

# Chemeketa CC-Board Policies

Policy #1010 POL

College Board of Education Series—1000

## **ROLE OF THE COLLEGE BOARD OF EDUCATION**

In working toward the goal of providing quality education, the Board of Education of Chemeketa Community College, as duly elected representatives of the people, shall, pursuant to the statutes of Oregon and consistent with the rules of the Oregon Board of Education, have complete charge and control of all activities and programs of the district including its property, personnel, and finance.<sup>1</sup> It is the legal responsibility of the College Board of Education to prepare and adopt an annual budget in compliance with the Oregon budget law; to approve the expenditure of funds; to establish, maintain, and control the conduct and operation of the college buildings, both for school purposes and for outside activities; to hire employees; to establish curricula; to adopt rules and regulations for the governance of the district; and, in general, to govern the operation of Chemeketa Community College.

As a general method of operation, the College Board of Education shall retain full legislative authority over the college and, in accordance with the statutes of the State of Oregon, shall delegate executive, supervisory, and instructional functions through the college president/chief executive officer to its employees as hereinafter specified by board enactment.

Board policy is adopted to clarify the official college position on a variety of issues and to assist in providing guidelines for the efficient and harmonious operation of the college. All employees should be familiar with the board policies and college procedures for their own protection and the welfare of the college. Employees are encouraged to discuss educational and professional topics with the administrative employees and members of the College Board of Education in order to provide quality programs for all students.<sup>2</sup>

June 26, 1991

*Adopted Board of Education*

February 15, 2006; July 15, 2009

*Revised*

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<sup>1</sup> ORS 341.326–341.379

<sup>2</sup> ORS 341.290–341.321

College Board of Education Series—1000

## **COLLEGE BOARD OF EDUCATION**

### **Composition:**

Chemeketa Community College Board of Education shall be composed of seven (7) qualified members elected for four (4) year terms. Members shall be elected from established zones.<sup>1</sup>

### **Qualifications:**

A college employee is not eligible to serve as a College Board of Education member. A member must be a qualified voter in the district, a citizen of the United States and the State of Oregon, 18 years of age, and a resident of the district and the zone. A candidate shall file a petition or a declaration of candidacy in accordance with election laws.<sup>2</sup>

### **Regular Term:**

A regular term for a College Board of Education member shall be four (4) years.<sup>3</sup>

### **Vacancy:**

If a vacancy occurs on the College Board of Education, a majority of the members remaining on the board shall appoint within a reasonable time a member to fill the vacancy until June 30 following the next regular district election, at which time a successor is elected to fulfill the unexpired term or begin a new full term starting July 1.<sup>4</sup>

### **Disqualification of Candidate:**

In any election in which a person receiving a sufficient number of votes for election is not qualified, the person receiving the next largest number of votes who is qualified to be a member shall be declared elected.

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<sup>1</sup> ORS 341.275

<sup>2</sup> ORS 255.235, 341.326

<sup>3</sup> ORS 341.326

<sup>4</sup> ORS 341.335, 255.245

College Board of Education Series—1000

**COLLEGE BOARD OF EDUCATION (Continued)**

**Disqualification of College Board Member:**

Disqualification will occur if the incumbent has ceased to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or excused by the board chair. Additionally, if a college board member moves outside of the college district, they shall be disqualified from serving on the College Board of Education. An incumbent who moves outside of the zone from which they were elected but remains a resident of the district may serve until the next regularly scheduled election at which time a new member will be elected.<sup>5</sup>

**Travel<sup>6</sup>**

June 26, 1991

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*Adopted Board of Education*

February 15, 2006; July 15, 2009

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*Revised*

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<sup>5</sup> ORS 341.335 and ORS 341.356

<sup>6</sup> ORS 341.283 (See also Policy 1610.)

College Board of Education Series—1000

## **ADVISORY REPRESENTATIVES TO THE COLLEGE BOARD OF EDUCATION**

### **Composition**

The College Board of Education hereby establishes the position of representative to the College Board of Education, hereinafter referred to as “board representative.” There shall be four board representatives selected by their respective associations as follows:

- Faculty association president or designee
- Classified association president or designee
- Associated Students of Chemeketa—ASC executive coordinator or designee
- Exempt Association president or designee

### **Vacancy**

If a vacancy occurs in a position of board representative, it shall be filled by the association’s successor for the remainder of the term in which the vacancy occurs.

