

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: *GENERAL EXECUTIVE CONSTRAINT*

The Chief Executive Officer (CEO), in execution of his/her duties, shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted business and professional ethics or that results in failure to be accredited by the Higher Learning Commission utilizing the Academic Quality Improvement Process (AQIP).

Policy 1.1 - General Executive Constraint

Revised and Approved July 8, 2002

Revised and approved August 20, 2005

Reviewed August 17, 2006

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: *TREATMENT OF STAFF AND/OR CONSUMERS*

With respect to treatment of staff and/or consumers, the CEO shall not cause or allow conditions, procedures, or decisions which are unsafe, disrespectful, undignified, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy.

Accordingly, she or he may not:

1. Operate without written policies and/or procedures which set forth staff and/or consumer rules, provide for effective handling of grievances, ensure due process and protect against wrongful conditions.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: *BUDGETING*

Budgeting any fiscal year or the remaining part of any fiscal year shall not deviate materially from Board *Community Benefits Statements* priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

Accordingly, he or she may not cause or allow budgeting which:

1. Contains too little information, as determined by the Board to enable credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
2. Endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve *Community Benefits Statements* in future years.
 - Fails to maintain the operational reserve within the range of 16 to 20% of the operating expenditures for Funds 1 and 2. For purposes of this calculation, the operational reserve will not include any dollars designated for the Other Post Employment Benefit (OPEB) liability.
 - Provides less than required funds per annum for Board prerogatives, such as costs of fiscal audit, Board development, Board and committee meetings, and Board legal fees.

Policy 1.3 - Budgeting
Revised and Approved July 8, 2002
Reviewed May 16, 2007
Reviewed and Approved June 20, 2007
Reviewed October 17, 2007

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: *FINANCIAL CONDITION*

With respect to the actual, ongoing condition of the organization's financial health, the Chief Executive Officer may not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Community Benefits Statements policies.

Accordingly, he or she may not:

1. Fail to settle payroll and debts in a timely manner.
2. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: *COMPENSATION AND BENEFITS*

With respect to employment, compensation and benefits to employees, consultants and contract workers, the Chief Executive Officer may not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, he or she may not:

1. Change his or her own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits which deviate materially from the geographic or professional market for the skills employed or that may harm our competitive position.
4. Fail to ensure employee staffing profile efforts similar to the community profile.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: *ASSET PROTECTION*

The Chief Executive Officer may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked.

Accordingly, he or she may not:

1. Fail to insure against theft and casualty losses to at least 80 percent replacement value and against liability claims against members, staff or the organization itself in an amount greater than the average for comparable organizations, while performing in an official capacity for the college.
2. Make any purchases or commit the organization to any expenditures of greater than \$50,000. Capital projects monitoring reports will be presented to the Board three times each fiscal year (November, February and April).
3. Fail to establish a strong, ethics policy for all staff. The policy will include specific delineation of authority, including a provision of cross-checks, related to procuring goods and services to protect the College against conflicts of interest and misappropriation of funds.
4. Fail to establish an administrative policy for the purpose of naming district facilities and/or property that provides for all requests to be directed to the President who makes recommendations to the NTC Board of Trustees for approval.

Policy 1.6 - Asset Protection
Revised and Approved January 28, 2004
Reviewed November 15, 2006
Reviewed December 13, 2006
Reviewed and Approved January 17, 2007

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: *EMERGENCY EXECUTIVE SUCCESSION*

In order to protect the Board from sudden loss of chief executive services, the Chief Executive Officer may not fail to ensure that at least two members of the President's are familiar with Board and chief executive issues and processes.

Policy 1.8 - Emergency Executive Succession
Revised and Approved July 8, 2002
Reviewed November 15, 2006
Reviewed and Approved December 13, 2006
Reviewed January 16, 2008

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: *COMMUNICATION AND COUNSEL TO THE BOARD*

With respect to providing information and counsel to the Board, the CEO may not permit the Board to be uninformed. Accordingly, he or she may not:

1. Neglect to submit monitoring data required by the Board (see policy on Monitoring Executive Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established
3. Fail to advise the Board if, in the CEO's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the CEO.
4. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
5. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: *GOVERNANCE COMMITMENT*

The purpose of governance is that the Board, on behalf of the residents of the North Central Technical College District, guarantees the accountability of the Northcentral Technical College by assuring that it (a) achieves appropriate results for the appropriate persons at an appropriate cost and (b) avoids unacceptable activities, conditions and decisions (c) self-monitors its processes and performances, and (d) assures compliance with all applicable state statutes. In fulfillment of this charge, the Board is committed to rigorous, continual improvement of its capability to define values and vision.

