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1.P.01  Board of Trustees Name, Composition and Powers.
1. The name of the college’s governing Board is the “Board of Trustees of Lake Washington Institute of Technology.” The rest of this manual refers to this group as the “Board.”

2. The Revised Code of Washington (RCW) specifies the Board’s form, composition, duties, and power.

3. The Board follows state general statutes, policies, and regulations that govern community and technical colleges, as approved by the State Board for Community and Technical Colleges (SBCTC).

4. The state governor appoints five members to the Board. Board members serve terms of up to five years with the Senate’s consent.

5. Only misconduct or malfeasance in office, or disqualification from office can result in Board member removal during the appointed term of office.

1.P.02  The Board of Trustees of Lake Washington Institute of Technology.
The Board acts only at meetings called and held as noted in college policies and procedures. The members decide all matters before them, and only an affirmative majority vote will result in Board action.

1. The Board adopts policies and procedures consistent with state law and college governance processes. The Board may amend or repeal policies and procedures, in whole or in part, as advised after appropriate notice. The Board adopts, amends, or repeals policies or procedures by an affirmative majority vote.

1.P.03  Special Provisions Relating to the Board of Trustees.
1. Trustees cannot make or enter into any contract on the college’s behalf without specific Board authorization.

2. The College pays trustees as allowed by state law. Consistent with state law and Board policy, the College reimburses Board members at the allowed per diem rate for:
   A. Travel expenses if applicable.
   B. Attending Board meetings.
   C. Related Board or College activities.
   D. Attending any Board or Board sub-committee meetings or functions.
   E. Attending college community committee meetings as the designated Board liaison.
   F. Attending a meeting or function for which attendance is mandatory as determined by the Board, necessary as determined by the Board Chair, or at the president’s request. For example, meetings considered necessary may include:
      1. Representing the Board or College in meetings with the college president, elected officials, and college-sponsored partnership programs and consortiums.
      2. Representing the Board or College by attending meetings or functions of professional associations or organizations that relate to the Board’s responsibilities or College business.
      G. Performing other official Board or College business as specifically approved by the Board under the existing statutes, regulations and policies that govern the Board’s activities (also see section 1.P.23(5)).
H. The guidelines for allowable per diem and travel expense reimbursement are summarized in Exhibit A of this Chapter. Such guidelines shall be maintained and updated as necessary by the Board Treasurer.

1.P.04 Board Officers.
1. Board officers are:
   A. Chair.
   B. Vice Chair.
   C. Secretary.
   D. Treasurer.

   The Chair and Vice Chair are Board members. The Secretary and Treasurer are the President and the Vice President of Administrative Services, respectively.

2. The Board elects the Chair and Vice Chair every year. Office terms begin October 1 and continue until the board appoints or qualifies a successor. If a vacancy occurs, the Board elects a successor to hold office for the unexpired term.

1.P.05 Officers’ Powers and Duties.
1. The Board Chair presides at the Board meetings. The Vice Chair presides in the Chair’s absence or inability to act.

2. The Chair and the Vice Chair may execute, on the Board’s behalf, except where express authority is elsewhere conferred by law, or by rule, order or Board resolution all:
   A. Contracts, deeds, leases.
   B. Notes, mortgages, deeds of trust.
   C. Bonds, indentures, warrants.
   D. Undertakings, powers of attorney, releases and satisfactions of mortgages and indebtedness.
   E. Reconveyances under deeds of trust.
   F. All other releases when the Board authorizes their execution.

3. The Board elects a temporary chair to perform the duties and acts authorized or required by the Chair or Vice Chair when both are absent and/or cannot act.

4. The Board Secretary gives public notice of all Board meetings. The Secretary keeps official Board records, unless otherwise directed by the Board, including:
   A. Meeting agendas and minutes.
   B. Deeds and contracts.
   C. Other Board documents and papers.

5. The Board Secretary executes or attests to, as authorized by the Board:
   A. Contracts, deeds, leases.
   B. Notes, mortgages, deeds of trust.
   C. Bond, indentures, warrants.
   D. Undertakings, powers of attorney, releases and satisfactions of mortgages and indebtedness.
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E. Reconveyances, under deeds of trust.
F. All other releases.

