesty, integrity, fairness, respect, excellence, accountability, and protection of public trust. Avoid any conflict of interest with respect to their fiduciary responsibility. Specifically:

- a. When the Board is to decide upon an issue that a member has an unavoidable conflict of interest, that member will withdraw without comment not only from the vote, but also from the deliberation.



- b. Board members will not use their positions to obtain employment by the College or to furnish services or goods to the College on behalf of themselves, family members, relatives, friends, or associates.
- c. Board members will recognize the lack of authority in any individual Board member when interacting with the President or with College employees, except when explicitly authorized by the Board.
- d. Board members will recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board in interaction with the public, press, or other entities.
- e. Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's person position on the issue.
- f. Not permit themselves to be used to circumvent established lines of authority or to interfere in normal procedures for the handling of complaints or grievances.

### **100.B50 – TENETS OF GOVERNING**

On behalf of the citizens in Shoreline Community College's service area, the Board will strategically provide stewardship and leadership. The continual focus will be on the needs of the community as reflected in the Vision and Mission and the improvement of the College's capability, while demonstrating the highest level of integrity.

The Board process will:

- emphasize outward vision rather than an internal preoccupation,
- consistently encourage a diversity of perspectives,
- provide strategic leadership more than administrative detail,
- maintain clear distinction between board and staff roles,
- forward collective rather than individual decisions,
- focus on the future rather than the past or present, and
- remain proactive rather than reactive.

The Board functions as the authorized link between the College and citizens of the College's service district. The Board's responsibility to the citizens is to ensure quality, relevant education while providing responsible stewardship of public resources.

The Board will remain vigilant to its role as "steward" for the College by consistently seeking ways to improve its capability and functioning.

Board members will adhere to a code of conduct which includes:

- speaking with one voice;
- demonstrating the role of "steward" for the College;

- supporting consensus and majority rule decision making processes;
- committing to the resolution of conflict in appropriate arenas;
- committing to meeting attendance and preparedness;
- respecting the role of the Chair as the communication link with the College President; and maintaining a focus on strategic, forward-thinking leadership.

## **100.B60 – BOARD DUTIES AND RESPONSIBILITIES**

The Board, responsible to the citizens of Community College District 7 and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in the District. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises its leadership in the operation of the District.

1. Select and appoint a President, and set salary, terms and conditions of employment;
2. Evaluate the President annually;
3. Determine the broad general policies that guide the operation of the College, and review them annually;
4. Delegate responsibility for decisions concerning appointments, retention, or dismissal of faculty, administrators, and classified personnel; provided however, the Board does not delegate its appointing authority on issues relating to the granting or denial of tenure, the dismissal of a tenured faculty member, or the dismissal of a probationer during the term of their contract;
5. Function as the legislative and policy making body, leaving the executive functions to the President;
6. Utilize the services of the attorney general of the State of Washington and cooperate fully with officers of the state attorney general;
7. Ratifies negotiated agreements;
8. Authorize lawsuits and recommend legal defense;
9. Approve the College Facilities Master Development Plan;
10. Review and approve an annual budget to finance the operation of the District in accordance with the statutes of Washington and lawful and applicable regulations;
11. Delegate to the President the authority to approve the expenditures of all funds and let all contracts;
12. Authorize borrowing money and the issuance and sale of revenue bonds;
13. Naming of facilities;
14. Recognize the right of the duly elected employee organizations to negotiate employee rights and benefits within the tenets of the respective Collective Bargaining Acts;
15. Consider communications and requests from citizens and organizations of the District on matters of District policy at regularly scheduled board meetings;

16. Adopt and periodically review a statement of vision, mission, and goals which clarifies basic educational beliefs and educational responsibilities of the District;
17. Establish a yearly planning cycle that links the Board's agenda with the College's Strategic Plan;
18. Annually review and evaluate progress towards the goals in the College's Strategic Plan through a variety of measures;
19. Appraise the efficiency and effectiveness of District operations and the educational programs and services of the College;
20. Refer all matters concerning the District directly to the President for study and recommendation before such matters are considered by the Board, except where immediate action is deemed necessary by the Board;
21. Inform the public concerning the progress and needs of the District, the educational programs, and the financial status of the District;
22. Conduct an annual self-evaluation and determine a corrective course of action as necessary; and
23. Act in the best interest of the College pursuant to various authorizations granted in the Community and Technical College Act of 1991 or in the rules and regulations of the State Board for Community and Technical Colleges.