Policy 2.1 - Governance Commitment
Reviewed August 17, 2006
Reviewed January 16, 2008

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: *GOVERNING STYLE*

The Board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of Board and chief executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

The Board will:

1. Cultivate a sense of group responsibility. The Board will be accountable for excellence in governing. The Board will be an initiator of policy, not merely a reactor to staff initiatives. The Board will use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute the individual judgments for the Board's values.
2. Lead, direct, control, and inspire the organization through the careful establishment and communication of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as participation, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability. Continual Board development will include orientation of new members in the Board's governance process and periodic Board discussion of process improvement. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.

Board member attendance at regular monthly meetings is critical to ensure effective governance and continuity in decision-making. Board members who request to be excused from attending the meeting are required to notify the Professional Board Staff member at least 24 hours in advance of the meeting.

4. The Board Chair will meet with any Board member whose unexcused absences in a calendar year exceed more than two of the regular monthly board meetings to determine appropriate next steps.

Policy 2.2 - Governing Style
Revised and Approved April 28, 2004
Revised and approved August 20, 2005
Reviewed August 17, 2006
Reviewed January 16, 2008

5. Board Self Evaluation – The Vice Chair of the Board is responsible for the Board Self Evaluation process. The Board, through the leadership of the Vice Chair, will monitor the quality of its process and performance on a regular basis. Self-monitoring will include review of the Board’s activity (ies) and process for consistency with the Policy Governance model it has adopted. The Board’s self performance assessment will review the Board progress in completing predetermined goals it has identified for itself on an annual basis.

Board Process and performance Evaluation – Twice annually (In May as part of its evaluation with the President and at the board retreat), the Board will, under the leadership of the Vice Chair, review its process and progress in accomplishing the goals it has established for itself as part of its annual goal setting process with the President in June.

Policy 2.2 - Governing Style
Revised and Approved April 28, 2004
Revised and Reviewed August 20, 2005
Reviewed August 17, 2006
Reviewed January 16, 2008

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: *BOARD JOB DESCRIPTION*

The job of the Board is to represent the residents of the North Central Technical College District in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following job "products" or outputs:

1. The link between the organization and
 - A. Educational institutions
 - B. Governmental agencies
 - C. Business and industry
 - D. Other community and state agencies and organizations

2. Written governing policies which, at the broadest levels, address:
 - A. *Community Benefits Statements*: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which needs at what cost).

 - B. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics 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 task.

 - D. *Board-CEO Relationship*: How power is delegated and its proper use monitored; the CEO role authority and accountability.

3. The assurance of CEO performance (against policies in 2A, 2B and 2D).

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: *CHAIRPERSON'S ROLE*

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

1. The job result of the Chairperson is that the Board maintains focus on vision of college and behaves consistent with its own rules and those legitimately imposed upon it from outside the organization. In addition, an environment will exist where Board members participate fully and assume a group responsibility for its outcome.
 - A. Meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board to decide, not the CEO.
 - B. Deliberation will be fair, open, and respectful, but also efficient, timely, orderly, and kept to the point.
2. The authority of the Chairperson consists in making decisions that fall within the topics covered by Board policies on Governance Process and Board-CEO Relationship, except where the Board specifically delegates portions of this authority to others. The Chairperson is authorized to use any reasonable interpretation of the provisions in these policies.
 - A. The Chairperson is empowered to establish board meeting agendas and chair Board meetings according to Robert's Rules of Order. Board members will contact the Board Chair no later than 24 hours prior to the Board meeting to add topics to the agenda. Public Comments will be permanently placed on every agenda (Refer to Policy 2.4 Addendum).
 - B. The Chairperson has no authority to make decisions about policies created by The Board within Community Benefits Statements and Executive Limitations policy areas. Therefore, the Chairperson has no authority to supervise or direct the CEO.
 - C. The Chairperson will conduct the CEO performance appraisal review meeting.
3. The Chairperson may represent the Board to outside and inside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
4. The Chairperson may delegate this authority, but remains accountable for its use.