### **Attendance**

Board representatives may attend all regular and special meetings of the College Board of Education. All such participation shall be in person. In the event a special telephonic meeting is called, representatives will be invited to participate.<sup>1</sup>

Board representatives shall be subject to the attendance rules established for the College Board of Education.

### **Duties**

Board representatives may participate in regular and special meetings of the Board of Education without vote.

All items for discussion proposed by board representatives shall be placed on the agenda in advance of meetings through the college president/chief executive officer in accordance with board policies and college procedures.

Board representatives may recommend to the College Board of Education that motions and resolutions be adopted or denied and, upon request, may have their opinions for or against any matter recorded in the minutes.

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<sup>1</sup> See also Policy 1310.

College Board of Education Series—1000

**ADVISORY REPRESENTATIVES TO THE COLLEGE BOARD OF EDUCATION**  
(Continued)

**Executive Sessions**

Board representatives may not participate in executive sessions of the College Board of Education, except upon invitation of the chairperson and unanimous consent of the remaining members of the College Board of Education. Board representatives may request admission to executive sessions. The College Board of Education may consider such requests and indicate its response.<sup>2</sup>

**Compensation**

Board representatives who are employees of the district shall not be subject to reduction in pay for time spent in such capacity so long as their regular duties are satisfactorily performed.

**Travel**

Any reimbursement for travel by board representatives relating to board matters shall be approved in advance by the board chairperson and college president/chief executive officer.

June 26, 1991

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*Adopted Board of Education*

February 15, 2006; July 15, 2009

*Revised*

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<sup>2</sup> ORS 341.290, 192.660

College Board of Education Series—1000

**AUTHORITY OF COLLEGE BOARD OF EDUCATION MEMBERS**

College Board of Education members have authority only when acting as a College Board of Education legally in session. The College Board of Education cannot be bound in any way by any statement or action of individual College Board of Education members or employees, except when such statement or action is final.<sup>1</sup>

Any duty imposed upon the College Board of Education as a body must be performed at a regular or special meeting and must be made a matter of record. The consent to any particular measure obtained from individual members when not in session shall not be an act of the College Board of Education and shall not be binding upon the College Board of Education member or the district.<sup>2</sup>

Executive Session may be called by the College Board of Education chairperson at any time in accordance with state statutes.<sup>3</sup>

College Board of Education members shall be bound by the Code of Ethics pursuant to *Government Standards and Practices—Public Officers and Employees*.<sup>4</sup> They shall declare actual or potential conflicts of interest<sup>5</sup> and shall not accept honoraria.<sup>6</sup>

June 26, 1991

*Adopted Board of Education*

May 15, 1996; February 15, 2006;

July 15, 2009

*Revised*

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<sup>1</sup> ORS 341.290

<sup>2</sup> ORS 341.283

<sup>3</sup> ORS 192.660, 192.685

<sup>4</sup> ORS Chapter 244, Government Ethics, et al

<sup>5</sup> ORS 244.120–244.135

<sup>6</sup> ORS 244.040–244.042

College Board of Education Series—1000

**PRIMARY RESPONSIBILITY OF THE COLLEGE BOARD OF EDUCATION**

The College Board of Education is given primary responsibilities under Oregon Revised Statutes for the general supervision and control of the college.<sup>1</sup>

June 26, 1991

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*Adopted Board of Education*

February 15, 2006; July 15, 2009

*Revised*

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<sup>1</sup> ORS Chapter 341 (See also Policy #1010.)

College Board of Education Series—1000

**DUTIES AND RESPONSIBILITIES OF THE COLLEGE BOARD OF EDUCATION**

The duties of the College Board of Education will be as follows:<sup>1</sup>

To select, appoint, and evaluate the college president/chief executive officer, who also serves as clerk to the College Board of Education.

To adopt policies which will govern the operation of the college district and to review them periodically.<sup>2</sup>

To honor principles of ethics as adopted by policy or in statute.<sup>3</sup>

To consider recommendations of the college president/chief executive officer in all matters of policy and administration pertaining to the welfare of the district.

To serve on the college's budget committee.<sup>4</sup>

To set tuition rates.

To conduct a public hearing, adopt and oversee expenditure of the annual budget upon recommendation of the college president/chief executive officer.

To act upon the recommendation of the college president/chief executive officer on the appointment, dismissal, or resignation of all employees.

To adopt salary schedules and contracts to be offered to personnel.

