



VISION

We will be a world-class leader in student success and community engagement.

MISSION

We are dedicated to serving the educational, workforce and cultural needs of our diverse community.

**BOARD OF TRUSTEES
GOVERNANCE MANUAL**

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Community College District 7 Board of Trustees Policy Manual

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Community College District 7

Board of Trustees Policy Manual

POLICY TYPE:	CORE THEME
POLICY TITLE:	VISION AND MISSION STATEMENT
POLICY NUMBER:	INTRODUCTION
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Shoreline Community College is a two-year public institution of higher education, offering excellent academic, professional/technical and work force training programs to meet the lifelong learning needs of its 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.

VISION

Shoreline Community College will be a world-class leader in student success and community engagement.

MISSION

We serve the educational, workforce and cultural needs of our diverse community.

CORE VALUES

The core values, based on the strengths and success of Shoreline Community College, are:

Excellence:	Commit to providing excellence in academics so that all students will complete their program and/or graduate with the academic preparation and skills necessary to continue their education, and meet the demands of the workplace.
Quality:	Respect and enhance the quality of our transfer and professional technical programs in order to maintain our state and national reputation of excellence
Respect:	Listen and respect the opinions of one another
Diversity:	Promote a campus that reflects the state and regional communities that the college serves
Community:	Work in partnership with the campus community, local, state, national and international institutions and organizations.
Agility:	Respond proactively to changing conditions in the economy, environment, society, international community and technology with a sense of urgency.
Entrepreneurial:	Respond to changing conditions through innovative practices and by creating opportunities for the future of the college.



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POLICY TYPE:	CORE THEME
POLICY TITLE:	VISION AND MISSION STATEMENT
POLICY NUMBER:	INTRODUCTION
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CAMPUS CULTURE

Shoreline Community College will endeavor to provide a culture on campus which:

- Considers the interests of students first.
- Seeks out and supports the needs of our business and community partners.
- Respects the academic freedom of its faculty and appreciates the contributions of its staff.
- Honors, respects and embraces diversity.
- Encourages the excitement of learning and recognizes the multiple ways which people learn.
- Promotes a desire for life-long learning.
- Protects and enhances the physical and environmental elements of the campus.



Community College District 7

Board of Trustees Policy Manual

POLICY TYPE: CORE THEME
POLICY TITLE: EDUCATIONAL ATTAINMENT – STUDENT SUCCESS
POLICY NUMBER: CT-1
PAGE: 1 OF 1

Shoreline Community College students will have the opportunity to complete their program and/or graduate with the academic preparation and skills necessary to continue their education, meet the demands of the workplace or improve their quality of life, consistent with the State of Washington's Community and Technical College system.



Community College District 7

Board of Trustees Policy Manual

POLICY TYPE: CORE THEME
POLICY TITLE: PROGRAM EXCELLENCE
POLICY NUMBER: CT-2
PAGE: 1 OF 1

Shoreline Community College strives for continuous improvement in its educational programs to meet the needs of students, employers, colleges and universities, and community partners. Shoreline Community College promotes the excellence of its programs locally, statewide, nationally and internationally.



Community College District 7

Board of Trustees Policy Manual

POLICY TYPE: CORE THEME
POLICY TITLE: COMMUNITY ENGAGEMENT
POLICY NUMBER: CT-3
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Shoreline Community College initiates, cultivates and nurtures relationships with cities, including Shoreline and Lake Forest Park, local school systems, businesses, the Shoreline Community College Foundation, community based, state, national and international organizations.



Community College District 7

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POLICY TYPE:	CORE THEME
POLICY TITLE:	ACCESS AND DIVERSITY
POLICY NUMBER:	CT-4
PAGE:	1 OF 1

Shoreline Community College maximizes student access to all its transfer, professional/ technical and developmental programs. Shoreline Community College promotes a diverse student body and employees who reflect the local, state, regional and international communities that the college serves.



Community College District 7

Board of Trustees Policy Manual

POLICY TYPE:	CORE THEME
POLICY TITLE:	COLLEGE STEWARDSHIP
POLICY NUMBER:	CT-5
PAGE:	1 OF 1

On behalf of the citizens of the State of Washington, Shoreline Community College serves as a model of effective, transparent and ethical stewardship with a focus on fiscal resources, college employees, compliance with laws and regulations, and facilities management.



Community College District 7 Board of Trustees Policy

SECTION 2: EXECUTIVE LIMITATIONS

- EL-1: GLOBAL EXECUTIVE CONSTRAINT**
 - EL-2: TREATMENT OF PEOPLE**
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Community College District 7 Board of Trustees Policy

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY TITLE:	GLOBAL EXECUTIVE CONSTRAINT
POLICY NUMBER:	EL-1
PAGE:	1 OF 1

The Board of Trustees delegates to the President of Shoreline Community College the authority to exercise in the name of the Board (RCW 28B.10.528) all of the powers and duties vested in or imposed upon the Board by law, except such powers and duties as the Board expressly reserves for the Board.

Within the college, the College President will allow, practices, activities, decisions, or organizational circumstances that are lawful, prudent, and in compliance with commonly accepted business and professional ethics and practices, and in agreement with the provisions set forth in the State Board for Community and Technical Colleges policy, Office of Financial Management policy, the Shoreline Community College Board of Trustees' Policy and/or take into account any executive order of the Governor of the State of Washington.

Adopted by Board of Trustees: Open Meeting, June 24, 2009

Revised: Open Meeting, September 28, 2011/Revised: Open Meeting, September 26, 2012

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY TITLE:	TREATMENT OF PEOPLE
POLICY NUMBER:	EL-2
PAGE:	1 OF 2

With respect to treatment of students, employees, volunteers, community members and visitors, the President will promote conditions that are humane, fair, dignified, and non-discriminatory.

