



## **Board of Trustee Policies**

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### **1.01 BOARD OF TRUSTEES AUTHORITY** *(Board Approval 12/11/08)*

The Board of Trustees is subject to the provisions of the Constitution of the State of Idaho, Idaho Code, certain rules and regulations of the State Board of Education, its own policies and procedures, and the expressed will of the electorate.

The Board of Trustees is given the necessary powers to develop, maintain, and operate a viable community college. Within its purview are the powers to adopt rules and regulations for the governing of the college, employ personnel, manage real and personal property, act as an agent, seek and develop financial resources, accept grants and gifts, invest funds, and subscribe to the rights vested by law.

Board members have authority when acting as a Board of Trustees that is legally in session pursuant to authority previously delegated by the Board.

The Board will not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in furtherance of specific instructions by the Board of Trustees.

### **1.02 BOARD OF TRUSTEES RESPONSIBILITIES** *(Board Approval 1/1/08)*

In working toward the goals of providing quality education, and meeting the educational needs of the community, the Board, as duly elected representatives of the people, shall, pursuant to Idaho Code, have complete charge and control of all activities and programs of the College of Western Idaho including, but not limited to, its property, personnel and finances.

The responsibilities of the Board include:

1. To determine the broad general policies that will govern the operation of the College.
2. To select and evaluate the College President, who shall be responsible for the general administration and implementation of Board policies and the ongoing operations of the College.
3. To elect from its membership one (1) Chairperson; and one (1) Vice Chairperson; and to elect a Secretary and a Treasurer, who may be members of the Board, or one (1) person to serve as Secretary and Treasurer, who may be a member of the board, as officers of the College Board.
4. To adopt policies for the governance of the College, and to review them periodically.
5. To approve annual budgets, which include setting tuition, fees and establishing the county property tax level of funding.
6. To acquire, hold, and dispose of real and personal property including water rights.
7. To engage in and approve long-range facility planning for campus site utilization and physical plant development, based upon the community's educational needs.
8. To act on recommendations from the College President concerning capital outlays, repairs, and maintenance for buildings, grounds, and equipment.
9. To require and consider reports from the College President concerning the programs and condition of the College.
10. To consider and act on the curricular offerings of the College on the recommendation of the College President.

11. To consider and act on the recommendations by the College President in all matters of policy pertaining to the welfare of the College and the welfare of students.
12. To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of district funds, and those of student organizations, and other funds under the supervision of the College.
13. To provide for and review the annual audit of all funds of the College, student organizations, and other funds handled under the supervision of the College.
14. To issue general obligation revenue bonds in the manner prescribed by law.
15. To periodically review the College's investment policy.
16. To select legal counsel and other professional and nonprofessional services, to evaluate them periodically, and to prescribe their qualifications.
17. To accept grants or gifts of materials on such terms as may be mutually agreed upon by the College and the grantor.
18. To consider communications and requests from citizens or organizations on matters of policy.
19. To organize and operate upper division classes that lead to a bachelor's degree in liberal arts and sciences, business, and education as established in Idaho Code 33-2107 A-C.
20. To take action on any other issue consistent with Idaho Code and the inherent powers of the Board.

### **1.03 BOARD OF TRUSTEES REGULAR MEETINGS** *(Board Approval 1/1/08)*

All meetings of the Board of Trustees for the College of Western Idaho, except executive sessions, are open to the public. The regular meetings of the Board of Trustees will be held the third Tuesday of each month. The President's Office of the College of Western Idaho will provide notice of all regular meetings of the Board of Trustees in advance of the meeting pursuant to the provisions of Idaho Open Meeting Law, Idaho Code §§ 67-2340 et seq.

#### **Board of Trustees Special Meetings**

The Board of Trustees may hold special board meetings. Special meetings of the Board may be called at any time by the President, or ordered by the Board Chairperson, or upon the request of three members of the board. The President's Office of the College of Western Idaho will provide notice of all special meetings of the Board of Trustees in advance of the meeting pursuant to the provisions of Idaho Open Meeting Law, Idaho Code §§ 67-2340 et seq. If conditions warrant, waivers can be signed by all Board members in lieu of such a notice for an emergency meeting as defined by Idaho Code § 67-2343. No business may be transacted in special meetings other than that specified on the agenda, unless the agenda is amended.