To consider and act upon recommendations of the college president/chief executive officer on site acquisition, utilization, and physical plant development.

To consider and act upon recommendations of the college president/chief executive officer on matters of capital outlay and on major repair and maintenance of buildings, grounds, and equipment.

To serve as Local Contract Review Board for the college.<sup>5</sup>

To require, consider, and act upon reports from the college president/chief executive officer considering the programs and conditions of the college.

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<sup>1</sup> ORS 341.290–341.321

<sup>2</sup> ORS 341.009

<sup>3</sup> ORS Chapter 244

<sup>4</sup> ORS 294.305–294.565

<sup>5</sup> ORS 279A.060 (See also Policy #6210.)

College Board of Education Series—1000

**DUTIES AND RESPONSIBILITIES OF THE COLLEGE BOARD OF  
EDUCATION(Continued)**

To consider and act upon the curricular offerings of the college district on the recommendation of the college president/chief executive officer.<sup>6</sup>

To establish graduation standards for all certificate and degree programs.<sup>7</sup>

To adopt the academic calendar.

To make provisions for proper accounting of receipts and disbursements of district funds and those of student organizations and other funds under the supervision of the district.

To levy taxes as authorized by law and by vote of the citizens of the district.

To provide for the annual audit of all funds of the district, of student organizations, and other funds handled under the supervision of the district.<sup>8</sup>

To authorize elections on matters that call for a vote of the people.

To consider communications and requests from citizens or organizations.

To authorize the college president/chief executive officer to establish citizen advisory committees and curricular or vocational advisory committees.

To consider appeals from district employees and to consider the recommendation of the college president/chief executive officer in cases of dismissal, supervision, and discipline. All appeals provided for in the negotiated contracts between the College Board of Education and employees shall be in accordance with the procedure established in the negotiated contract.

To consider student appeals to the College Board of Education on decisions made by the college president/chief executive officer or the designated representatives as per other college procedures.

June 26, 1991

*Adopted Board of Education*

February 23, 2005; February 15, 2006;

July 15, 2009

*Revised*

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<sup>6</sup> ORS 341.425

<sup>7</sup> ORS 341.465

<sup>8</sup> ORS 341.709, Chapter 297

College Board of Education Series—1000

**COLLEGE BOARD OF EDUCATION DELEGATION OF ADMINISTRATIVE  
AUTHORITY**

The College Board of Education delegates to the college president/chief executive officer its authority for administering the laws and board policies governing the college.<sup>1</sup>

The following types of decisions shall be referred to the board:

Cases where the policy is not clear or there is no general policy governing a situation.

Awarding of contracts as required by Public Contracting Code.<sup>2</sup>

Adoption of salary schedules and contracts to be offered to personnel, or contracts that would otherwise bind the board in regard to personnel.

The College Board of Education delegates to the college president/chief executive officer the responsibility to develop and administer procedures necessary to the operation of the college. These procedures may be reviewed with the college president/chief executive officer at any regular board meeting.

June 26, 1991

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*Adopted Board of Education*

February 23, 2005; February 15, 2006;

July 15, 2009

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*Revised*

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<sup>1</sup> ORS 341.290

<sup>2</sup> ORS Chapters 279A, 279B, and 279C

College Board of Education Series—1000

## **COLLEGE BUDGET COMMITTEE**

The College Budget Committee is comprised of the seven elected College Board of Education members and seven appointed voters of the college district, each representing one of seven zones. Appointments are made by the College Board of Education. Appointed members serve a three-year term. If an appointed member resigns prior to the completion of their three-year term, the Board of Education will appoint a replacement to fill the remainder of the term. An incumbent committee member who has served four years or less may be reappointed without advertising for additional applicants. At the time of appointment or reappointment, the member shall reside in the zone which he or she represents.

It is the duty of the College Budget Committee to analyze the proposed college operating budget and consider carefully the recommendations of the college employees. The budget committee does not act on educational and personnel matters but only on fiscal matters. After deliberations and opportunities for public participation, the committee will approve the proposed budget, or will modify and thereafter approve the budget and forward its recommendations to the College Board of Education for final consideration.<sup>1</sup>

Disqualification of an appointed College Budget Committee member will occur if he or she ceases to discharge the duties of office for two consecutive budget meetings unless prevented therefrom by sickness or excused by the college Board of Education chairperson.<sup>2</sup>

A College Budget Committee member who moves outside of the zone from which they were appointed, but remains a resident of the district, may serve until the end of their term. If a College Budget Member moves outside of the college district during their appointed term, they will be disqualified.