Accordingly, the President will:

- 2.1. Operate with policies or procedures that:
 - a. clarify rules for students, employees, volunteers, community members and visitors,
 - b. provide for effective handling of grievances,
 - c. protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons, and
 - d. ensure due process procedures for students, employees, volunteers and visitors.
- 2.2. Permit any member of the community to address the Board about a specific Board policy.
- 2.3. Avoid discrimination or retaliation against anyone for expressing a non-disruptive ethical dissent.
- 2.4. Comply with all laws, rules, and regulations pertaining to students and employees, including those pertaining to discrimination.
- 2.5. Acquaint students and employees, with their rights and responsibilities.
- 2.6. Take prompt and appropriate action when the President becomes 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 Community College Board of Trustees' policy.
- 2.7. Interact with community members or external stakeholders in a manner that creates good will towards the college.
- 2.8. Protect the academic freedom of the institution, its faculty and its students.
- 2.9. Promulgate rules and provide for sanctions that provide a civil and non-disruptive learning environment.



Community College District 7 Board of Trustees Policy

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY TITLE:	TREATMENT OF PEOPLE
POLICY NUMBER:	EL-2
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2.10. Ensure that staff is prepared to deal with emergency situations.

Adopted by Board of Trustees: Open Meeting, June 24, 2009

Revised: Open Meeting, September 28, 2011/Revised: Open Meeting, September 26, 2012



Community College District 7 Board of Trustees Policy

POLICY TYPE: EXECUTIVE LIMITATIONS
POLICY TITLE: FINANCIAL PLANNING/BUDGETING
POLICY NUMBER: EL-3
PAGE: 1 OF 1

The President will promote and allow financial planning and budgeting for general, capital, student body, and other funds in any fiscal year or the remaining part of any fiscal year to be in accordance with the Board's policies, to protect fiscal integrity, to be derived from a multi-year strategic plan, and to be realistic in projections of income and expenses.

Accordingly, the President will:

- 3.1. Uphold those situations or conditions described in the Board Policy "Financial Condition and Activities." (Policy No. EL-4)
- 3.2. Develop a budget with credible projection of revenues and expenses that separates capital and operating items and that discloses planning assumptions.
- 3.3. 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.
- 3.4. Develop budget processes that provide opportunities for information and feedback from a broad base, including administrators, faculty, staff and students.
- 3.5. Develop a budget that takes into account the Board priorities.
- 3.6. Develop a budget with credible projection of revenues and expenses that separates capital and operating items and that discloses planning assumptions. 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.

Adopted by Board of Trustees: Open Meeting, June 24, 2009

Revised: Open Meeting, September 28, 2011/Revised: Open Meeting, September 26, 2012

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY TITLE:	FINANCIAL CONDITION AND ACTIVITIES
POLICY NUMBER:	EL-4
PAGE:	1 OF 3

With respect to the actual, ongoing financial condition and activities, the President will promote fiscal integrity and avoid material deviation from Board-approved priorities.

Accordingly, the President will:

- 4.1. 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.
- 4.2. Not incur debt in an amount greater than that which can be repaid by certain and otherwise unencumbered revenues within the current year, or can be repaid from accounts specifically established for such purpose.
- 4.3. Not make any single purchase or otherwise commit the College to any expenditure greater than one half (1/2) of one percent (1%) of the College's current approved operating budget that deviates from the Board-adopted budget, without notifying the Board within 45 days of such expenditure. Splitting orders or obligations to avoid this limit is not acceptable.
- 4.4. 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.
- 4.5. Promote comprehensive facilities planning and execute the resulting plans for the use of the College's physical plant in order to:
 - a. contribute to student learning,
 - b. assist in the attraction of new students and retention of existing students,
 - c. optimize the use of taxpayer-provided capital assets,
 - d. extend the useful life of existing structures to the greatest practical degree, and
 - e. promote a safe and healthy environment for students and staff.
- 4.6. 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.
- 4.7. Accept only gifts or grants that are in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.



Community College District 7

Board of Trustees Policy

POLICY TYPE: EXECUTIVE LIMITATIONS
POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES
POLICY NUMBER: EL-4
PAGE: 2 OF 3

- 4.8. 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.
- 4.9. 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.
- 4.10. Maintain a tuition contingency reserve of 10% of the previous year's tuition collections, to provide financial cover in the event of unforeseen fluctuations in enrollment.
- 4.11. Maintain an innovation and opportunities reserve fund 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. 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.
- 4.12. Maintain, as necessary, a reserve for designated programs, including auxiliary services and self-support programs, to provide for adequate cash flow, multi-year planning, and operating contingencies. 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.
- 4.13. Maintain a reserve for all funds required by law, regulations and/or agreement that are restricted as to type of use complying with federal, state, grantor, and office of financial management rules.
- 4.14. 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.

Adopted by Board of Trustees: Open Meeting, June 24, 2009

Revised: Open Meeting, September 28, 2011/Revised: Open Meeting, September 26, 2012



Community College District 7 Board of Trustees Policy

POLICY TYPE: EXECUTIVE LIMITATIONS
POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES
POLICY NUMBER: EL-4
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BE IT FURTHER RESOLVED that, the Board of Trustees approves the following initial allocations and designations to the created reserve accounts:

Reserve Fund	Initial Designation (\$)
General Fund Balance Reserve	\$4,100,000
Capital Funds Reserve	\$1,500,000
Tuition Contingency Reserve	\$1,588,937
Innovation and Opportunities Reserve	\$2,000,000
Designated Programs Reserve	\$4,740,346
Restricted Reserve	\$7,058,346
Board of Trustees Reserve	\$ 159,207

Adopted by Board of Trustees: Open Meeting, June 24, 2009

Revised: Open Meeting, September 28, 2011/Revised: Open Meeting, September 26, 2012



Community College District 7 Board of Trustees Policy

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY TITLE:	EMERGENCY EXECUTIVE SUCCESSION
POLICY NUMBER:	EL-5
PAGE:	1 OF 1

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

Adopted by Board of Trustees: Open Meeting, June 24, 2009

Revised: Open Meeting, September 28, 2011/Revised: Open Meeting, September 26, 2012



Community College District 7 Board of Trustees Policy

POLICY TYPE: EXECUTIVE LIMITATIONS
POLICY TITLE: ASSET PROTECTION
POLICY NUMBER: EL-6
PAGE: 1 OF 1

The President will protect and maintain College assets.