#### TENURE

The President will:

1. Submit recommendations from the President (and appropriate Vice-President) to the Board regarding the award or non-award of tenure or the non-renewal of a contract of evaluated candidate(s).
2. Submit recommendations to the Board to issue the final order to dismiss tenured faculty.
3. Submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
4. Submit recommendations to the Board to issue the final order to dismiss probationary faculty.

#### BOARD TRAVEL

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:

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](#).
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](#).

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.

## **BOARD STRUCTURE AND ELECTIONS**

1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Shoreline Community College, or their designee.
2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to serve for the ensuing year, from July 1 through June 30.
3. The term of the office of Chair and Vice-Chair shall be for one year. The Board may elect the Chair to serve a consecutive term under extraordinary circumstances. Discussions concerning the extraordinary circumstances are to be held in a full Board open meeting.
4. Traditionally, the responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
5. Traditionally, the Vice Chair will move into the position of Chair of the Board, at the election of the Board.
6. If a Board member does not wish to serve when their name is moved into officer position, the replacement will be the next senior Board member who qualifies according to the order of appointment or reappointment.
7. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the order of appointment or reappointment. This nomination process and discussion can take place only in an open meeting with a quorum of the Board.
8. In the event of a vacancy in the office of the Chair, the Vice-Chair will succeed as Chair for the remainder of the unexpired term, plus the term for which they were elected. The Board will conduct an election to elect a new Vice-Chair at the next regular meeting after a vacancy has occurred. The new Vice-Chair will serve for the remainder of the unexpired term.

## **100.C00 – OFFICERS OF THE BOARD**

### **100.C10 – CHAIR OF THE BOARD**

Responsibilities and duties shall include, but are not limited to the following:

- a. Preside at all meetings when present and decide on questions of order;
- b. Appoint members of the Board to serve on special committees as approved by the Board;
- c. Execute all contracts approved by the Board and other official documents legally requiring the signature of the Chair of the Board, such as resolutions, general obligations, and revenue bonds;
- d. Call special meetings of the Board as required;

- e. Represent, when possible, the Board at meetings of trustee organizations to which the District belongs; and
- f. Perform any other duty formally assigned by the Board, or by state statute.

### CHAIR ROLE

The Chair will ensure that the Board and individual Board members consistently behave in accordance with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College. Specifically:

- a. Meeting discussion content will be on those issues that, according to Board policy, belong to the Board, not to the President, to examine and or decide.
- b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
- c. The Chair will encourage discussion and consensus among the Board members.
- d. The Chair will sign the minutes of all regular and special meetings of the Board, and will sign other documents as required by law.
- e. Have no authority to supervise or direct the President.
- f. Chair board meetings with all the commonly accepted power of the position, to include ruling and recognizing, as well as agenda setting and calling special meetings as required.
- g. Ensure that other Board members are informed of current and pending Board issues and processes.
- h. After Board discussion, appoint members to committees established by the Board.
- i. Work with the Vice-Chair to review and revise the Board of Trustees Governance Manual.
- j. Designate the Vice-Chair to preside at Board meetings in the absence of the Chair or to fulfill the duties of the Chair or to fulfill the duties of the Chair as needed.

### **100.C11 – VICE-CHAIR OF THE BOARD**

#### VICE-CHAIR ROLE

Responsibilities and duties shall include, but are not limited to the following:

- a. Perform all duties of the Chair of the Board in the absence or disability of the Chair; and
- b. Discharge such other functions as the Chair of the Board may request from time to time.

### **100.C12 – SECRETARY OF THE BOARD**

Responsibilities and duties of the Secretary or designee shall include, but are not limited to the following:

- a. Provide written notification to all concerned of regular and special meetings of the Board;
- b. Transmit the Board agenda and a copy of the minutes of the previous meeting to the Board and such other persons as the Board may designate and post at the District offices prior to an ensuing meeting;
- c. Record, prepare, sign, and distribute to all members of the Board the minutes of all regular and special meetings of the Board;
- d. Act as custodian of the official seal of the District; affix it to official documents and attest the same by signature;
- e. Prepare and maintain for the Board an indexed compilation of all resolutions, a copy of the policies of the Board of Shoreline Community College, and all amendments thereto;
- f. Advise the Board of any communications which require consideration and action by the Board; and
- g. Give such public notices of Board action as may be required by statutes, or resolutions of the Board.