June 26, 1991

*Adopted Board of Education*

February 15, 2006; July 15, 2009

*Revised*

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<sup>1</sup> ORS 294.336, 294.401, 294.406

<sup>2</sup> ORS 294.336

College Board of Education Series—1000

**OFFICERS OF THE COLLEGE BOARD OF EDUCATION**

**Chairperson**

By a majority vote of its members, the College Board of Education at its first meeting in July shall elect one of its members to serve as chairperson.<sup>1</sup>

**Vice Chairperson**

By a majority vote of its members, the College Board of Education at its first meeting in July shall elect one of its members to serve as vice chairperson.<sup>2</sup>

**Term Limitation**

No member of the Board of Education shall be elected to serve as chairperson for more than two (2) years in succession.

June 26, 1991

*Adopted Board of Education*

February 15, 2006; July 15, 2009

*Revised*

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<sup>1</sup> ORS 341.283

<sup>2</sup> ORS 341.283

College Board of Education Series—1000

## **DUTIES OF OFFICERS OF COLLEGE BOARD OF EDUCATION<sup>1</sup>**

### **Chairperson**

To preside at all meetings of the College Board of Education.

To appoint or provide for the election of all College Board of Education committees.

To call special meetings as required.

To act on out-of-state travel requests of members of the College Board of Education.<sup>2</sup>

To perform such other duties as may be prescribed by law or by action of the College Board of Education.

To approve and sign the minutes of all regular, special, or executive meetings of the College Board of Education and such other documents as required by law.

To act as the official spokesperson for the College Board of Education.

### **Vice Chairperson**

To preside at all meetings in the absence of the chairperson.

To fulfill such other duties as required in the chairperson's absences.

### **Absence of Officers**

In the absence of both chairperson and vice chairperson, the immediate past chairperson or if absent then the most senior College Board of Education member in service present at the meeting shall preside.

June 26, 1991

*Adopted Board of Education*

*February 15, 2006; July 15, 2009*

*Revised*

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<sup>1</sup> ORS 341.283

<sup>2</sup> (See also Policy # 1110 and 1610.)

College Board of Education Series—1000

**RESPONSIBILITIES OF THE INDIVIDUAL COLLEGE BOARD OF EDUCATION MEMBER**

The College Board of Education member accedes to a truly nonpartisan position and is responsible to all the voters of the district—irrespective of political, fraternal, social, religious, or other affiliation.<sup>1</sup>

The basic function of a College Board of Education member is policy-making and not administrative. The college president/chief executive officer will execute policy and determine the methods used to enforce the provisions of the policy.

A College Board of Education member should take into consideration the following guidelines as proper college practice:

- Request the opinion of others and support the principle of “majority rule” in College Board of Education decisions.
- Refer all complaints or problems to the proper administrative office for solution. Also refer personal criticism of any college operation directly to the college president/chief executive officer.
- Require all college business transactions be on an ethical basis.
- Refuse to use or permit the use of a College Board of Education member’s position for personal gain.
- Decline to interject personal problems into College Board of Education consideration.
- Comply with all open meetings laws and executive session requirements.

June 26, 1991  
*Adopted Board of Education*  
February 15, 2006; July 15, 2009  
*Revised*

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<sup>1</sup> ORS Chapter 341 and Chapter 244

College Board of Education Series—1000

## **COLLEGE BOARD OF EDUCATION MEETINGS**

### **A. General Procedure**

The College Board of Education will provide for the time and place of its meetings, at any of which it may adjourn to the next succeeding regular meeting or to some specified time prior thereto.<sup>1</sup> Upon written notice at least 24 hours in advance or in case of an actual emergency whatever time is appropriate due to the circumstances, special meetings may be convened by the chairperson at the request of a College Board of Education officer, four members of the College Board of Education, or the college president/chief executive officer serving as clerk to the Board of Education.<sup>2</sup>

1. Except as otherwise provided by law, the meetings of the College Board of Education shall be open to the public. All persons shall be permitted to attend any meetings except as otherwise provided.<sup>3</sup>
2. No quorum of the College Board of Education shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided.<sup>4</sup>
3. The College Board of Education shall not hold a meeting at any place where discrimination on the basis of race, color, religion, sex, age, marital status, disability, sexual orientation, gender identity, national and ethnic origin, citizenship, veterans, pregnancy and related conditions, or family relationship is practiced.<sup>5</sup>
4. The College Board of Education shall provide for and give public notice, reasonably calculated to give actual notice to interested persons, of the time and place for holding regular meetings. If an executive session only will be held, the notice shall be given to the members of the board and to the general public stating the specific provision of law authorizing the executive session.<sup>6</sup>
  - a. **Regular Board of Education Meetings<sup>7</sup>**

All regular College Board of Education meetings shall be open to the public and held within college district boundaries.