6. While the Board maintains final control and direction over moneys and properties, the Board Treasurer:
   A. Receives and takes charge of all college moneys and property.
   B. Reports matters related to fiscal operations as the Board requests.
   C. May receive any funds, securities, properties, or other assets distributed to the Board or college departments or divisions, from any estate or trust, or received as gifts.
   D. Issues appropriate related receipts and releases.
   E. May receive and issue receipts and releases for any funds or other assets payable or deliverable to the Board as a result of any court action.

7. The Board members may delegate additional powers and duties to the Board officers.

1.P.06 Committees.
1. The Board acts as a committee of the whole to conduct its business.

2. The Board Chair may appoint special committees with Board authority. The Board determines the powers, purpose, and duration of special committees.

3. Committees keep meeting minutes. The committee chair gives minutes to the committee, Board members, and the Board Secretary as soon as practical.

1.P.07 Meetings.
1. The Board adopts an annual schedule for regular meetings.

2. The Board or Board Chair may cancel meetings.

3. The Chair or three Board members may call special meetings at any time, including retreats and work sessions.

4. The public may attend Board meetings except executive sessions. The Board may consider and propose actions in executive sessions but take official action only in public meetings.

5. Three Trustees make up a quorum to conduct official Board business.

6. The Board sets rules of order to govern the meeting proceedings and conduct of the Board and its committees.

1.P.08 Seal.
The Board approves the college’s seal design.

1.P.09 Board Legislation.
1. The Board Secretary classifies Board legislation as Board bylaws and policies, or policies and procedures, before or at the time of legislation adoption.
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2. Bylaws and policies: legislation on the Board’s organization, procedures, and functions.

3. Policies and procedures: legislation on the basic structure of the college’s internal operating organization.

4. Amendment of Board of Trustees Legislation.
   A. The Board adopts, repeals, or amends bylaws, policies and procedures by an affirmative majority Board vote at any regular or special Board meeting, as defined in section 1.P.07. The Board must receive notice of intent to propose, adopt, repeal, or amend bylaws, policies and procedures in writing, including the exact wording proposed, at least one week before the meeting. It must not violate other Board policies or agreements on amendment procedures.
   B. The Board adopts, repeals, or amends policies and procedures by an affirmative majority Board vote at any regular or special Board meeting, as defined in Section 1. P.07.
   C. Changes, amendments, and additions must use a formal motion. The formal motion must specifically indicate the change, amendment, or addition to Board bylaws, policy or procedures status.
   D. Notices to propose, adopt, repeal or amend legislation may be in the form of a first reading, as the Board Chair requests.

1.P.10 Amendments.
The Board may modify this policy manual at any regular or special Board meeting, as defined in Section 1.P.07, by an affirmative majority vote if it receives written notice one week before the meeting. No one may construe or use anything in this manual or the bylaws or any act or failure to act by the Board as an abridgment or limitation of any Board rights, powers or privileges.

To be the college of choice for workforce education.

1.P.12 Core Themes.
Core themes are the essential college work that supports fulfillment of the mission. The college will adopt and maintain core themes, with supporting outcomes and measures of achievement, that clearly define its efforts to enhance student opportunity and learning. Core themes are:

1. Pathways.
2. Student Achievement.
3. External Engagement.
4. College Community.

To prepare students for today’s careers and tomorrow’s opportunities.
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1.P.14 Strategic Plan.
The Board adopts and updates the college’s strategic plan. The Board Secretary publishes and makes available copies of the plan in his/her office.

1. The Board is the legal governing authority for the college. The Board establishes policy and delegates authority to the president to implement the Board policies.

2. A five member working Board is essential. Each Board member must attend meetings regularly and actively take part in Board affairs. The Chair will ensure the Board follows this policy.

3. The Board carries out all powers and duties authorized by state law, including but not limited to the powers and duties described by RCW 28B.50.140.