#### **Board of Trustees Executive Sessions**

Executive session of the Board may be held upon a two-thirds (2/3) majority roll call vote for the purpose(s) identified by the Open Meeting Law, Idaho Code § 67-2345. No executive session may be held for the purpose of taking any final action or making any final decision.

#### **Quorum**

Three members of the Board of Trustees will constitute a quorum for the transaction of business. An affirmative vote of the majority of all board members present will be required for the passage of a motion except as otherwise provided by law, Robert's Rules of Order, or except as otherwise provided herein.

## **Order Of Business**

The Board agenda will be established by the President's Office with the direction of the Board's Chairperson. Board members should request items be placed on the agenda through the President's Office.

The general order of business at a regular meeting of the Board of Trustees will include:

1. Convene the Meeting
2. Public Forum
3. Reports
4. Old Business
5. New Business
6. Adjournment

## **Meeting Minutes**

The Board of Trustees shall take written minutes of all its meetings. All minutes shall be available to the public within a reasonable time after the meeting. Minutes shall include at least the following information:

1. All members of the Board of Trustees present;
2. All motions, resolutions, orders and their disposition;
3. The results of all votes.

Minutes of executive sessions shall be limited to a specific reference to the statutory subsection authorizing the executive session and sufficient detail to convey the general subject matter but shall not contain information sufficient to compromise the purpose of going in to executive station.

## **Rules of Order**

All meetings of the Board of Trustees will be conducted in the manner prescribed by Idaho Code. However, should an issue concerning parliamentary procedure arise that is not addressed by Idaho Code, the most current edition of Robert's Rules of Order will be the prevailing authority in all cases to which they are applicable and in which they are not inconsistent with other Board policy.

### **1.04 BOARD OF TRUSTEES ELECTIONS** *(Board Approval 12/11/08)*

Trustee elections are held every two years in even-numbered years on a uniform day of a month to correspond with the general election, in accordance with Idaho Code § 33-2106.

The Board consists of five (5) members elected at large for terms of four years from the community college district. At the first election of the trustees after the creation of the CWI district, five (5) trustees shall be elected: two (2) for terms of two (2) years each, and three for terms of four (4) years. Elections thereafter will be for terms of four (4) years. To be eligible to run for election to the College of Western Idaho Board of Trustees, candidates must be 18 years or older and residents of the College of Western Idaho District. Eligible persons must be candidates for a specific position of the board, and each candidate must declare which position he or she seeks on the Board of Trustees.

Employees of the college cannot serve as a member of the Board.

Terms expire at the first regular meeting of the Board of Trustees following the election of successors.

### **Board Officers**

The organizational meeting shall take place at the first regular meeting of the Board following the election of trustees. During the organizational meeting, the Board will conduct the election of officers. No Board member shall serve as Board Chairperson for more than two years in succession. At any regular or special meeting of the Board, the Board Chairperson, upon a three/fifths (3/5) vote of no confidence, recorded in the minutes of the meeting by individual vote, shall resign his or her position as Chairperson provided that such vote of no confidence is properly included in the agenda of the meeting. Notwithstanding the foregoing, in the event the Chairperson is removed from office following a vote of no confidence, he or she shall retain his or her position as a member of the Board of Trustees.

### **Board Chairperson**

The duties of the Board Chairperson shall be to:

1. Chair all Board of Trustees meetings.
2. Assist other trustees and the President in preparing agendas for monthly Board of Trustees meetings.
3. Call special meetings as necessary.
4. Communicate on behalf of the Board as the official voice of the Trustees when conditions warrant.
5. Delegate duties, as needed, to other board members.

### **Vice Chairperson**

The duties of the Vice Chairperson shall be to:

1. Assume the responsibilities of the chair in the absence of the chair.
2. Carryout special assignments as requested by the chair.

### **Secretary**

The duties of the Secretary shall be to:

1. Verify for accuracy by signature all Board minutes based upon approval of the minutes by the Board.
2. Assist the President in correspondence on behalf of the Board of Trustees with parties external to the college as necessary.