Accordingly, the President will:

- 6.1. Insure adequately, to the extent appropriate for a state-owned institution 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.
- 6.2. Ensure that un-bonded personnel do not have access to funds in amounts considered material for audit purposes.
- 6.3. Promote the proper care and sufficient maintenance of physical plant and equipment.
- 6.4. Protect the College, the Board, and employees against claims of liability.
- 6.5. 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.
- 6.6. Invest funds in accounts or in investments only as permitted by Washington state law.
- 6.7. Acquire, encumber, name, and dispose of real property only with Board approval.
- 6.8. Protect information, files, and intellectual property from loss, damage, and misuse.
- 6.9. Protect the College's name and maintain its identity in the community.
- 6.10. Submit the facilities master plan to the Board for approval.

Adopted by Board of Trustees: Open Meeting, June 24, 2009

Revised: Open Meeting, September 28, 2011/Revised: Open Meeting, September 26, 2012



Community College District 7 Board of Trustees Policy

POLICY TYPE: EXECUTIVE LIMITATIONS
POLICY TITLE: COMPENSATION AND BENEFITS
POLICY NUMBER: EL-7
PAGE: 1 OF 1

With respect to employment of, compensation for, and benefits to employees, consultants, and contract workers, the President will protect the financial integrity and public image of the College, and is in accordance to the Ethics and other State Laws.

Accordingly, the President will:

- 7.1. Not change his/her own compensation and benefits, except when they are consistent with a package for all other employees.
- 7.2. Not 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, except as allowed in EL7.4.
- 7.3. Not promise or imply permanent or guaranteed employment beyond that provided in Board adopted contractual agreements or Board approved contractual templates.
- 7.4. Provide the Board an annual accounting of any employee fringe benefits granted outside of Board adopted collective bargaining agreements or Board approved contractual templates.

Adopted by Board of Trustees: Open Meeting, June 24, 2009

Revised: Open Meeting, September 28, 2011/Revised: Open Meeting, September 26, 2012



Community College District 7 Board of Trustees Policy

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY TITLE:	COMMUNICATION AND SUPPORT TO THE BOARD
POLICY NUMBER:	EL-8
PAGE:	1 OF 1

The President will inform and support the Board in its work.

Accordingly the President will:

- 8.1. Submit monitoring data required by the Board in a timely, accurate, and understandable manner that directly addresses provisions of the Board policies being monitored.
- 8.2. 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.
- 8.3. 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.
- 8.4. Not present information that is knowingly inaccurate or incomplete.
- 8.5. Provide a mechanism for official Board communication.
- 8.6. 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.
- 8.7. 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.

Adopted by Board of Trustees: Open Meeting, June 24, 2009

Revised: Open Meeting, September 28, 2011/Revised: Open Meeting, September 26, 2012



Community College District 7 Board of Trustees Policy

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY TITLE:	TENURE
POLICY NUMBER:	EL-9
PAGE:	1 OF 1

The Board of Trustees reserves the authority to grant tenure, deny tenure, and to issue a final order for dismissal of tenured faculty at Shoreline Community College. Additionally, the Board reserves the authority to renew or not renew contracts for probationary faculty and to issue a final order to dismiss probationary faculty.

Accordingly, the President will:

- 9.1. Submit recommendations to the Board to grant, deny or tenure faculty.
- 9.2. Submit recommendations to the Board to issue the final order to dismiss tenured faculty.
- 9.3. Submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
- 9.4. Submit recommendations to the Board to issue the final order to dismiss probationary faculty.



Community College District 7 Board of Trustees Policy

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY TITLE:	NEGOTIATED AGREEMENTS
POLICY NUMBER:	EL-10
PAGE:	1 OF 1

The Board of Trustees reserves the authority to ratify negotiated agreements between the Board of Trustees and any bargaining unit representing the employees of Shoreline Community College.

Accordingly, the President will:

10.1. Not ratify any such negotiated agreements on behalf of the Board.

Adopted by Board of Trustees: Open Meeting, June 24, 2009

Revised: Open Meeting, September 28, 2011/Revised: Open Meeting, September 26, 2012



SECTION 3: GOVERNANCE PROCESS

- GP-1: GLOBAL GOVERNANCE COMMITMENT**
 - GP-2: GOVERNANCE STYLE**
 - GP-3: BOARD JOB DESCRIPTION**
 - GP-4: BOARD STRUCTURE AND ELECTIONS**
 - GP-5: CHAIR'S ROLE**
 - GP-6: BOARD COMMITTEE PRINCIPLES**
 - GP-7: BOARD SELF- EVALUATIONS**
 - GP-8: AGENDA PLANNING**
 - GP-9: BOARD MEMBERS CODE OF ETHICS**
 - GP-10: BOARD MEMBERS CODE OF CONDUCT**
-



Community College District 7 Board of Trustees Policy Manual

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: GLOBAL GOVERNANCE COMMITMENT
POLICY NUMBER: GP-1
PAGE: 1 OF 1

The Board of Trustees is committed to govern Shoreline Community College in accordance with the Constitutions of the United States and the State of Washington, and the Community and Technical College Act of the State of Washington. The Board of Trustees will always act in the best interest of Shoreline Community College, its students, employees, and the community it serves.

Accordingly, the Board of Trustees will see that:

- 1.1. The College achieves appropriate results for appropriate persons at an appropriate cost.