4. Relationship to other college groups: the president approves and sends recommendations made by college groups to the Board for review or action. The Board may delegate operating responsibilities to college groups or persons that do not set aside the president’s or Board’s authority or final responsibility. The Board may revoke delegated responsibility by action in regular meeting.

1.P.16 Advisory and Legislative Function of the Board of Trustees.
The Board of Trustees:
1. Governs the college as a single body representing the people.
   A. Individual members have no single authority.
   B. No member can bind the Board by word or action unless given Board authority for a specific reason.

2. Determines the college’s strategic direction.

3. Approves college policies.

4. Functions in an advisory and legislative manner.

5. Establishes policy and delegates responsibility and authority to the college president to administer the college district and its serving area. Without an established policy:
   A. The president analyzes the situation and determines the issue on which the Board needs to act.
   B. The Board establishes a policy.
   C. After the Board has acted, the president applies the new policy to administrate the college as relevant and appropriate.

The above does not restrict the Board from expressing its opinion on educational issues or matters of institutional welfare, including long-range planning.

1.P.17 Statement of Rights and Responsibilities.
1. Employees and students share the same basic rights and have the same responsibilities to respect the rights of others, as are all citizens. These rights include:
   A. Freedom to learn.
   B. Freedom of speech.
C. Freedom of peaceful assembly, association and protest.
D. Freedom of political beliefs.
E. Freedom from personal force, violence, abuse or threats of the same.

Employees and students also have the right to organize their lives and behaviors so long as they do not:
A. Violate laws or agreements they voluntarily entered into.
B. Interfere with others’ rights or the educational process.

2. The college has a right and a responsibility to set reasonable and explicit standards of conduct and provide a safe learning environment on campus. It must not impose any unreasonable or arbitrary regulations that block or violate a person’s freedom to learn or right as a citizen. College community members have the right to be heard and considered about the development and content of policy matters at appropriate levels of the decision-making process. Students and employees must respect requirements for the search for truth and its presentation. Each member must support the freedom to learn and report findings in the spirit of free inquiry.

When the college charges a person with violating a campus regulation, it must use fair and equitable procedures to determine the validity of alleged violations. College community members have the right of recourse if they believe the college blocked or denied their rights as citizens or as campus community members.

3. College community members have the right to identify themselves as such. They have an obligation not to speak or act for the college without approval. The college does not assume responsibility or liability for actions conducted in the college’s name without approval.

The college has the right and the responsibility to bar persons from using its name, finances, or facilities for commercial, political, or any other unapproved purposes.

The college has the right and an obligation not to take a position as an institution in electoral politics or on public issues except on those issues that directly affect the freedom of its members, its financial support, or its educational function.

4. The Board has responsibility to:
A. Assure the college’s orderly operation.
B. Take appropriate action if persons or groups violate federal and state laws and/or college policies.

5. The college is an educational institution, not a vehicle for political or social action. It appreciates and endorses the fundamental right of dissent and fully protects and encourages the fair and reasonable exercise of this right by college community members. Because the right of dissent is subject to abuse, the college follows these policies:
A. People associated with the college properly represent various viewpoints and attitudes. The college fosters free expression and interchange of differing views through oral and written discussion and logical persuasion.
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B. The college will not suspend routine operations and classes individually or collectively, except for reasonable cause as the president determines.
C. All employees must follow these standards of conduct to promote their views, particularly dissent.
D. College academic and administrative procedures will protect people’s right of free expression. The procedures will give prompt and appropriate disciplinary action for those who abuse this right.

6. The college also recognizes a concurrent obligation to:
   A. Maintain a campus atmosphere conducive to an educational environment.
   B. Preserve the dignity and seriousness of college ceremonies and public exercises.
   C. Respect the private rights of all persons.

The Board believes a fundamental requirement for excellence in higher education is an atmosphere of academic freedom. Faculty and students engaged in pursuing knowledge must be free to grow intellectually and challenge conventional wisdom and to explore new avenues of thought, tempered by intellectual discipline.

A prime objective of the Board and college includes:
1. Fostering academic freedom.