### **Filling Vacant Trustees Positions**

Vacancies on the Board of Trustees shall be filled by appointment by the remaining members. If less than a majority of the Board remains, appointment to fill the vacancies shall be made by the State Board of Education as per Idaho Code § 33-2106. Any person appointed to a vacant position shall serve until the next trustee election, at which time his or her successor shall be elected.

## **1.05 POLICY DEVELOPMENT AND APPROVAL** *(Board Approval 1/1/08)*

The Board of Trustees is responsible for the establishment of policies that govern the conduct of the affairs of the College of Western Idaho. The formulation and adoption of written policy shall constitute the basic method by which the Board shall exercise its leadership in the operation of the college. In developing and approving policies, the Board must exercise critical judgment and must be responsive to the educational needs of the community while preserving an environment of academic freedom for the administration and the staff of the college.

The President shall be responsible for proposing and developing policies, as needed, or as directed by the Board of Trustees. The initiation of a proposed policy or revision of an existing policy is encouraged in order to meet the needs of the community, students and college personnel.

Any member of the community may initiate a recommendation for/or revision to Board policy to the President.

New policies and revisions to existing policies require a first and second reading by the Board. Between the two readings, modifications to policies can occur based upon Board discussions, legal counsel's recommendations, and students, staff and faculty input.

Approval of Board policy requires a majority vote.

## **1.06 BOARD OF TRUSTEES COMMUNICATION WITH EMPLOYEES AND THE PUBLIC** *(Board Approval 1/1/08)*

The Board of Trustees and college administration will seek the advice of interested individuals and groups concerning the college's educational and financial concerns, although the Board alone will be the final policy-making agent.

The President of the College of Western Idaho is the official voice and the agent through whom members of the college community, faculty, staff and students address communication to the Board of Trustees. Official communication to the Board of Trustees that originate with a College of Western Idaho employee should be routed through administrative channels to the President, unless either the President or the Board has directed otherwise or unless some unusual circumstance compels a person or group to exercise the right to make a direct approach to the Board. Absent exceptional circumstances, College of Western Idaho employees should refrain from approaching Board of Trustees directly on matters relating to college policy for the reason that any such direct communication, outside of a Board meeting, may implicate the provisions of the Idaho Open Meetings Law, the Idaho Public Records Law or other applicable code or regulation. If a direct approach is warranted, the person or group making the direct approach shall inform the President of the substance of the communication and any subsequent developments; provided, however, that this disclosure shall be limited to matters of official communication relating to college policy and in no way shall be construed to be implicated by the initiation or during the course of grievance proceedings, including, but not limited to, sexual harassment complaints.

It is the policy of the Board that the faculty and staff use their respective governance structure, as the same may be developed, in bringing matters of interest before the Board. As such, faculty and staff should report their concerns and suggestions to their immediate supervisor or committee representatives and request that they be carried forth through the appropriate communication channels to the Board, if necessary.

### **Board of Trustees Communication with the Public**

The Board of Trustees recognizes the right of the public to receive information concerning all of its actions, policies and details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all interested persons and organizations upon request through the office of the President.

Each regular meeting of the Board of Trustees will include on the agenda a public forum. Individuals wishing to address the Board during the public forum may do so on any subject or item listed on the agenda.

The Chairperson of the Board may limit the amount of time each individual may speak during the public forum. A sign-in sheet will be provided at the beginning of each regular Board meeting for interested citizens who wish to address the Board during the public forum. Individuals wishing to address the Board shall provide his or her name and the agenda topic on which they wish to comment. The decision to allow public participation other than during the public forum is at the sole discretion of the Board Chairperson.

### **1.07 BOARD OF TRUSTEES PERFORMANCE REVIEW** *(Board Approval 12/11/08)*

The Board of Trustees shall conduct a review of its performance annually. The intent of this Board review shall be to strengthen its performance, identify and reach consensus on goals, ensure board members have a clear understanding of their responsibilities, and clarify expectations among board members and the President.

The Chair of the Board is responsible to organize and convene a special meeting of the Board of Trustees for the purpose of the performance review.

### **1.08 COLLEGE PRESIDENT ROLE AND AUTHORITY** *(Board Approval 1/1/08)*

The President is appointed by the Board and shall serve as the chief executive officer of the College. The administration of the College, in all aspects, shall be delegated to the President. The President shall carry out administrative responsibilities and functions in accordance with the policies adopted by the Board, as appropriate. The President shall attend regular, emergency, special meetings and executive sessions of the Board as appropriate. The execution of all decisions made by the Board concerning the internal operation of the college shall be delegated to the President. The President may delegate functions to staff.