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<sup>1</sup> ORS 192.401

<sup>2</sup> ORS 192.640[3]

<sup>3</sup> ORS 192.630 [1]

<sup>4</sup> ORS 192.630[2]

<sup>5</sup> ORS 192.630[3]

<sup>6</sup> ORS 192.640

<sup>7</sup> ORS 630-640

College Board of Education Series—1000

**COLLEGE BOARD OF EDUCATION MEETINGS (Continued)**

**b. Special and Emergency Board Meetings<sup>8</sup>**

May be called by the College Board of Education as college business requires. In case of actual emergency, a meeting may be held upon such notice as is appropriate under the circumstances.

**c. Telephonic Meetings<sup>9</sup>**

Any meetings, including an executive session, may be held using a telephone or other electronic communication. All such meetings shall comply with Oregon Public Meetings Laws.

**d. Executive Sessions<sup>10</sup>**

When meeting to discuss matters of employment, real estate transactions, legal matters, or other matters exempt from public records, the College Board of Education shall meet in executive session. The public is excluded from executive sessions meetings.

**B. Rules for Conducting College Board of Education Meetings**

The College Board of Education shall conduct meetings using the following rules in descending order: Relevant Oregon Revised Statutes, recent edition of Robert's Rules of Order along with College Board of Education adopted procedures.

**C. Public Participation in Board of Education Meetings**

1. College Board of Education meetings shall comply with Oregon Public Meetings Law.<sup>11</sup> Oregon Public Meetings Laws are designed to inform the public of deliberations and decisions of the College Board of Education—they are a public attendance law not a public participation law. The College Board of Education may allow public comment under terms and conditions established by the college guidelines established by the board. When the public comment portion of the College Board of Education meeting is opened, the presiding officer will read the college guidelines for public comment (time limit, etc.).

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<sup>8</sup> ORS 192.640

<sup>9</sup> ORS 192.670

<sup>10</sup> ORS 192.660

<sup>11</sup> ORS 192.610-192.710

College Board of Education Series—1000

**COLLEGE BOARD OF EDUCATION MEETINGS (Continued)**

2. The presiding officer of the College Board of Education has the authority to keep order and impose any reasonable restrictions for the efficient and orderly conduct of the meeting. Any person who fails to comply with the rules of conduct or disrupts the meeting may be asked or required to leave the meeting. Individuals who fail to leave the meeting upon request become trespassers and are therefore subject to criminal prosecution. Examples of disruptive behavior are, but not limited to, the following:
  - Interrupts or disrupts the orderly meeting process;
  - Speaks without being recognized by the presiding officer;
  - Uses abusive or obscene language;
  - Conducts oneself in a manner which constitutes a violation of college policies or is a crime under Oregon law.
  
3. All meetings of the Board of Education are open to the public, except for executive sessions. The Board of Education may consider items during the meetings under the agenda item labeled “Questions or comments from the audience.” In the case of special meetings, notice must be submitted at least 24 hours before the meeting.<sup>12</sup> The Board of Education may waive the time requirement in matters of an emergency nature, but the minutes should show justification.<sup>13</sup> Citizen discussion time may be limited by the Board of Education chairperson. Public discussion of any agenda items may be permitted by the chairperson with the consent of the Board of Education. In the event there are more citizens wishing to attend a meeting than can be accommodated, the Board of Education may defer the item of interest to a future meeting scheduled at another time in a larger facility.

**D. Minutes of Board of Education Meetings<sup>14</sup>**

The College Board of Education shall provide for the taking of written minutes of all its meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the College Board of Education present.
  
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.