2. Creating rules and regulations essential to the college’s orderly operation or to enhance its quality.

The Board believes strongly that administrative rules are means to further, not interfere with, the college’s primary objectives.

The Board sets the ethical tone in its personal conduct and organizational leadership. Each trustee must follow and promote the highest ethical standards.

The Board supports active dialogue and principled conduct among themselves, higher education leaders, and the community.

The Board encourages trustee education to learn their responsibilities and practice the tenets of good trusteeship. The trustees strive to promote basic values of conduct.

1. Trustees must use these ethical values to make decisions:
   A. Honesty in their actions and words.
   B. Integrity that is principled, honorable, and upright.
   C. Commitment that follows the spirit and letter of an agreement.
   D. Fidelity that demonstrates loyalty by support and devotion to duty, keeps information in confidence when necessary, and guards the ability to make independent judgments by avoiding undue influences or conflicts of interest.
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E. Fairness: manifest a commitment to justice, equal treatment of persons, and acceptance of diversity. Use open-mindedness; willing to admit error; willing to change positions or beliefs when possible.

F. Caring: concern for others’ well-being that shows itself in compassion, kindness and serving; it requires trying to help those in need and to avoid harming others.

G. Respect: demonstrate respect for human dignity, privacy, and the right to self-determination of all persons.

H. Citizenship: responsible citizens who recognize their ethical obligation. It involves lawfulness, participation, social consciousness, and public service. Encourages others’ participation and a special obligation to respect and honor democratic processes; avoid unnecessary secrecy or concealment of information, thus assuring citizens have all the information they need to exercise responsible citizenship.

I. Competence: demonstrate the quality of their work in the public sector by staying well informed and prepared to properly exercise public authority.

J. Accountability: accept responsibility for decisions, projected consequences of actions and inaction, and for setting an example for others.

K. Public trust: those in the public sector have special obligations to lead by example, to guard and advance the integrity and reputation of the legislative process, to avoid even the appearance of impropriety, and to take whatever actions necessary to correct or prevent others’ inappropriate conduct.

2. Trustee responsibilities include:

A. Establishing the college’s administrative policies. The president and his/her employees administer the educational program and conduct college business.

B. Devoting time, thought, and study to Board member duties and responsibilities to give effective and creditable service.

C. Working with fellow Board members in a spirit of harmony and cooperation despite differences of opinion that may arise during vigorous debate of points of issue. Listen to other viewpoints and compromise to move the process forward.

D. Basing personal decisions on all available facts in each situation, voting one’s honest conviction in every case, unswayed by partisan bias of any kind; afterward, following and upholding the Board’s final majority decision.

E. Remembering at all times that as a person, a trustee has no legal authority outside Board meetings and to conduct relationships with college employees, citizens, and all media of community on the basis of this fact. To not speak in the Board’s name unless authorized to do so.

F. Resisting every temptation and outside pressure to use the Board member position to benefit either oneself or any other person or agency apart from the college’s total interest.

G. Recognizing that it’s as important for the Board to develop policy that directs the evaluation of the college’s educational program and to plan for the college’s operation business.

H. Welcoming and encouraging active cooperation by citizens, organizations, and the media of communication in the district about establishing policy on current college operation and proposed future developments.

I. Keeping informed about the actions and positions of state and national college trustees’ associations.

J. Applying ethical values to make decisions and engage in a dialogue with fellow Board members about the ethical implications of Board actions.
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K. Striving step by step toward ideal conditions for the most effective College Board service to the community, in a spirit of teamwork and devotion to public education as the greatest instrument for preserving and continuing our representative democracy.

L. Serving as a college advocate by giving legislative support and acting as an ambassador for the college, cooperating with others for the educational, economic, and cultural benefit of the community.