## **Responsibilities of the President**

The President is the College of Western Idaho's representative to the community, the Legislature, the governor's office, the State Board of Education, and to the state institutions of public and higher education.

The President's responsibilities include:

1. Initiate college policy for consideration by the Board with input from students, faculty, staff and the community.
2. Implement College procedures associated with College approved policies.
3. Provide leadership to obtain appropriate accreditation of the College and to maintain accreditation standards.
4. Develop and submit the annual budget to the Board for approval.
5. Provide reports as required and requested by local, state, and federal law.
6. Provide leadership for the development and achievement of short and long-range institutional plans and goals.
7. Foster a climate conducive to academic excellence.
8. Develop a structure of standing and ad hoc committees.
9. Work effectively and respectfully with the elected members of the College of Western Idaho Board of Trustees.
10. Maintain full disclosure to the board and keep the Board continuously informed of progress and conditions of the College.
11. Prepare the agenda, support materials for all Board meetings, and attend Board meetings to provide assistance in its deliberations.
12. Discharge other responsibilities and performing other duties as may be assigned by the trustees or that are required by law.

### **1.09 PRESIDENT'S EVALUATION** *(Board Approval 1/1/08)*

The Board of Trustees shall annually review the President's performance in order to strengthen his or her performance, to enable the President and the Board of Trustees to set mutually agreed-upon goals, and to establish compensation and other terms of employment.

The President's evaluation will include a written management review statement by the President and a written summary of progress on goals established for the previous 12 months. The review will also include suggested goals for the subsequent 12 months. Board members may submit questions to be addressed by the President concerning the condition of the college, progress on strategic goals and projects or identified concerns.

The whole Board of Trustees in executive session with the President present will conduct the annual performance evaluation. After the review in executive session, the chair of the Board of Trustees will provide the President with a written summary of the findings and recommendations.

## **1.10 REIMBURSEMENT OF TRUSTEE EXPENSES** *(Board Approval 6/12/09)*

### **Purpose**

The purpose is to establish uniform procedure for reimbursement of reasonable and prudent expenses incurred by trustees on Community College business.

### **Expenditure Limits**

**Meals:** The College will reimburse expenditure for meals by a trustee as a result of participation in a Board assigned activity based upon actual receipts.

**Use of Automobile:** Mileage for business related travel by automobile may be made at the most current IRS publicized rate for mileage reimbursement. The mileage reimbursement rate for Board travel will be approved on an annual basis. Mileage information for locations both inside and outside of Idaho will be obtained from the CWI Business Office. In addition, reimbursement will be allowed for reasonable and/or actual costs incurred by tolls and parking. Reimbursement for mileage and related expenses may not exceed second class or coach airfare for the same trip, except in extenuating circumstances.

**Lodging:** Actual costs will be reimbursed at no more than the single room rate or the approved conference negotiated rate. Personal items such as in-room movies are not reimbursable.

**Gratuities:** Reimbursement for gratuities shall not exceed 20% for meals. Reasonable bellhops, cab services, etc. will be allowed.

**Spouse/Guest Expenses:** Reimbursement for the cost of conference, convention, travel or other official function expenses for a spouse/guest is not allowed unless the official function requires the spouse's/guest's attendance.

**Business Phone Calls:** Charges for telephone calls are reimbursed if they are incurred in connection with College of Western Idaho business.

**Other:** Actual costs for the purchase of supplies, rental of audio-visual materials, or other similar items will be reimbursed upon presentation of proper approvals and documentation. This process is limited to those items that cannot be handled through the regular purchasing process or items of an emergency nature. Equipment items must be handled through the regular purchasing process.

### **Outstanding Travel**

All outstanding travel must be processed before another request is submitted. The College will consider an advance overdue if the detailed expense report is not submitted on a timely basis. No new travel advances will be issued until prior travel expense reports are filed.

### **Required Approvals**

All completed forms of reimbursement must be approved by the Board Chair. It is the responsibility of the authorized signer to examine the expenditure for propriety, and assure that funds have been budgeted.