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<sup>12</sup> ORS 192.640[3]

<sup>13</sup> ORS 192.640[3]

<sup>14</sup> ORS 192.650

College Board of Education Series—1000

**COLLEGE BOARD OF EDUCATION MEETINGS (Continued)**

3. The results of all votes. In recording votes for any meeting, the recording secretary shall designate members by name who cast votes on the non-prevailing side or who abstain, all members voting with the majority shall not be designated.
4. The substance of any discussion on any matter.
5. Late arrivals or early departures by College Board of Education members.
6. A reference to any document discussed at the meeting.
7. Minutes of executive sessions may be limited.<sup>15</sup>

**E. Order of Business and Procedure**

1. Four College Board of Education members will constitute a quorum for holding a meeting. An affirmative vote of the majority of all College Board of Education members will be required for the passage of a motion. The chairperson of the College Board of Education is expected to vote on all motions.
2. The agenda of the meetings will be prepared by the college president/chief executive officer who also serves as the clerk to the College Board of Education or, if absent, by a member of the college president/chief executive officer's staff. Any College Board of Education member may request that the College Board of Education chair include an item on the agenda. If that request is supported by two other College Board of Education members, the chair must place the item on the agenda.
3. Generally, official action will not be taken on items that are not listed on the agenda.

**F. Policies**

1. The college shall establish procedures for revisions in the policy manual and establishment of new policies.
2. Proposed policies shall be presented to the college College Board of Education first as information and later as an action item. The college College Board of Education may suspend amendment/revision procedures in an emergency situation.

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<sup>15</sup> ORS 192.660

College Board of Education Series—1000

**COLLEGE BOARD OF EDUCATION MEETINGS (Continued)**

3. The college president/chief executive officer who serves as the clerk of the College Board of Education shall maintain current copies of the policy manual. The policy manual shall be available on the internal college Web site, as well as available in the college president/chief executive officer's office for inspection. Policies will be reviewed periodically to maintain accuracy.

**G. Communications Exempt From Disclosure**

The college president/chief executive officer or chairperson shall have the right of confidential communication either by writing or in person with the Board of Education whenever, in the discretion of the college president/chief executive officer or the chairperson of the College Board of Education, such confidential communication is deemed necessary as allowable under the statutes relating to executive session matters.<sup>16</sup>

June 26, 1991

*Adopted Board of Education*

February 15, 2006; July 15, 2009

*Revised*

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<sup>16</sup> ORS 192.501-192.505

Board of Education Series—1000

**DUTIES OF THE COLLEGE PRESIDENT/CHIEF EXECUTIVE OFFICER AS CLERK OF THE BOARD**

The president/chief executive officer will serve as the clerk to the board and perform the following duties and other duties as specified by the board or as required by statute.<sup>1</sup>

To sign the minutes of all regular, special, or executive meetings of the board, and to sign all other official documents of the board.

To serve as custodian of district funds.

To have recorded and distributed the minutes of the meetings of the board.

To have custodial responsibility for all records, proceedings, and documents of the board.

To furnish and file all financial reports as requested by the board and as required by law.

June 26, 1991

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*Adopted Board of Education*

February 15, 2006; April 15, 2009

*Revised*

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<sup>1</sup> ORS Chapter 341

Board of Education Series—1000

**BOARD AND PRESIDENT/CHIEF EXECUTIVE OFFICER RELATIONSHIP**

Members of the board and the president/chief executive officer share at least one major characteristic: they have a total institutional perspective. The quality of the working relationship between the board and the president/chief executive officer is of critical importance to the effectiveness of each. While the board must take responsibility for the basic policies and their consequences, it must also give the president/chief executive officer the authority and flexibility to act decisively. In view of the importance of this relationship, certain principles are stated here that affect the board and its president/chief executive officer:

Individual prestige or gain should be subordinated to the general welfare of the college.

A clear delineation of functions should exist between the board and the president/chief executive officer.

Tolerance for differences of opinion and willingness to resolve these differences objectively should exist.

The necessity for the president/chief executive officer to keep the board well informed is recognized.

The president/chief executive officer and board must demonstrate confidence in the actions of each.

Board policy, planning, employment/dismissal and budget action shall take into consideration the recommendations of the president/chief executive officer.

The board will file a written evaluation of the president/chief executive officer's goals and performance on a yearly basis, usually June, in conformance with the evaluation procedures adopted each spring. (The evaluation process is available upon request in the president/chief executive officer's office.)

The president/chief executive officer's employment contract will be reviewed on a yearly basis, usually December, in conformance with the prior contract and evaluation outcomes.