### **100.C20 – DELEGATION TO THE PRESIDENT**

All Board authority delegated to staff is delegated through the President. All authority and accountability of staff is considered to be the authority and accountability of the President.

1. The President is authorized to develop and implement all administrative policies, decisions, actions, practices, and activities. The President will base decisions on the annual goals of the College and responsibilities defined in the President’s job description.
2. Only decisions of the Board acting as a body are binding upon the President.
  - a. 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.
  - b. If Board members or Board committees request information or assistance without Board authorization, the President can refuse such requests that, in the President’s judgment, require a material amount of staff time or funds or are disruptive.
3. 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.
4. The President establishes operational policies and procedures that carry out the Board policy including those that:
  - a. clarify rules for students, employees, volunteers, community members and visitors, in addressing the Board, expressing ethical dissent, and rules and sanctions that provide a civil and non-disruptive learning environment.
  - b. provide for effective handling of grievances, and ensure that students and employees know their rights and responsibilities.
  - c. protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons, and comply with all laws, rules and regulations pertaining to students and employees, including those pertaining to discrimination.

- d. ensure due process procedures for students, employees, volunteers and visitors without discrimination or retaliation against anyone for expressing non-disruptive ethical dissent.
5. The President takes prompt and appropriate action when aware of any violation of federal laws, state laws, rules, regulations, State Board for Community and Technical Colleges policy, Office of Financial Management policy, any Executive Order of the Governor of the State of Washington, or Shoreline Board of Trustees policy.
6. The President protects the academic freedom of the College, its faculty and its students and establishes rules and necessary sanctions that provide a civil and non-disruptive learning environment.
7. The President ensures that staff is prepared to deal with emergency situations.
8. The President attempts to maintain goodwill with community members and external stakeholders.

### **100.C30 – PRESIDENT**

The President of the District shall be the executive officer through which the Board implements its policies. The President may delegate to senior leadership of the District such of their powers as they may be authorized to delegate and deem desirable to be exercised under the President's supervision and direction. Responsibilities and duties in addition to those outlined in the President's job description and presidential contract include but are not limited to the following:

1. Inform the Board of all significant actions taken under authority granted by it and respond in a timely manner to Board requests for information;
2. Perform all executive functions for the Board, such as:
  - a. Prepare the agenda for Board meetings in consultation with the Chair and Vice-Chair of the Board.
  - b. Conduct official correspondence of the Board.
  - c. Issue its orders.
  - d. Prepare all documents as directed by the Board and execute all documents pursuant to authority granted to the President by the Board.
  - e. Provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection.
3. Advise the Board in all areas of policy and make recommendations on all matters that affect the District before action is taken by the Board;
4. Determine the qualifications for, appoint, manage, supervise, and discharge all employees (with the exception of decisions related to tenure as described under 100.B60) of the College, including the determination of salary adjustments and the terms and conditions of individual contracts as applicable, provided that the procedures established in the tenure laws of the State of Washington, along with applicable collective bargaining agreements as appropriate, and/or the statutes, rules and regulations of the Washington Personnel Resources Board shall be followed;

5. Prepare and submit to the Board an annual budget and administer the Board approved budget;
6. Formulate all reports as may be required by the Board and by local, state, and national agencies;
7. Formulate and promulgate rules, regulations and procedures to implement Board policies;
8. Represent the District to the community by interpreting the policies to the public, the press, and community organizations;
9. Approve the expenditure of all budgeted funds and execute all contracts consistent with the budget adopted by the Board and in compliance with Board rules and all applicable state and federal laws and regulations;
10. Act as the chief administrator and educational leader of the District, responsible for the organizational structure of the District and for all executive and administrative duties in connection with the operation of the District;
11. Propose long-range direction and scope of District programs, recommending to the Board from time to time such changes in programs and services as they deem desirable to fulfill the goals of the District;
12. Establish District objectives consistent with College goals; determine the need for and qualifications of all positions within the District, and provide for evaluation of all personnel and programs;
13. Participate in community college programs at the local, state and national level by representing the District at meetings of organizations to which the District belongs and others as approved by the Board;
14. Review legislation affecting the District and report the substance thereof to the Board;
15. Attend Board meetings;
16. Perform such other duties as may be assigned or granted by the Board or required by law.