3. Trustee principles include:
   A. Acting as a whole. The Board can legally function only as a group. The college considers individual acts of a trustee that relate to college matters as those of a private citizen. A Board member should not misrepresent individual opinions as Board opinions.
   B. Avoiding conflicts of interest. Conflicts of interest relate not only to the individual trustee but also to his/her family and associates. The Board should avoid personal and business relationships between the college and trustees, including hiring relatives, friends, and business associates as college employees. The Board should note conflicts of interest before any formal vote. When a conflict of interest exits, a trustee should not vote.
   C. Handling special interest groups. Trustees, once appointed, represent the college’s general interests and should act only on the basis of the best interests of the entire college and community.
   D. Using appropriate channels. The Board should establish appropriate relationships between and with the president, employees, students, and citizens, and the appropriate ways to ask for information to address others’ concerns or complaints.
   E. Maintaining appropriate conduct at Board meetings. To assist good decision-making at Board meetings, conduct should model respect and consideration for other Board members, citizens, students, and employees.
   F. Exercising authority as a trustee. When becoming Board members, trustees assume responsibilities to:
      1. Know and support the mission and philosophy of community or technical colleges.
      2. Know fiscal and legal responsibilities.
      3. Commit time and energy to discharging trustee duties.
      4. Take part as a leader in making policy.
      5. Support the college in the community.
      6. Function as a team member.
   G. Handling administrative matters. The Board creates the policies under which the president and his/her employees administer the college and pursue college business.
   H. Stewardship of compensation and expense accounts. Trustees must ensure the college spends all funds prudently and legally, including those that relate to their expenses.

1. The business at each Board meeting may include some or all of the following as:
   A. Study session.
   B. Call to order.
   C. Roll call.
   D. Introduction of guests.
   E. Approval of previous meeting(s) minutes.
   F. Public comments.
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G. Approval of agenda.
H. Correspondence.
I. Reports to the Board.
J. Old business (action items).
K. New business (first consideration).
L. Reports to the Board.
M. Executive session, if necessary.
N. Adjournment.

The Chair may change the agenda order with consent of present Board members.

2. Agenda: at least seven days before each regular meeting, the Secretary will send by first class mail to each Board member an agenda that includes all substantive matters for consideration at the meeting.

The Secretary will provide an agenda item and backup information for each action and information item. The Board addresses matters for consideration and recommendation submitted in a timely manner pursuant to this section.

3. Minutes: the Secretary will include minutes of each meeting when sending the agenda for the next meeting.

4. Communications: communications for Board presentations must be in writing. The Secretary will present them at the next regular meeting after he or she receives the communications.

5. Presentations to the Board: Anyone other than a Board member or a representative of the President’s office wishing to have an item placed on the agenda of a Board meeting must provide a written request to the Secretary at least two weeks in advance of such meeting of the Board. However, with the consent of present Board members, the Chair or President may present an important business matter not received in a timely manner if they judge the matter is urgent.

Persons and organizations will use this format to ask for additions to the Board meeting agenda:
A. Title of the items for consideration.
B. A brief descriptive background that includes relevant facts and documentary evidence, including written materials, personal interviews, expert testimony or matters of record.
C. The requesting party’s identity, including relevant organizational affiliations and job titles.

The Board does not have to take any action on matters that come before it by these presentations. One representative must make presentations to the Board on behalf of organizations, special interest groups, and other multi-member bodies.

The Board may, without notice, limit the length of any specific presentation or reschedule presentations when it judges the demands of public business before the Board need limitations.

The Board will liberally interpret the procedures set here so all interested citizens and organized groups can address it on any matter related to its responsibilities and duties in college operations. Besides any of this section’s provisions, the public or an organization representative may make
impromptu comments or questions at any Board meeting, in line with state statute. The Chair may limit the time length of any presentation.

1.P.22  Provisions for Duties of Certain Board of Trustees Officers.
1. Chair.
   A. The Chair, besides any duties set by law and state board rules and regulations, runs each regular or special Board meeting. The Chair will review the agenda prepared for each Board meeting. The Chair has full right of discussion and vote at official meetings.

   B. The Chair must conduct executive sessions only as set by law. Before convening in executive session, the Chair will announce the executive session’s purpose and the time the Board anticipates it will spend in executive session. Should a need for the executive session to extend beyond the announced time arise, the Chair will notify interested parties and announce the executive session’s expected end time. Executive session topics may include:
      1. To consider matters affecting national security;
      2. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
      3. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
      4. To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
      5. To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;
      6. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
      7. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
      8. To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;
      9. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
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This subsection 1.P.22 B.9 does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection 1.P.22 B.9 “potential litigation” means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

a. Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;
b. Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or
c. Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.