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: GOVERNANCE STYLE
POLICY NUMBER: GP-2
PAGE: 1 OF 2

The Board will govern Shoreline Community College lawfully, with a style that emphasizes:

- *Outward vision rather than internal preoccupation*
- *Encouragement of diversity in viewpoints*
- *Strategic leadership rather than administrative detail*
- *Clear distinction of board and presidential roles*
- *Majority rather than individual decisions*
- *The future rather than the past or the present*
- *Proactivity rather than reactivity.*

Accordingly: the Board will:

- 2.1. Be responsible for excellence in governing, mindful always of its trusteeship obligation to the public. The Board will cultivate a sense of group responsibility, deliberating in many voices, but govern as one.
- 2.2. Not allow officers, members, or committees of the Board to hinder or be an excuse for not fulfilling its group obligations.
- 2.3. Be an initiator of policy, not merely a reactor to staff initiatives. The Board will use the expertise of individual trustees to enhance the work of the Board as a body, but not to substitute their individual judgments for those of the Board as a whole.
- 2.4. Direct, control, and inspire the organization through the careful establishment of the broadest organizational policies reflecting the Board's values and perspectives. The Board's major focus will be on the intended long-term impact outside the college, and not on the administrative or programmatic means of attaining those effects.
- 2.5. Enforce upon itself whatever discipline is needed to govern effectively, with efficiency and excellence. Discipline will apply to matters such as attendance, preparations for meetings, policy-making principles, respect of roles, speaking with one voice, and ensuring the continuity of governance capability.
- 2.6. Pursue continual development, including orientation of new members in the Board's governance process, periodic Board discussion of the vision, mission and values, outcome development, public stewardship, and attendance at state and national trustee conferences.



Community College District 7 Board of Trustees Policy Manual

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: GOVERNANCE STYLE
POLICY NUMBER: GP-2
PAGE: 2 OF 2

- 2.7. Monitor and discuss the Board's process and performance regularly. Self-monitoring will be conducted annually, including comparison of Board activity and discipline to policies in the Governance Process and Board-President Relationship categories.
- 2.8. Seek input from external constituencies and internal college constituencies on Board policies regarding Goals.
- 2.9. Make consensus-based decisions, to the extent possible.
- 2.10. Develop policy in the context of college and community needs. The Board will use environmental scans to ensure continued awareness of changing needs.

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: BOARD JOB DESCRIPTION
POLICY NUMBER: GP-3
PAGE: 1 OF 1

To distinguish the Board's own unique job from the jobs of the President and College employees, the Board will concentrate its efforts on its specific responsibilities.

Accordingly, the Board will:

- 3.1. Maintain the link between the College and the citizens of Shoreline and Lake Forest Park.
- 3.2. Keep in touch with relevant current and future issues.
- 3.3. Enact written governing policies that realistically, at the broadest levels, address:
 - a. *Goals:* College services, impacts, benefits, outcomes, recipients, impacted groups, and beneficiaries and their relative worth in cost or priority.
 - b. *Executive Limitations:* Constraints on executive authority that establish the prudent and ethical boundaries within which all executive activity and decisions must take place.
 - c. *Governance Process:* Specification of how the Board conceives, carries out, and monitors its own tasks.
 - d. *Board-President Relationship:* The President's authority and accountability, and how his power is delegated and its proper use is monitored.
- 3.4. Provide assurance of successful Presidential performance related to Board Goals and Executive Limitations.
- 3.5. Appoint Board representatives or liaisons annually, including but not limited to:
 - a. Trustees Association of Community and Technical Colleges (TACTC) Committees
 - b. Shoreline Community College Foundation and any associated non-profit organizations.

POLICY TYPE:	GOVERNANCE PROCESS
POLICY TITLE:	BOARD STRUCTURE AND ELECTIONS
POLICY NUMBER:	GP-4
PAGE:	1 OF 1

The Governor of the State of Washington appoints all members of the Board of Trustees. The officers of the Board of Trustees shall be a Chair, a Vice-Chair, and a Secretary.

Accordingly:

- 4.1. 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 his/her designee.
- 4.2. 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 through the following June.
- 4.3. 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.
- 4.4. The responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
- 4.5. The Vice Chair will move into the position of Chair of the Board.
- 4.6. If a Board member does not wish to serve when his/her 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.
- 4.7. 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 attended by all Board Members unless any Board Member is excused.
- 4.8. 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 he/she was 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.

POLICY TYPE:	GOVERNANCE PROCESS
POLICY TITLE:	CHAIR'S ROLE
POLICY NUMBER:	GP-5
PAGE:	1 OF 2

The Chair assures the integrity of the Board's process and secondarily, represents the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in specifically authorized instances.

Accordingly, the Chair will:

- 5.1. 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 stimulate discussion among the Board members and will attempt to arrive at Board decisions through consensus.
 - d. The Chair will confirm accuracy of transcribed, approved minutes, will sign the minutes of all special and regular meetings of the Board, and will sign other documents as required by law.
- 5.2. Make decisions that fall within the topics covered by Board policies on the Governance Process and Board-President Relationship, with the exception of employment or termination of the President, and where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
- 5.3. Not make decisions about policies created by the Board within the Goals and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
- 5.4. Chair board meetings with all the commonly accepted power of the position, to include ruling, recognizing, agenda setting and calling special meetings as required.
- 5.5. Ensure that other Board members are informed of current and pending Board issues and processes.
- 5.6. After Board discussion, appoint members to committees established by the Board.



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POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: CHAIR'S ROLE
POLICY NUMBER: GP-5
PAGE: 2 OF 2

- 5.7. Designate the Vice-Chair to preside at Board meetings in the absence of the Chair or to fulfill the duties of the Chair as needed.

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: BOARD COMMITTEE PRINCIPLES
POLICY NUMBER: GP-6
PAGE: 1 OF 1

Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's job. The committees will operate to minimally interfere with the wholeness of the board's job and never to interfere with delegation of authority from the Board to the President. Committees will be used sparingly.

Accordingly, Board Committees are:

- 6.1. To help the Board do its job, not to help, guide or advise the employees of the College do their jobs. Committees typically will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees will, by and large, not have direct dealings with current staff operations.
- 6.2. Not to speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
- 6.3. Not to exercise authority over College employees. The President works for the full Board; therefore the President is not required to obtain approval of a Board committee before an executive action.
- 6.4. To avoid identification with organizational parts rather than the whole. A Board committee that has helped the Board create policy on some subject will not be used to monitor organizational performance on that same subject.
- 6.5. Not to have standing committees. When necessary, the Board will form an *ad-hoc* committee. Committees will never consist of more than two Board members.
- 6.6. This policy applies only to committees that are formed by Board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the President.



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POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: BOARD SELF- EVALUATIONS
POLICY NUMBER: GP-7
PAGE: 1 OF 1

The Board of Trustees shall conduct an annual self-evaluation prior to the annual planning retreat, with discussion during the retreat.