## COMMUNICATION & SUPPORT TO THE BOARD

The President will:

1. Submit monitoring data required by the Board in a timely, accurate, and understandable manner that directly addresses provisions of the Board policies being monitored.
2. Inform the Board Chair of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, including changes in the assumptions upon which any Board policy has been established.
3. Tell the Board that, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Relationship, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President.



4. Not present information that is knowingly inaccurate or incomplete.
5. Provide a mechanism for official Board communication.
6. Deal with the Board in a way that indicates no favoritism and privilege towards certain Board members, except when:
  - a. fulfilling individual requests for information, or
  - b. responding to officers or committees duly charged by the Board.
7. Submit a consent agenda to the Board containing items that although delegated to the President, are required by law, regulation, or contract to be Board-approved, along with applicable monitoring information.

## EMERGENCY PRESIDENT SUCCESSION

To protect the Board from sudden loss of presidential duties, the President will have at least two executives sufficiently familiar with Board and presidential duties and processes to enable either to take over with reasonable proficiency as an interim successor.

The Board will ensure that the College not be left without a President or Acting President.

Accordingly:

1. The President will seek approval from the Board Chair when off campus for paid or unpaid leave, including annual leave.
2. An Administrator in Charge will be appointed by the President when they are off campus for more than one day and up to twenty (20) working days whether for College business or for approved paid or unpaid leave, including annual leave and sick leave. The President, in consultation with the Board Chair, can appoint an acting President before twenty (20) working days if doing so is in the best interest of the College.
3. When the President is anticipated to be off campus for more than twenty (20) working days other than for College business, the President will delegate their authority to an Executive Team member to serve as Acting President, not to exceed thirty (30) consecutive working days. College business is defined as anything other than paid or unpaid leave, including annual and sick leave.

The Board will, upon the resignation, termination, incapacity or death of the current President, appoint an acting, interim or permanent President.

## **100.D00 – MEETINGS OF THE BOARD**

### **100.D10 – REGULAR MEETINGS**

The Board shall hold regular meetings according to a schedule including place, time, and date filed with the Washington State Register, pursuant to RCW 42.30.075. All meetings of the Board, regular and special, shall be hold in conformance with the Open Public Meetings Act, Chapter 42.30 RCW.

A regular meeting may be canceled by action of the Board or the Board Chair. A special meeting may, however, be set for another date and time. When a special meeting is scheduled, notice thereof will be given in conformance with the notice requirements for special meetings contained in RCW 42.30.080.

Board meetings shall be held in the Administration building 1000, 16101 Greenwood Avenue North, Shoreline, WA, or at such other places as the Board shall determine.

#### **100.D11 – SPECIAL MEETINGS**

Special meetings may be called by the Chair, or by request of three Board members, and shall be conducted in conformance with Washington State law. Only those items published on the agenda shall be considered at a special meeting. (per RCW 42.30.080)

#### **100.D12 – EXECUTIVE SESSION**

The Board may hold an executive session during a regular or special meeting. Executive sessions will be held in conformance with Washington State law. (per RCW 42.30.110)

#### **100.D13 – OPEN MEETINGS**

All regular and special Board meetings are open to the public; however, the Chair may call an executive session when permitted by Washington State law at which a member of the general public shall not be present unless invited. (per RCW 42.30.030)

Public votes and public records shall be open to the public for inspection and duplication.

#### **100.D14 – APPEARANCES BEFORE THE BOARD**

Each regular meeting of the Board shall provide members of the public an opportunity to address the Board on any item of business. The Board encourages groups to designate a spokesperson to address the Board on their behalf at a specified time on the agenda.

The Chair of the Board reserves the right to determine time limits on statements and presentations. The intent of the Board shall be to provide equal time for both pro and con presentations. The Chair also maintains the right to regulate the subject matter of that which may be presented or discussed at the open meeting including, but not limited to, matters which are the subject of current or pending grievances or adjudicative or disciplinary proceedings. Matters for consideration, discussion, and/or debate will be limited to the extent allowed by the Open Public Meetings Act, Chapter 42.30 RCW.

The President of the College shall be given an opportunity, whenever possible, to examine and

evaluate each matter of business and to recommend a course of action prior to a decision by the Board.

#### **100.D15 – INTERRUPTIONS**

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Board may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.  
(per 42.30.050)

#### **100.D16 – QUORUM**

Three trustees shall constitute a quorum for the transaction of business at regular and special meetings. A number fewer than a quorum may call the roll, record the names of absentees, and adjourn to meet at a specified future time. (per RCW 28B.50.130)

#### **100.D17 – REQUIRED VOTE**

An affirmative vote of at least three trustees (for approval) shall be required for adoption of any matter upon which the Board votes.