2. Before meeting in executive session, the Chair will publicly announce the reason for excluding the public from the meeting and the time when the executive session will end. The Chair may announce an extension to the executive session for a later time.

3. The Chair conducts Board meetings using these guidelines:
   A. Three trustees make up a quorum to conduct official Board business. The Board will not take any action without an affirmative majority vote.
   B. The Board will take a roll call vote when any member requests a vote for record-keeping purposes.
   C. The Board designated rules of order govern the proceedings and conduct at Board and committee meetings.

4. The Chair takes leadership with the Secretary to orient new Board members to their duties and responsibilities. New Board members must attend the orientation for new trustees which the Trustees Association of Community & Technical Colleges (TACTC) and SBCTC offer every year.

5. The Secretary:
   A. Will help all Board committees as they require and cooperate with all other Board officers they ask in performing their duties.
   B. May certify as to any Board or Board committee actions; or to the identity, appointment, and authority of Board officers; or to the Board’s provisions of the constitution and bylaws.
   C. Will cause the posting, publishing, filing, or recording in appropriate offices of public records, all documents and notices necessary to perform his/her duties. The Secretary does this as required by law or as needed for the college’s protection.
   D. Can, in the Board’s name, sign receipts, acknowledgments, notices and declarations, as appropriate or needed in performing his/her duties as ordered by the Board.
   E. Will ensure all business done in official Board meetings is recorded in the minutes, for approval by the Board in later meetings and then filing for reference.
   F. Will announce all special Board meetings at least twenty-four hours before the meeting time. The agenda of the special meeting is determined at the time of the official call for these meetings. The Board will not transact business or take official action other than the special meeting’s specific purpose.
   G. May arrange study sessions before regular or special Board meetings, with the Chair’s approval. Study sessions form special Board meetings and the Secretary will announce them as such.
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H. Keeps their office as the official office of the Board. The Secretary keeps all Board records and minutes in the office.
I. Maintains Board correspondence, compiles the agenda of meetings, and distributes meeting minutes and related reports.
J. Must attend all regular and special Board meetings (or his/her designee), and keeps official minutes for these meetings.
K. Will give each new Board member a copy of these policies and other information as needed to help orient the new member.

6. The Treasurer:
   A. Can give receipts for all money due the Board and for all securities received which the Board is entitled to have.
   B. Can endorse checks and warrants in the Board’s name, as ordered by them, but only for deposit in the Board’s depository accounts.
   C. Administers gifts and funds given for the college’s use and benefit, only in the absence of other direction by the Board. No trustee, officer, or employee, without the Board’s express authority, will undertake or agree to administering any gift, or managing, distributing, or expending any fund given to benefit the college.

1. Legislative Matters.
   The Board and the president or designee will represent the Board and the college in all matters that require action by the legislature or by state officers.

2. Fiscal Year.
   The Board’s fiscal year will follow the state’s fiscal year of July 1 to June 30.

3. Trustee Budget.
   The Board has final responsibility for fiscal prudence in the college. The Board will exercise the same prudence in expending public funds as it expects of employees and sets the standard for the college.

   The Secretary has responsibility for the overall development of the annual college budget presented to the Board in June every year. As part of the budget process, the Secretary will prepare the annual trustee budget with input from the Chair and Vice Chair. Priorities for Board activities that involve expending funds should further college long- and short-term plans and goals.

   Consistent with 1.P.03(2), the trustee budget should reflect:
   A. Consideration of organizational memberships.
   B. State-required attendance at state meetings.
   C. Major travel obligations the Board intends to incur.
   D. All avenues available that will increase members’ awareness of community and technical college issues, obligations, and local, state, and national trends.
   E. Other expected expenditures.
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4. Trustee Objectives and Self-Evaluation.
   At its annual retreat the Board will adopt annual goals and objectives for the next year, in line with college mission and goals. The Chair and Vice Chair will start developing the annual goals and objectives and will collaborate on them with the president and Board members. The Board will conduct a mid-year review of its annual goals and objectives and adjust as appropriate.