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: AGENDA PLANNING
POLICY NUMBER: GP-8
PAGE: 1 OF 1

The Board, in order to carry out its responsibilities with a governance style consistent with Board policies, will follow an annual agenda that will include:

- *Completing a re-examination of Goals policies annually*
- *Continually improving its performance through Board education, through enriched input and deliberation.*

Accordingly, the Board will:

- 8.1. Hold an annual planning retreat in the early autumn each year so that administrative planning and budgeting can be based on accomplishing a one-year segment of the board's most recent statement of long-term Goals. At the annual planning retreat, the Board will:
 - a. Review the Board and College Mission
 - b. Establish priorities and budget parameters
 - c. Develop subjects for Board discussion and action during the following year
 - d. Review Board self-evaluation results
 - e. Prepare the annual agenda.
- 8.2. Establish, not later than October of each year, a Board meeting calendar, listing the dates and places for the regular monthly Board meetings for the ensuing year.
- 8.3. Request the agenda and supporting materials for each Board meeting to be delivered to the Board at least three (3) days before the meeting.
- 8.4. Be mindful that education, input, and deliberation will be paramount in structuring meetings and other Board activities.
- 8.5. Provide an opportunity for public input at each regular Board meeting.
- 8.6. Approve the College budget each June, or at a later date if circumstances dictate otherwise.
- 8.7. Decide the President's remuneration during the month of June, or at a later date if circumstances dictate otherwise, after a review of the President's annual performance evaluation, including any monitoring reports received during the year.

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: BOARD MEMBERS CODE OF ETHICS
POLICY NUMBER: GP-9
PAGE: 1 OF 2

The Board of Trustees believes that ethical behavior fosters trust and confidence in the college and its Board of Trustees. Therefore, the Board accepts and commits itself to the responsibility of setting the tone for Shoreline Community College by conducting itself with the highest degree of ethical standards. Trustees shall strive to constantly practice basic ethical values inherent in public service, to promote individual development and the common good, and to do good for the satisfaction of contributing to society and not for personal gain.

Values and Principles of Ethics in Public Service

The values and principles of ethics in public service form the underlying moral foundation for the Board Members' Code of Ethics. The Board believes that such standards promote trust, confidence, and integrity in the working relationship between Trustees and staff. While a code of ethics alone cannot guarantee ethical behavior, the values and principles set forth in this code are intended as a moral guideline for trustees in carrying out their public service.

Accordingly, the Board of Trustees is committed to the following ethical values:

Honor. Honor is having a strong sense of what is right, just, and true. A trustee with honor has a strong sense of duty, pursuing good deeds as ends.

Integrity. Integrity means adherence to a strict moral or ethical code. A trustee with integrity is principled, honorable, upright, and courageous.

Fidelity. Fidelity implies faithfulness; trustworthy, loyalty, adherence to right; careful observance of duty, and exact discharge of obligations. A trustee worthy of trust demonstrates fidelity and loyalty to persons and institutions by friendship and support in adversity, and does not use or disclose information learned in confidence for personal or political advantage.

Respect. Respect is the act of feeling or showing deferential regard for human dignity, privacy and a right to self-determination. A respectful trustee is courteous and decent, listening and respecting the opinions of others.

Civility. Civility implies polite and courteous behavior towards others. Civility is showing regard for others, contributing to smoothness and ease in dealings with others. Therefore practicing civil and courteous behavior is essential when engaging in discussions with fellow trustees and the president, particularly when disagreements arise. A civil trustee does not try to live others' lives for them, and accepts their perspectives, and judges only on their core ethical values.

POLICY TYPE:	GOVERNANCE PROCESS
POLICY TITLE:	BOARD MEMBERS CODE OF ETHICS
POLICY NUMBER:	GP-9
PAGE:	2 OF 2

Responsibility. Responsibility means being willing to make decisions and choices and being accountable for them. It implies that one is entrusted to achieve and/or maintain an outcome, is expected to have the relevant knowledge and skills, and to make a conscientious effort. Responsibility involves self-restraint, thoughtfulness and consideration. A responsible trustee recognizes and knows the importance of role modeling good behavior.

Fairness. Fairness means being just, equitable, impartial, unprejudiced, unbiased, objective, and open. It involves an open and impartial process, gathering and evaluating information, so that all can understand how a decision was made. Fairness is a commitment to avoid bias or favoritism, and to respect cultural differences as part of decision-making. It implies an open-mind and a willingness to admit when wrong, and where appropriate, change position or belief. A fair trustee does not overreach, or take advantage of another's mistakes or difficulties.

Caring. Caring is to genuinely feel and exhibit concern, compassion and empathy for the welfare of others, and to avoid harming others. Each trustee is asked to care about the diverse community it serves. To function effectively, a trustee needs the public's respect and confidence that its power will be used on behalf of the community as a whole.

Citizenship. Citizenship is an ethical obligation, which involves behaving in accordance with the rights, duties, and privileges of the community one lives in, obeying laws, contributing to the community and protecting the environment. Citizenship is concerned with the future health and welfare of society. A trustee practices citizenship with compassion, respect, responsibility and courage.

Trustworthy. A trustworthy person keeps promises, fulfills commitments, and takes responsibility for his/her conduct, obligations and actions. A trustworthy trustee abides by the spirit as well as the letter of an agreement, and does not interpret agreements in an unreasonable technical or legalistic manner to rationalize non-compliance or create justification for escaping his/her legal commitments.

Excellence. An ethical person demonstrates excellence by actions that are of high quality and worth. A trustee demonstrates excellence by accepting responsibility for his/her decisions, for the foreseeable consequences of his/her actions and inactions, and for setting an example for others.

Public Trust. The Board of Trustees, in its role of public officer, is obligated to lead by example to safeguard and advance the integrity and reputation of Shoreline Community College. The Board will avoid even the slightest appearance of impropriety and will take whatever actions necessary to correct or prevent any inappropriate conduct of its individual members and the President.