The Chair of the Board, or other presiding officer, shall have a vote upon all questions and may engage in general discussion.

A member abstaining from voting on any matter shall voice such abstention for recording in the minutes.

#### **100.D18 – AGENDA**

The agenda shall be prepared by the President or designee in consultation with the Chair and Vice-Chair of the Board and its contents presented by the President for Board consideration at each meeting.

Anyone, other than a Board member or a representative of the Office of the President wishing an item placed on the agenda of a Board meeting, must have a written request in the office of the Board Secretary no later than twelve o'clock noon five (5) business days before the next scheduled meeting of the Board. The Secretary will relate the request to the College President and the Chair of the Board as soon as feasible. The Chair will determine whether the item is to be placed on the agenda. The Chair or their designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

#### **100.D19 – BOARD MATERIALS AND INFORMATION**

Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to the trustees prior to each meeting. The Chair or President may present a matter of urgent business received too late for inclusion on the agenda if, in their judgment, the matter is of an urgent nature.

All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the Secretary with copies.

#### **100.D20 – MINUTES OF MEETINGS**

Minutes of regular and special meetings are public records. Minutes are open to inspection and made available for viewing in the Ray Howard Library, and kept on file in the Office of the President as a permanent official record of all transactions of the Board.

The minutes shall record the name of the trustee making a motion, the name of the trustee seconding it, and the vote, attributing each "yea" and "nay" vote or abstention to the individual trustee. The voting shall be by voice, except that a roll call may be required for resolutions and all other questions whenever requested by a trustee. A trustee may also have the reasons for their vote recorded in the minutes if they so request at the time of voting.

A permanent record of all District Board resolutions shall be published on the Shoreline Community College web site.

#### **100.E00 – MISCELLANEOUS POLICIES OF THE BOARD**

##### **100.E10 – PRESENTATION AND ADOPTION OF POLICY**

Every effort shall be made to present, in writing, recommendations for changes in policy at least one meeting in advance of the meeting at which adoption is requested. The adoption of policy requires the affirmative vote of at least three trustees.

### **100.E20 – PARLIAMENTARY AUTHORITY**

Except as they may be in conflict with the resolutions heretofore set forth, Robert's Rules of Order, newly revised, shall constitute the parliamentary guide of the Board.

### **100.E30 – AMENDMENTS OF BOARD POLICIES**

These policies, or any part or parts thereof, may be revised, repealed, or added to by an affirmative vote of at least three trustees at any meeting of the Board and shall become effective immediately upon approval.

### **100.E40 – BOARD OFFICE**

The Board shall maintain an office at 16101 Greenwood Avenue North Shoreline, WA, 98133 where all records, minutes, and the official College seal shall be kept.

This office shall be open during normal business hours.

Correspondence or other business for the Board shall be sent to the Secretary of the Board, who is located in this office.

### **100.E50 – COLLEGE DEBT**

The College, in accordance with Chapter 28B.50.140(6), may, with the approval of the State Board for Community and Technical Colleges (SBCTC) borrow money and issue and sell revenue bonds in accordance with the provisions of RCW 28B.10.300 through 28B.10.330, where applicable, for the purchase of high cost fixed assets and equipment.

It is the policy of the College to effectively manage the appropriate level of debt to ensure adequate resources are available to meet debt service requirements to spread the cost of high cost fixed assets and equipment over the useful life of the assets. Debt service may be funded using two different methods and both can be in effect at the same time depending on the debt needs of the College:

- Debt supported by general and operating revenues
- Debt supported by other revenues:
  - Debt serviced by other revenues will be supported by a stable funding source other than the College's state allocation, tuition, or dedicated fee revenues. The other revenue source must be sufficient to cover normal operating expenses of the unit (if any) plus the anticipated annual debt service costs over the life of the debt schedule.

## FINANCIAL PLANNING & BUDGETING

The President establishes operational policies and procedures that carry out the Board policy in a fiscally responsible manner, including those that:

1. Develop a budget with credible projection of revenues and expenses that separates capital and operating items and that discloses planning assumptions and budget principles.
2. Plan that expenditure of funds in any fiscal year will not be more than the sum of a) what is conservatively projected to be received during that year and, b) what has been approved by the Board to be carried over for expenditure from previous years.
3. Develop budget processes that provide opportunities for information and feedback from a broad base, including administrators, faculty, staff, and students.
4. Develop a budget that takes into account the Board's priorities.
5. Allocate a minimum of \$200,000 annually, to be included as a contingency account in the College's annual budget under the President's authority, to cover unanticipated expenses during the annual fiscal period.