   The Board will complete a yearly self-evaluation for the previous year by its September meeting. The self-evaluation will include, but is not limited to, the Board’s progress toward completing the yearly list of objectives. The Board will conduct a meeting every year for self-evaluation.

5. Board Travel.
   The Board commits to support trustee travel outside the district. Travel may include, but is not limited to:
   A. Visits to official state meetings.
   B. The state trustees’ association meetings.
   C. National educational meetings.
   D. Other similar activities.

   The Board commits to its members’ development as citizen representatives who are aware and knowledgeable about educational traditions, innovations and challenges. The Board believes that attending and taking part in local and national conferences will enhance the individual member’s background and improve the Board’s effectiveness as a policy-making body.

   Trustees must accomplish travel within the Board budget. A Board member who wants to take part in a travel opportunity should discuss it with the Chair and work with the Secretary to determine:
   A. The expected benefit to the college.
   B. Whether the Board budget or other funds can accommodate the travel.

   Board members should make all travel arrangements through the president’s office as far in advance as possible. The president’s executive assistant will help ensure completion of required travel arrangements, documentation and paperwork. The college makes all travel in line with state law and college policy. Board members should give a brief update of the significant benefits to the college, either oral or written, to the Board at or by the next meeting after the travel.

6. Seal. The official college seal will be used only in connection with the transaction of Board business. The seal may be used on any document signed on behalf of the Board by an officer.

   The college’s registrar will keep the seal and have the college’s name inscribed on it, which is:

   LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
   STATE OF WASHINGTON
   Founded 1949

7. Personnel Responsibilities.
   The Board’s most important task is to administer the president’s contract. The Board has responsibility to recruit, hire, pay, nurture, evaluate, and help the president’s professional
development. When necessary, the Board also has responsibility for the president’s separation from the college. The Board must recognize its responsibilities within each of these components.

Every year the Board will evaluate the president’s performance using criteria on which there is mutual agreement. Part of the evaluation will include a review of the president’s annual executive goals. The evaluation may include input from the:
1. Community.
2. College community.
3. President’s self-evaluation.

Once complete, the evaluation goes into the president’s personnel file. Completing this evaluation process will occur at the same time as the president’s contract renewal.

During its yearly review of the president and its own self-evaluation, the Board should evaluate its effectiveness in each of these areas.

8. Responding to Media.
Individual Board members who get any inquiries from the media should direct them to the Chair for response. The Chair may respond or refer the media to the Secretary for response. The Chair will respond in concert with the Secretary. When the issue involved is one on which the Board has reached a decision, created a policy or taken other action, the Chair may give that information. When the media request for information involves matters on which no Board action or agreement occurred, the Chair or individual Board members will not make a response. The Chair may refer the media to the Secretary for background information as appropriate. The Secretary will seek the college’s public information officer’s help if needed.

9. Trustee contacts with college employees, students and public.
Board members have a very exacting role to enact College policy. The Board, acting as a body, is the official entity that enters into labor agreements with the campus working units. Board members have a particularly delicate responsibility to respond appropriately to contacts from college employees. Every Board member must recognize there are established procedures to resolve complaints or concerns. Member should encourage employees to exhaust all formal procedural avenues for resolution since each labor contract has explicit grievance procedures designed to help resolve campus concerns.

Board members cannot act individually and must refer contractual, personnel, labor, and other issues related to college relations with employees, students, and the public to the Secretary.

The Board must support the administration and refer inquiries or concerns to the president for resolution. Individual Board members with whom college employees discuss complaints or grievances should inform the employee that the trustee will refer the matter to the Secretary.

The Board may revise its legislation by an affirmative majority Board vote at any regular or special Board meeting, as defined in section 1. P.07, and in accordance with section 1.P.09 (4). Nothing in the Board
CHAPTER 1: BOARD OF TRUSTEES (100)

bylaws and policies or any act or failure to act by the Board can be construed or operate as an abridgment of any Board rights, powers or privileges.