Public Comment Guidelines

1. Each person desiring to speak is required to register upon arrival (name, address, phone, and topic).
2. Written and/or oral comments will be received.
3. Oral comments are limited to five minutes per speaker.
4. If written comments are provided, ten copies are required.
5. A spokesperson should be selected from any interested groups on any particular subjects.
6. The Board Chairperson reserves the right to limit the amount of time public comments will be heard.

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: *BOARD COMMITTEE PRINCIPLES*

Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's job and so as never to interfere with delegation from Board to CEO. Committees will be used sparingly and ordinarily in an *ad hoc* capacity.

1. Board committees are to help the Board do its job, not to help or advise the staff. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees will normally not have direct dealings with current staff operations.
2. Board committees may not 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 chief executive.
3. Board committees cannot exercise authority over staff. Because the chief executive works for the full Board, he or she will not be required to obtain approval of a Board committee before an executive action.
4. Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Board committee which has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.
5. This policy applies only to committees which 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 chief executive officer.
6. Annually in May the Board Chair will appoint a Nominating Committee whose sole responsibility is to identify a proposed slate of officers for board consideration at the organizational meeting in July.

Policy 2.5 - Board Committee Principles
Revised and Approved August 20, 2005
Reviewed May 16, 2007
Reviewed January 16, 2008

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: *ANNUAL BOARD PLANNING CYCLE*

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which (a) completes a re-exploration of Community Benefits Statements policies annually and (b) continually improves its performance through attention to Board education and to enriched input and deliberation.

1. The cycle will conclude each year on the last day of June by recommending revisions to Community Benefits Statements based on comprehensive reviews of strategic conversations and monitoring reports.
 - A. In the first one or two months of the new cycle, the Board will elect officers, and approve the meeting dates.
2. Education, input and deliberation will receive paramount attention in structuring Board meetings and other activities during the year.
 - A. To the extent feasible, the Board will identify those areas of education and input needed to increase the level of wisdom and forethought it can give to subsequent choices.
 - B. By February 1, the board will develop an annual budget addressing all board activities for the following fiscal year.
3. Board members are encouraged to attend conferences, seminars and on-site visits. Board members are also encouraged to develop relationships with persons of influence. Following are travel guidelines:
 - Attend all Wisconsin Technical College District Boards Association meetings.
 - Attend one national or regional conference per fiscal year. Should board members wish to attend additional conferences, requests will be made to the board chair with an explanation of why the travel would be of value. The board chair will determine if the travel is appropriate and sufficient funds are available in the budget.
 - Upon return, board members will complete the “Professional Development Activity Report.”
 - Board members will be reimbursed based on District Policy 302 (attached regarding Employee Travel with the exception they will be reimbursed for actual meal expenses.

- Board members will follow District Policy 634 (attached) when using District credit cards.
- Any board member representing the College out-of-state must request board chair approval prior to travel.
- Any board member representing the College internationally must request approval of the full board prior to travel.

4. The sequence derived from this process for the Board planning year ending June 30 will be updated annually in July.

Policy 2.6 - Annual Board Planning Cycle

Revised and approved March 24, 2004

Reviewed and Approved September 20, 2006

Reviewed and Approved June 20, 2007

Reviewed December 5, 2007

Board Professional Development Activity Report

Board members are required to submit this Activity Report to the NTC Board of Trustees Chairperson upon completion of professional development travel.

Name:

Event Attended:

Location: Dates:

- 1. What did you learn from this experience that may be valuable to the board or college?**

- 2. What resources did you obtain as a result of this experience? Where will they be housed?**

- 3. Please list the names of any presenters and topics that you would recommend for future NTC Board In-Services or staff inservices.**

- 4. Please write a brief synopsis of the key points you learned.**

- 5. Briefly explain how you will apply what you have learned as a NTC board member.**

- 6. Comments:**

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: *BOARD MEMBERS' CODE OF CONDUCT*

The Board commits itself and its members to ethical and businesslike conduct. This includes proper use of authority and appropriate decorum when acting as Board members.

