

# Policy

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Effective Date 1/30/02

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<p><i>(Impact Area - Dept Name)</i></p> <p>Administration</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>Responsibilities and Duties</p>
	<p><b>Author:</b></p>	<p><b>Supersedes Policy</b></p>
<p><b>Relates to Procedure #</b></p>	<p><b>Impact:</b></p> <p>Board of Trustees</p>	
<p><b>Legal Citation (if any):</b></p>		
<p><b><i>North Idaho College</i></b></p>		

Policy Narrative

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## I. RESPONSIBILITIES

The responsibilities of the board are as follows:

1. To determine the broad general policies that will govern the operation of the college district.
2. To select, appoint, and evaluate the president of the college who shall be responsible for the general administration and the implementation of board policies in the on-going operations of the college. To establish a compensation package for the president.
3. To elect the chair, vice-chair, secretary, and treasurer as officers for the college board, and, at its option, select a board trustee as a member of the board of directors of the North Idaho College Foundation.
4. To approve annual budgets, which includes setting tuition and fees and establishing the property millage levy rate.
5. To make final decisions regarding awarding tenure based on established policy and procedure, with the final recommendation of the president.

6. To review and approve all salary schedules annually.
7. To acquire, hold, and dispose of real and personal property.
8. To engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs.
9. To act on recommendations of the college president concerning capital outlay, repairs, and maintenance for buildings, grounds, and equipment.
10. To require and consider reports from the president concerning the programs and condition of the college.
11. To consider and act on the curricular offerings of the college on the recommendation of the college president.
12. To consider and act on the regulations and other information in the college catalog.
13. To consider and act on the recommendations of the president in all matters of policy pertaining to the governance and welfare of the college and the welfare of students.
14. To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of district funds, and those of student organizations, and other funds under the supervision of the district.
15. To provide for and review the annual audit of all funds of the district, student organizations, and other funds handled under the supervision of the district.
16. To issue general obligation of revenue bonds in the manner prescribed by law.
17. To periodically review the college's investment policy.
18. To select legal counsel and other professional and non-professional persons, to evaluate them periodically, and to prescribe their qualifications.
19. To accept grants or gifts of materials on such terms as may be mutually agreed upon by the college and the grantor.
20. To consider communications and requests from citizens or organizations on matters of policy.

## **II. DUTIES OF BOARD OFFICERS**

### Board Chair

The duties of the board chair shall be to:

1. Chair all board of trustees meetings.
2. Assist other trustees and the college president in preparing agendas for monthly board of trustees meetings.

3. Call special meetings as necessary.
4. Communicate on behalf of the board as the official voice of the trustees when conditions warrant.
5. Provide for evaluation of the college president as defined by board policy.
6. Periodically consult with board members on their roles and their performance as defined by board policy.
7. Assist the college president in conducting new trustee orientations.
8. Convene the board self-evaluation session as defined by board policy.
9. Delegate duties as needed to other board members

#### Vice Chair

The duties of the vice chair shall be to:

1. Understand the responsibilities of the chair and be able to perform those duties upon absence of the chair.
2. Carry out special assignments as requested by the chair.

#### Secretary

The duties of the secretary shall be to:

1. Verify for accuracy and sign all board minutes upon approval by a quorum of the board of trustees.
2. Assist the president with correspondence on behalf of the board of trustees with parties external to the college as necessary.
3. Make determination as to which documents routinely become part of the board archives and verify that they are maintained.

#### Treasurer

The duties of the treasurer shall be to:

1. Work with the president to ensure that appropriate financial records are made available to the board in a timely manner.
2. Receive the annual audit on behalf of the board of trustees and answer board members' questions about the audit.
3. Monitor the trustees' budget as needed.

Liaison to the North Idaho College Foundation

The duties of the liaison to the NIC Foundation shall be to:

Represent the interest of the board of trustees at all North Idaho College Foundation meetings and serve as the conduit for information between the foundation and the board of trustees.

**III. STANDARDS OF GOOD PRACTICE (CODE OF ETHICS)**

In support of effective community college governance, the board of trustees believes:

1. That it derives its authority from and is accountable to, the community and that it must always act as an advocate on behalf of the entire community, honestly debate issues that affect it, and speaks with one voice once a decision or policy is made.
2. That it must clearly define and articulate its role.
3. That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO.
4. That it provide overall direction to the college by setting policy while allowing the president the authority to provide daily administration of said policies.
5. That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement, and regular evaluation.
6. That its trustee members come to each meeting prepared and ready to debate issues fully and openly, vote their conscience and support the decision or policy made;
7. That its behavior, and that of its members, exemplifies the principles of ethical trusteeship.