## FINANCIAL PLANNING & ACTIVITIES

The President establishes operational policies and procedures that carry out the Board policy:

1. Expend only those funds that have been approved by the Board in the fiscal year, unless the Board's approval to do otherwise has been obtained. Notify the Board within 45 days of any expenditure that deviates by more than one-half of one percent (0.5%) of the approved operating budget.
2. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year, except for Board-designated transfers from reserves.
3. Provide to the Board, quarterly and annual reports of the College's current financial condition that will continually enhance the Board's ability to meet its fiduciary responsibility, including reserves.
4. Maintain a general fund balance reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. The general fund balance reserves will be 10-12% of the College's most recently completed fiscal year's actual operating expenditures, unless a different level is necessary to sustain operations.
5. Maintain, as necessary, local capital fund reserves to manage facilities needs that are not funded, or are underfunded, by the state. The President will annually recommend to the Board of Trustees an amount to be set aside to maintain this fund, which is subject to approval by the Board of Trustees. In recommending local capital reserve levels and expenditures, the President will consider how such levels and expenditures contribute to the

attraction of new students and retention of existing students.

6. Maintain a tuition contingency reserve of 15% of the previous year's tuition collections, to provide financial cover in the event of unforeseen fluctuations in enrollment.
7. Maintain an innovation and opportunities reserve fund up to 2% of the operating budget to facilitate College investment in initiatives that demonstrate the potential for substantial return on investment, and that are deemed by the President as vital to the College's future. The President will approve all distributions, and will recommend future designations based on the College's overall financial performance. The President will provide the Board of Trustees with at least semi-annual financial reports. Each self-supported program will budget up to 10% of each applicable budget for reserves.
8. Designate between 5-8% of the most recently completed fiscal year's operating budget surplus to the Board of Trustees Reserve Fund. Under the sole authority of the Board of Trustees, funds may be used for special board initiatives, and/or to ensure that sufficient funds are available in the event of an unbudgeted emergency.
9. Designate cash reserves to cover one year of the Certificate of Participation (COP) debt payment requirements to a debt reserve fund.

## ASSET PROTECTION

The President will:

1. Insure adequately, to the extent appropriate for a state-owned college of higher education, against:
  - a. theft and casualty losses in amounts consistent with replacement values, and
  - b. liability losses to the College itself, Board members, and employees.
2. Ensure that un-bonded personnel do not have access to funds in amounts considered material for audit purposes.
3. Promote the proper care and sufficient maintenance of physical plant and equipment.
4. Protect the College, the Board, and employees against claims of liability.
5. Receive, process, and disburse funds under controls that are sufficient to meet standards used by all auditors at various federal, state, and local levels that may be reasonably expected to assess the College's controls.
6. Invest funds in accounts or in investments only as permitted by Washington state law.
7. Acquire, encumber, name, and dispose of real property only with Board approval.
8. Protect information, files, and intellectual property from loss, damage, and misuse.
9. Protect the College's name and maintain its identity in the community.
10. Submit the facilities master plan to the Board for approval.

## COMPENSATION & BENEFITS

1. Only the Board of Trustees can change the President's compensation and benefits.
2. The President cannot establish or change the compensation and benefits of other employees except in accordance with collective bargaining agreements negotiated by the Board or in

accordance with salary schedules or plans adopted by the Board.

3. The President shall not promise or imply permanent or guaranteed employment beyond that provided in Board adopted contractual agreements or Board approved contractual templates.

### **100.F00 – FOUNDATION POLICY STATEMENT**

In recognizing the Shoreline Community College Foundation as a separate, nonprofit corporation, the Board is both supportive and appreciative of the Foundation's role in assisting the College. The Board understands that the primary mission of the Foundation is to obtain financial and other direct support and benefit for the College. The use of funds and other resources will be for physical and capital improvements, student financial assistance, Foundation operations, and other purposes as designated by donors and accepted by the College. The relationship is further defined by the terms of the current Quid Pro Quo agreement. The Board will be provided with regular financial reports, minutes of meetings, and other appropriate documents of the Foundation.