1. Members must represent the best interests of the residents of the Northcentral Technical College District. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board member acting as a consumer of the organization's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - B. When the Board is to decide upon an issue, about which a member has an unavoidable personal conflict of interest, that member shall absent herself or himself from the vote.
 - C. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
 - D. Members will annually disclose their involvement with other organizations, with vendors, or any other associations which might produce a conflict as required, by state ethics statutes.
3. A conflict of interest shall exist if a Board member, or his immediate family:
Definition: "family" or "family member" means your spouse, and any child, step-child, Parent, or parent-in-law who receives more than one-half of his or her support from you or from whom you receive more than one-half of your support)
 - A. Has any employment, partnership, or contractual relationship, which, either directly, or indirectly, relates to the College's business or services.
 - B. Holds directly or indirectly, a position or material financial interest (more than 10 percent) from which the College secures goods or services, or any entity which provides services competing with those offered by the College.
 - C. Is employed by or renders direct managerial or consulting services to an entity which does business with the College.

- D. Is employed by or renders direct managerial or consulting services which compete with services offered by the College.
 - E. Engages in activities for personal profit or advantage which are, directly or indirectly, related to the College's business or services.
 - F. Engages in any other business, activities or services not described above, that may be regarded as adversarial to the interests of the College, or constitute a duality or posing a conflict of interest with the College.
 - G. Engages as a volunteer with any business, governmental unit, or not-for-profit organization which does business with the College.
 - H. Board members will annually complete a Conflict of Interest Questionnaire to self-disclose any potential conflicts of interest. The documents will be distributed to the full board and discussed during the July organizational meeting.
 - I. Service as a board member will not be rendered impossible solely by reason of a possible conflict of interest.
 - J. The matter of potential conflicts of interest can best be resolved through full disclosure of any such interest and approval by the Board of any adverse interest.
4. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
- A. Members' interaction with the chief executive or with staff must recognize the lack of authority vested in individual Board members except when explicitly Board-authorized.
 - B. Members' interaction with public, press or other entities must recognize the lack of authority vested in individual Board members except when explicitly Board-authorized.
 - C. Members will give no consequence or voice to individual judgments of CEO or staff performance.
5. Members will respect the confidentiality appropriate to issues of a sensitive nature.
6. Members will provide fair and timely resolution of grievances brought before them.

Northcentral Technical College
Wausau, WI

NTC Board of Trustees

CONFLICT OF INTEREST QUESTIONNAIRE

I have read the attached Conflict of Interest Statement. To the best of my knowledge, I have no conflicts of interest as described in the attached statement, except the following:

Dated this ___ day of _____ 2007 .

Signature

Name printed

Acknowledged Receipt By:

Chairperson,
Northcentral Technical College
Board of Trustees

President,
Northcentral Technical College

Date

Date

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Policy 2.7 - Board Members' Code of Conduct

Approved July 8, 1996
Reviewed and approved August 20, 2005
Reviewed July 9, 2007

POLICY TYPE: BOARD-STAFF RELATIONSHIP

POLICY TITLE: *CHIEF EXECUTIVE OFFICER ROLE*

The President, as Chief Executive Officer, is accountable to the Board acting as a body. The Board will instruct the CEO through written policies, delegating to him or her reasonable interpretation and implementation of those policies.

POLICY TYPE: BOARD-STAFF RELATIONSHIP

POLICY TITLE: *DELEGATION TO THE CHIEF EXECUTIVE OFFICER*

All Board authority delegated to staff is delegated through the Chief Executive Officer, so that all authority and accountability of staff--as far as the Board is concerned--is considered to be the authority and accountability of the chief executive.

1. The Board will direct the chief executive to achieve specified results, for specified recipients, at a specified worth through the establishment of *Community Benefits Statements* policies. The Board will limit the latitude the chief executive may exercise in practices, methods, conduct and other "means" to the *Community Benefits Statements* through establishment of *Executive Limitations* policies.
2. As long as the chief executive uses *any reasonable interpretation* of the Board's *Community Benefits Statements* and *Executive Limitations* policies, the chief executive is authorized to establish administrative procedures, make decisions, take actions, establish practices and develop activities.
3. The Board may change its *Community Benefits Statements* and *Executive Limitations* policies at any time, thereby shifting the boundary between Board and chief executive domains. By so doing, the Board changes the latitude of choice given to the chief executive. But so long as any particular delegation is in place, the Board and its members will respect and support the chief executive's choices. This does not prevent the Board from obtaining information in the delegated areas, except individual confidential student data.
4. Only decisions of the Board acting as a body are binding upon the CEO.
 - A. Decisions or instructions of individual Board members, officers, or committees are not binding on the chief executive except in rare instances when the Board has specifically authorized such exercise of authority.
 - B. In the case of Board members or committees requesting information or assistance without Board authorization, the chief executive can refuse such requests that require--in the chief executive's judgment--a material amount of staff time or funds or is disruptive.