POLICY TYPE:	GOVERNANCE PROCESS
POLICY TITLE:	BOARD MEMBERS CODE OF CONDUCT
POLICY NUMBER:	GP-10
PAGE:	1 OF 2

The Shoreline Community College Board of Trustees commits itself to ethical, businesslike, and lawful conduct. Such conduct includes the proper use of authority and appropriate decorum when acting as Board members.

Accordingly, Board Members will:

- 10.1. Maintain loyalty to the College. This loyalty supersedes any conflicting loyalty to or advocacy for staff, other organizations, interest groups, membership on other boards or organizations. This loyalty supersedes the personal interest of any Board member acting as an individual consumer of College services.
- 10.2. Avoid any conflict of interest with respect to their fiduciary responsibility. Specifically:
 - a. There will be no self-dealing or any conduct of private business or personal services between any Board member and the College.
 - b. 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.
 - c. 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, friends, or associates.
- 10.3. Not attempt to exercise individual authority over the College or on behalf of the Board as a whole, except as explicitly set forth in Board policies. Specifically:
 - a. 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.
 - b. 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.
- 10.4. 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.

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: BOARD MEMBERS CODE OF CONDUCT
POLICY NUMBER: GP-10
PAGE: 2 OF 2

- 10.5. 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.
- 10.6. Not present an item for action at board meetings that is not on the agenda, without consensus of the Board.
- 10.7. Be properly prepared for board deliberation.
- 10.8. Strive to participate in educational activities, including local, state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's Board of Trustees.
- 10.9. Aim to be honest and ethical in their dealings with each other, with college employees, partners, suppliers and the public.
- 10.10. Treat each other and all people with respect, and will foster a productive environment free of harassment, intimidation and discrimination.
- 10.11. This policy will not restrict a Board member from communicating informally with the President, College staff, the public or other entities about College educational services or activities.



SECTION 4: BOARD PRESIDENT RELATIONSHIP

- BPR-1: GLOBAL BOARD PRESIDENT DELEGATION**
 - BPR-2: UNITY OF CONTROL**
 - BPR-3: ACCOUNTABILITY OF THE PRESIDENT**
 - BPR-4: DELEGATION TO THE PRESIDENT**
 - BPR-5: MONITORING PRESIDENTIAL PERFORMANCE**
 - BPR-6: ACTING PRESIDENT**
 - BPR-7: BOARD TRAVEL**
-



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Board of Trustees Policy Manual

POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP
POLICY TITLE: GLOBAL BOARD PRESIDENT DELEGATION
POLICY NUMBER: BPR-1
PAGE: 1 OF 1

The Board's sole official connection to Shoreline Community College, its operational achievements and conduct, will be through the President of Shoreline Community College.



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POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP
POLICY TITLE: UNITY OF CONTROL
POLICY NUMBER: BPR-2
PAGE: 1 OF 1

- 2.1. Only official motions passed by the Board of Trustees are binding on the President of Shoreline Community College. Decisions or instructions by individual Board members, officers, or committees are not binding on the President of the college, except in rare instances when the Board may specifically authorize individual Board members, officers, or committees to exercise authority.
- 2.2. In the event Board members or committees request information or assistance with Board authorization, the President may refuse such requests that require, in the President's opinion, a material amount of staff time or funds, or are disruptive.



Community College District 7 Board of Trustees Policy Manual

POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP
POLICY TITLE: ACCOUNTABILITY OF THE PRESIDENT
POLICY NUMBER: BPR-3
PAGE: 1 OF 1

The President is the chief executive officer of the College. The Board will instruct the President through written policies, delegating to the President the authority to implement them, within the boundaries of prudence, ethics, laws and regulations. The President is accountable to the Board as a body. The President is the Board's single official link with operational achievements and conduct. Therefore, all authority and accountability of staff, as far as the Board is concerned, is the authority and accountability of the President.

Accordingly, the Board will:

- 3.1. Annually set realistic and achievable goals for the President.
- 3.2. Annually communicate these goals to the campus.
- 3.3. Not give instructions to persons who report directly or indirectly to the President.
- 3.4. View the President's performance as identical to the college performance. Therefore, the college's accomplishment of the Board-stated Goals and in compliance with *Executive Limitations*, as defined in Section 2, will be viewed as successful Presidential performance.



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POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP
POLICY TITLE: DELEGATION TO THE PRESIDENT
POLICY NUMBER: BPR-4
PAGE: 1 OF 1

The Board will delegate its authority and accountability for College operations to the President of Shoreline Community College. The Board considers all authority over and accountability of employees to be the responsibility of the President.

Accordingly:

- 4.1. As long as the President uses any reasonable interpretation of the Board's Goals and Executive Limitations policies, the President is authorized to establish all administrative policies and procedures, make all decisions, take all actions, establish all practices, and develop all activities. The Board will never prescribe organizational means to the President.
- 4.2. The Board may change its Goals and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By so doing, the Board changes the latitude of choice given to the President. As long as any particular delegation is in place, the Board and its members will respect and support the President's choices. The Board is not prevented from obtaining information in the delegated areas except where confidentiality prohibits.
- 4.3. Only those decisions of the Board acting as a body are binding upon the President.
- 4.4. If the President deems that a waiver of a Board policy is in the best interest of the College, the President shall apply to the Board for one.

POLICY TYPE:	BOARD-PRESIDENT RELATIONSHIP
POLICY TITLE:	MONITORING PRESIDENTIAL PERFORMANCE
POLICY NUMBER:	BPR-5
PAGE:	1 OF 2

Monitoring executive performance is synonymous with monitoring organizational performance with reference to Board policies regarding Goals and Executive Limitations. The Board will monitor performance to ensure policy compliance, including accomplishments of Goals. The Board may formally or informally evaluate the President's performance based on monitoring data.