1.P.31 Trustee Travel.
1. The Board members may take part in state, regional, and national meetings and conferences presented by organizations to which the college belongs. This helps ensure the college’s proper progress and development, as well as ensuring a well-represented and informed constituency.

2. Trustees will strive to economize on travel expenses by sending a minimum number of members to needed meetings, workshops, and Board activities, while also rotating the members’ attendance at events to develop equity in professional development and college representation.

3. The Board requires first-year trustees to attend the TACTC and SBCTC new trustee orientation conference and encourages attending appropriate state and regional conferences.

4. The Board encourages trustees to select other trustees to attend statewide and national conferences.

5. Board members must make all trustees travel in line with the yearly budget and OFM guidelines.

1.P.32 Organization.
1. Operation.
   The main college administrative office is located at:
   A. 11605 132nd Ave NE
       Kirkland, WA 98034-8506
       Office hours are 7:30am to 4:30pm, Monday through Friday, except legal holidays.

   Educational operations are also located at:
   B. Redmond Campus
      6505 176th Ave NE
      Redmond, WA 98052-4943
      Office hours are 7:30am to 4:30pm, Monday through Friday, except legal holidays.

1.P.35 Delegation to College President.
The Board delegates to the president its authority and responsibility to administer the college in line with laws, policies, and rules the Board approves. At the operational level, the president has administrative authority over all matters that affect the college not specifically reserved for the Board.

The president:
1. Acts on the Board’s behalf in any and all matters on college administrative functions.

2. Organizes all college functions in an effective and efficient manner in line with college philosophy and mission.

3. Has final administrative and operational authority over all matters that affect the college.

4. Develops and administers regulations and procedures needed to operate the college.
5. Receives and administers gifts, conveyances, devices, and bequests of real and personal property from private sources as offered occasionally in trust or otherwise. Receives these items when the terms and conditions benefit the college and does not cause a continuing commitment by the college.

6. May enter into contracts and initiate, direct, and resolve litigation on the Board’s behalf.

7. Develops educational and other programs for consideration with college administration, faculty, and other employees. The Board gives needed legislation and authority for the president to carry them out effectively.

Resources:

Chapter Reviewed and Revised: February through June 2009
Board of Trustees Adoption: May 3, 2010
1.P.21 (1) Revised November 14, 2011

Chapter Reviewed and Revised 2013 through 2014
Board of Trustees Adoption: April 14, 2014
EXHIBIT A

ALLOWABLE PER DIEM AND TRAVEL EXPENSE REIMBURSEMENT GUIDELINES

As allowed under State regulations, members are reimbursed for meal and lodging expenses at the daily maximum allowable per diem rate for the location for each day or portion thereof spent to conduct official college business.

The Internal Revenue Service has determined that the per diem payment is made under a non-accountable plan and therefore, is subject to federal employment taxes (including income tax withholding, Social Security and Medicare taxes (OASI) and is reportable on IRS Form W-2.

Per diem payments are processed through payroll and subject to all applicable taxes. In addition, State regulations require that the cost of any meals provided with meetings be deducted from the per diem reimbursement. However, the College is allowed to provide coffee and/or light refreshments at the meetings without any impact to the per diem payment to Board members.

Vicinity mileage reimbursement will continue to be paid in addition to the per diem payment and is not subject to federal tax withholding.

Reimbursement for Qualifying Travel Expenses

Travel status is defined by the IRS as “being away from your tax home (regular place of business) overnight or when substantial rest is required (IRC 62©, Pub. 463). Reimbursements while in qualifying travel status under federal law are not subject to federal employment taxes and are not reported on Form W-2.

Board members are reimbursed for travel expenses requiring an overnight stay in accordance with College travel procedures. The College’s travel procedures meet the IRS requirements of being an accountable plan, and reimbursements made under an accountable plan are generally not considered taxable.

Generally, this type of reimbursement to the Board members includes lodging, meals, and mileage with the meal allowance deducted for any meals provided by the conference.