POLICY TYPE: BOARD-STAFF RELATIONSHIP

POLICY TITLE: *MONITORING EXECUTIVE PERFORMANCE*

Monitoring executive performance is synonymous with performance of duties as identified in the position description.

1. The purpose of monitoring is to determine the degree to which Board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be systematic so as to efficiently use the Board's time.
2. A given policy may be monitored in one or more of three ways:
 - A. Internal report: Disclosure of compliance information to the Board by the CEO or designee.
 - B. External report: Discovery of compliance information by a third party who is selected by and reports directly to the Board, such reports must assess executive performance only against policies of the Board, not those of the external party unless the Board has previously indicated that party's opinion to be the standard.
 - C. Direct Board inspection: Discovery of compliance information by a Board member, a committee or the Board as a whole, this is a Board inspection of documents, activities or circumstances directed by the Board which allows a "prudent person" test of policy compliance. Any Board member or committee must be appointed by the Board as a whole.
3. Upon the choice of the Board, any policy can be monitored by any method listed above at any time. For regular monitoring, however, each *Community Benefits Statements* and *Executive Limitations* policy will be classified by the Board according to frequency and method.
 - A. A schedule of monthly, quarterly, semiannual, and annual internal and external reports will be developed and maintained.
4. The Board will set a schedule for a formal evaluation and informal conversations with the CEO. At a minimum, each May the Board will have a formal evaluation of the CEO. This evaluation will consider monitoring data as defined here.
 - A. A copy of the written performance evaluation of the CEO will be kept on file with the original closed session minutes of the May Board meeting which are filed in the Office of the Executive Assistant to the President. This copy will serve as the College's official evidence of monitoring administrative leadership.

Policy 3.3 - Monitoring Executive Performance

Reviewed and approved December 7, 2005

Reviewed August 17, 2006

POLICY TYPE: BOARD-STAFF RELATIONSHIP

POLICY TITLE: *CHIEF EXECUTIVE OFFICER PERFORMANCE ASSESSMENT*

As the Board's single official link to the operating organization, the CEO's performance will be considered to be synonymous with organizational performance as a whole, as well as performance of duties identified in the position description.

Consequently, the CEO will be held accountable for job performance in the following areas:

1. Organizational accomplishment consistent with the provisions of Board policies on *Community Benefits Statements*.
2. Organization operation within the boundaries of prudence and ethics established in Board policies on *Executive Limitations*.
3. Performance of duties identified in the position description.
4. Performance of President's Staff members.

POLICY TYPE: BOARD-STAFF RELATIONSHIP

POLICY TITLE: *CHIEF EXECUTIVE COMPENSATION REVIEW*

It is in the organization's best interest to abide by these timelines and make sure that the President's evaluation is completed and goals for the ensuing year are established the timetable listed below.

1. Quarterly the Board will meet with the CEO to discuss goals and progress on college initiatives thereby streamlining the CEO performance discussion at the May board meeting.
2. Prior to the April Board meeting, CEO will provide a written summary related to the performance progress since the previous July. At that meeting, the CEO and Executive Staff will be present to provide an oral summary of the report and answer questions.
3. The Board will meet with the CEO during the May meeting in closed session to discuss the performance of the CEO and institutional accomplishments. Following that discussion, the Board Chairperson will prepare a draft written performance report based on the Board discussion. Board members will review the draft prior to sharing the official document with the President.
4. The Board will provide direction to the CEO for the following year's initiatives, compensation adjustments and take appropriate action for contract renewal in closed session at the June Board meeting.

Policy 3.5 – Chief Executive Compensation Review

Revised and reviewed July 11, 2005

Revised and reviewed August 20, 2005

Revised and Approved February 22, 2006

Reviewed August 17, 2006

POLICY TYPE: COMMUNITY BENEFITS STATEMENTS

POLICY TITLE: *COMMUNITY BENEFITS STATEMENTS*

- 1: Communities have the capability to foster economic growth.**
- 2: Workplaces have an available and skilled workforce.**
- 3: Learners have the knowledge and skills necessary to explore, maintain or advance in employment or higher education.**

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NOTE: These policies will be reviewed and reprinted annually. Contact the President's Office for the latest revisions.