Accordingly:

- 5.1. The purpose of monitoring is to determine the degree to which Board policies are being met. Information not dealing with the degree to which Board policies are being fulfilled will not be considered.
- 5.2. Monitoring will be done as routinely as possible.
- 5.3. Monitoring will be done in a way that permits the Board to use most of its time creating the future rather than reviewing the past.
- 5.4. The Board will acquire monitoring information for a given policy in one or more of three ways:
 - a. *Internal Reports*, in which the President discloses to the Board, interpretations and compliance information. Internal reports may include, but not be limited to:
 - Monitoring reports as related to Core Themes
 - Institutional data collection
 - Community surveys
 - Placement data
 - Assessment of student learning
 - Financial reports
 - Data on service to constituents
 - Goal achievement data
 - Additional relevant data to support compliance as requested by the Board
 - b. *External Reports*, in which disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports may include, but not be limited to:
 - Audit reports
 - Licensing examination results
 - Accreditation reports



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POLICY TYPE:	BOARD-PRESIDENT RELATIONSHIP
POLICY TITLE:	MONITORING PRESIDENTIAL PERFORMANCE
POLICY NUMBER:	BPR-5
PAGE:	2 OF 2

- Transfer data
- Additional relevant data to support compliance as requested by the Board

c. Direct Board Inspection, where assessment of compliance is made by a designated Board member(s), a committee, or the Board as a whole. This discovery is a Board-directed inspection of documents, activities, or circumstances to test policy compliance.

- 5.5. The Board will judge in all cases, the reasonableness of the President's interpretation, and whether data demonstrate the accomplishment of the interpretation.
- 5.6. The standard for compliance for the Board policy being monitored will be *any reasonable* President interpretation. The Board is the final judge of "reasonableness". The Board will always judge with a "reasonable person" test and not with interpretations favored by individual board members.
- 5.7. Any policy can be monitored by any method at any time. For regular monitoring however, the Board will classify each Core Theme and each Executive Limitations policy according to frequency and method to be applied.



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POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP
POLICY TITLE: ACTING PRESIDENT
POLICY NUMBER: BPR-6
PAGE: 1 OF 1

The Board will ensure that the college not be left without a President.

Accordingly:

- 6.1. If the President is off campus for more than five working days, he/she will notify the Chair if he/she prior to the absence, delegate his/her authority to a Vice-President to serve as acting President for short periods of time, not to exceed 30 consecutive working days at a time.
- 6.2. If no Vice-President is available, the President will delegate his/her authority consistent with #1 to a dean or director the president considers to be capable of fulfilling such responsibilities of a President.
- 6.3. The Board will, upon the resignation, termination, incapacity or death of the current President, appoint an acting, interim or permanent President.



POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP
POLICY TITLE: BOARD TRAVEL
POLICY NUMBER: BPR-7
PAGE: 1 OF 1

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

Accordingly:

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



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Board of Trustees Policy Manual

SECTION 5: BYLAWS

- 7510: OFFICE OF THE BOARD OF TRUSTEES
 - 7511: MEETINGS OF THE BOARD OF TRUSTEES
 - 7512: MEETINGS OF THE BOARD OF TRUSTEES: REQUEST FOR ITEMS TO BE PLACED ON THE AGENDA
 - 7513: MEETINGS OF THE BOARD OF TRUSTEES: EXECUTIVE SESSIONS
 - 7514: MEETINGS OF THE BOARD OF TRUSTEES: AGENDA ITEMS
 - 7515: MEETINGS OF THE BOARD OF TRUSTEES: RECORDS OF BOARD ACTION
 - 7516: MEETINGS OF THE BOARD OF TRUSTEES: PARLIAMENTARY PROCEDURE
 - 7517: MEETINGS OF THE BOARD OF TRUSTEES: RELEASE OF INFORMATION TO NEWS MEDIA
 - 7518: OFFICERS OF THE BOARD
 - 7519: RESTRICTIONS OF INDIVIDUAL AUTHORITY
 - 7520: FISCAL YEAR OF THE BOARD OF TRUSTEES
 - 7521: REIMBURSEMENT FOR EXPENSES
 - 7522: SEAL AND NAME OF THE COLLEGE DISTRICT
 - 7523: AMENDMENTS OF BYLAWS OF THE BOARD OF TRUSTEES
-



Community College District 7

Board of Trustees Policy Manual

POLICY TYPE: BYLAWS
POLICY TITLE: OFFICE OF THE BOARD OF TRUSTEES
POLICY NUMBER: 7510
PAGE : 1 OF 9

The Board of Trustees shall maintain an office at 16101 Greenwood Avenue North, Shoreline, Washington 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 at the above address.

Revisions Approved by:
Board of Trustees: Open Meeting, April 24, 2002
Board of Trustees: Open Meeting, October 13, 2005



POLICY TYPE: BYLAWS
POLICY TITLE: MEETINGS OF THE BOARD OF TRUSTEES
POLICY NUMBERS: 7511-7517
PAGE : 2 OF 9

7511. MEETINGS OF THE BOARD OF TRUSTEES

The Board of Trustees shall hold one regular meeting on the fourth Wednesday of each month at 4:00 p.m. and such special meetings as may be requested by the Chair of the Board or by a majority of the members of the Board and announced in accordance with law.

All regular and special meetings of the Board of Trustees shall be held at 16101 Greenwood Avenue North, Shoreline, WA 98133, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.

No official business shall be conducted by the Board of Trustees except during a regular or special meeting.

7512. REQUEST FOR ITEMS TO BE PLACED ON THE AGENDA

Anyone, other than a Board member or a representative of the President's Office 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 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 his/her designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

7513. EXECUTIVE SESSIONS

The Board of Trustees may convene in Executive Session. These meetings will be held in accordance with the rules and regulations set forth in the Open Public Meetings Act.

7514. AGENDA ITEMS

The agenda of all regular meetings of the Board of Trustees shall include the following items, the order to be determined by the chair:

1. Approval of Previous Minutes
2. Correspondence
3. Reports to the Board
4. Recommendations for Action of the Board

Revisions Approved by:

Board of Trustees: Open Meeting, April 24, 2002

Board of Trustees: Open Meeting, October 13, 2005



POLICY TYPE: BYLAWS
POLICY TITLE: MEETINGS OF THE BOARD OF TRUSTEES
POLICY NUMBERS: 7511-7517
PAGE : 3 OF 9

5. Other Business
6. Adjournment

7515. RECORDS OF BOARD ACTION

All official business transacted in regular or special Board meetings shall be recorded in minutes approved by the Board of Trustees and available for reference in its office.