June 26, 1991

*Adopted Board of Education*

February 15, 2006

*Reviewed Board of Education*

April 15, 2009

*Revised*

## **AUDITOR FOR THE COLLEGE BOARD OF EDUCATION**

The College Board of Education shall appoint an independent auditor to conduct an examination of the college district's financial affairs. The auditor appointed must be on the roster of accountants authorized by the Oregon State Board of Accountancy to conduct municipal audits and must otherwise qualify according to criteria which may be established by the board.<sup>1</sup>

### **Function of the Auditor**

The auditor shall determine whether the statement of financial position and statement of revenues for the college district's funds, together with supporting schedules, fairly present the results and transactions for the fiscal year under review in accordance with generally accepted municipal accounting principles and requirements by the Secretary of State, tried on a basis consistent with the prior year.

### **The Auditor's Examination**

The auditor's examination shall be:

Of the statement of financial condition and related statement of revenue and expenditures for each fund of the district at the end of each fiscal year.

Conducted in accordance with generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants and with the minimum standards of audit reports, certificates, and procedures for Oregon municipal corporations as prescribed by the Secretary of State.

### **Auditor Recommendations**

Following discussion with the college president/chief executive officer and appropriate employees, the auditor may also provide as an additional product of his/her examination a management letter to the College Board of Education setting forth significant recommendations concerning the financial and accounting practices or procedures which should be brought to the College Board of Education's attention.

June 26, 1991

*Adopted Board of Education*

February 15, 2006; September 23, 2009

*Revised*

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<sup>1</sup> ORS 341.709, 297.010 et al

College Board of Education Series—1000

**LEGAL COUNSEL**

The College Board of Education shall select a qualified attorney to represent the College Board of Education and the college as general counsel. When appropriate, other attorneys may be used for unique situations. Any attorney being retained shall be available to attend any College Board of Education meeting upon request, counsel on specific issues, make recommendations for action/resolution, represent in negotiations for resolution, represent in court, or any other legal services deemed appropriate.<sup>1</sup>

June 26, 1991

*Adopted Board of Education*

February 15, 2006; September 23, 2009

*Revised*

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<sup>1</sup> ORS 341.290 [1]

College Board of Education Series—1000

**BUDGET OFFICER**

The College Board of Education shall designate the college president/chief executive officer or his/her designee as the district budget officer and supervise the preparation of the annual college budget.<sup>1</sup>

June 26, 1991

*Adopted Board of Education*

February 15, 2006; September 23, 2009

*Revised*

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<sup>1</sup> ORS 294.331

College Board of Education Series—1000

**CUSTODIAN OF FUNDS**

The College Board of Education shall designate the college president/chief executive officer or his/her designee to serve as custodian of funds of the district. It shall be the duty of the custodian of funds to administer, dispose, and invest said funds in accordance with Oregon law. The custodian of funds shall report monthly to the College Board of Education the status of all college funds and the investments thereof.<sup>1</sup>

June 26, 1991

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*Adopted Board of Education*

February 15, 2006; September 23, 2009

*Revised*

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<sup>1</sup> ORS 295.001 et al

College Board of Education Series—1000

**COLLEGE BOARD OF EDUCATION MEMBER TRAVEL<sup>1</sup>**

Members of the College Board of Education are authorized to attend and participate in meetings and conferences of organizations of which the college is a member or has related educational and business interests.

Requests for out-of-state travel for college purposes shall be discussed and approved by the College Board of Education chair and vice chairperson in advance, except where emergency travel might be necessary.

Reimbursement for in-state and out-of-state travel expenses relating to College Board of Education matters by members shall not exceed budgeted travel funds. Cost will be monitored and when appropriate prior approval for travel may be required. The College Board of Education chairperson and vice chairperson are authorized to make decisions necessary regarding travel cost. Any appeal of their decision may be forwarded to the entire College Board of Education for review and final determination.

Upon request, reimbursement for travel to and from College Board of Education meetings will be made at the current college rate.

June 26, 1991

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*Adopted Board of Education*

February 15, 2006; September 23, 2009

*Revised*

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<sup>1</sup> ORS 341.283 (See also Policy #1110 and #1120.)

College Board of Education Series—1000

**DEPOSITORY OF FUNDS**

The College Board of Education shall designate qualified depositories for college funds.<sup>1</sup>

June 26, 1991

*Adopted Board of Education*

February 15, 2006; September 23, 2009

*Revised*

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<sup>1</sup> ORS 295.001 et al