7516. PARLIAMENTARY PROCEDURE

Three members of the Board of Trustees shall constitute a quorum but no official action shall be taken by less than a majority of the total Board membership.

Normally, voting shall be by voice; however, any member of the Board may request that his/her vote or abstention be recorded.

In questions of parliamentary procedure, the actions of the Board shall be conducted according to Robert's Rules of Order unless specified otherwise by state law, regulation of the State Board, or a bylaw of this Board.

7517. RELEASE OF INFORMATION TO NEWS MEDIA

Publicity regarding official activities of the Board of Trustees normally will be made available to news media through the Office of College Communications/Public Information. All inquiries by representatives of the news media regarding official activities of the Board of Trustees should be referred to the Director of College Communications/Public Information.



Community College District 7

Board of Trustees Policy Manual

POLICY TYPE: BYLAWS
POLICY TITLE: OFFICERS OF THE BOARD
POLICY NUMBER: 7518
PAGE : 4 OF 9

The officers of the Board of Trustees shall be a chair, a vice-chair, and a secretary. At the first regularly scheduled meeting of the Board in June each year, the Board shall elect from its membership the chair and vice-chair to serve for the ensuing year, from July through the following June. As specified by state law, the secretary shall be the President of Shoreline Community College or his/her designee.

The chair, in addition to any duties imposed by rules and regulations of the State Board, shall preside at all meetings of the Board, sign legal and official documents recording actions of the Board, and review the agenda prepared for each meeting of the Board. The chair shall, while presiding at official meetings, have full right of discussion and vote.

The vice-chair, in addition to any duties imposed by rules and regulations of the State Board, shall act as chair of the Board in the absence of the chair.

A Board member designated by the Board chair shall serve as chair, in any official meeting of the Board conducted in the absence of the chair and vice-chair.

In addition to any duties imposed by rules and regulations of the State Board or assigned by this Board, the secretary of the board or his/her designee shall keep the Seal and maintain all records of the meetings of the Board. He/she shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

Revisions Approved by:

Board of Trustees: Open Meeting, April 24, 2002

Board of Trustees: Open Meeting, October 13, 2005



Community College District 7

Board of Trustees Policy Manual

POLICY TYPE: BYLAWS
POLICY TITLE: RESTRICTIONS OF INDIVIDUAL AUTHORITY
POLICY NUMBER: 7519
PAGE : 5 OF 9

Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the Board, taken in a regular or special meeting. No individual member of the Board may act on behalf of the Board unless specifically instructed by action of the Board.

Revisions Approved by:
Board of Trustees: Open Meeting, April 24, 2002
Board of Trustees: Open Meeting, October 13, 2005



Community College District 7

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POLICY TYPE: BYLAWS
POLICY TITLE: FISCAL YEAR OF THE BOARD OF TRUSTEES
POLICY NUMBER: 7520
PAGE : 6 OF 9

The fiscal year of the Board shall conform to the fiscal year of the State of Washington and shall be from July 1 through June 30.

Revisions Approved by:
Board of Trustees: Open Meeting, April 24, 2002
Board of Trustees: Open Meeting, October 13, 2005



POLICY TYPE: BYLAWS
POLICY TITLE: REIMBURSEMENT FOR EXPENSES
POLICY NUMBER: 7521
PAGE : 7 OF 9

Reimbursement to members of the Board of Trustees for necessary travel expenses incurred in fulfilling their responsibilities shall be in accordance with provisions and limitation for other appointed officials of the State as specified in RCW 43.03.050 and RCW43.03.060.

POLICY TYPE: BYLAWS
POLICY TITLE: SEAL AND NAME OF THE COLLEGE DISTRICT
POLICY NUMBER: 7522
PAGE : 8 OF 9

The Board of Trustees shall maintain an official seal for use upon official documents. The seal shall be as follows:





Community College District 7 Board of Trustees Policy Manual

POLICY TYPE: BYLAWS
POLICY TITLE: AMENDMENTS OF BYLAWS OF THE BOARD OF TRUSTEES
POLICY NUMBER: 7523
PAGE : 9 OF 9

Bylaws of the Board may be amended by a majority vote of the Board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be amended by unanimous vote of the total Board membership at any regular or special meeting.

Revisions Approved by:
 Board of Trustees April 24, 2002
 Board of Trustees.....October 13, 2005

The Board of Trustees hereby revises Policies 7510-7523.
 Done in Open Meeting by the Board this 13th day October, 2005.

Board of Trustees

Shoreline Community College

By: _____
 Chair of the Board

Revisions Approved by:
 Board of Trustees: Open Meeting, April 24, 2002
 Board of Trustees: Open Meeting, October 13, 2005



Community College District 7
Board of Trustees Policy Manual

APPENDIX 1: CALENDARS

Chair Annual Calendar

Board Major Events Calendar

Schedule: Core Themes Monitoring Reports



Community College District 7 Board of Trustees Policy Manual

CHAIR ANNUAL CALENDAR

July	Plan for annual retreat
August	Analyze Board self evaluation data Annual retreat Submit Board travel and expenditure budget at retreat
September	Convocation Day New Student Welcome International Student Orientation Program (ISOP)
January:	Martin Luther King Day address
April:	Send out President evaluation form with due date for completed form
May	Send out Board self evaluation Complete analysis of evaluation data Executive session for discussion of President's evaluation Meet with President re: evaluation President's Certification of Compliance Send out possible dates for retreat
June:	Commencement Ceremony



Community College District 7 Board of Trustees Policy Manual

BOARD MAJOR EVENTS CALENDAR

July/August	Annual Retreat: <ul style="list-style-type: none">• Board Policy – Review Governance Manual• College Strategic Direction• Board Budget• Board Travel and Expenditure Budget
October	TACTC Fall Conference ACCT Fall Conference
September	Convocation Day
January	TACTC Winter Conference
February	ACCT National Legislative Summit, Washington D.C.
May	TACTC Spring Conference President Evaluation Board Self-Evaluation
June	Commencement Ceremony
