

<p><b>Klamath Community College</b>  Subject: <u>Board Governance</u>  Policy #: <u>100.0000</u>  Issue Date: <u>September 24, 1996</u>  Revision Dates: <u>04/24/01, 10/23/01, 01/25/05,</u>  <u>03/21/06, 08/06/07, 08/28/08, 12/8/08,</u>  <u>01/27/09, 05/26/09, 08/29/09, 08/27/13,</u>  <u>04/18/17</u></p>
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**BOARD GOVERNANCE** **100.000**

**PURPOSE** **100.0100**

The Oregon Legislature through the State Board of Education and the Department of Community Colleges and Workforce Development authorized the creation of the Klamath Community College District in 1996 for the purpose of creating, developing, and maintaining a community college. The legislative intent is to have a locally governed institution under the direction of a locally elected board, providing education services to the citizens of the District. Klamath Community College is created for such purposes.

Definition of Terms 100.0110

As used in this policy manual, unless context otherwise requires:

- A. Klamath Community College District (“District”) shall mean the district created by the State Board of Education comprising all but the most northern precincts of Klamath County, or such statutorily renamed entity as may replace it.
- B. Board of Education or Board (“Board”) shall mean the statutorily created Board of Education of the Klamath Community College District.
- C. Klamath Community College (“College”) shall mean the educational institution created by the Board and chartered by the State Board of Education to function as a Community College providing services to the District.

# THE BOARD OF EDUCATION

100.0200

## Authority

100.0210

Klamath Community College is a two-year, publicly funded, post-secondary educational institution governed by a local elected Board of Education. The District was formed pursuant to ORS 341.125 through 341.283 according to the expressed will of the electorate to establish a community college in Klamath County. It is a municipal corporation of local government with the authority to levy property taxes. The Board derives its authority from the expressed will of the electorate, the provisions of the Constitution of the State of Oregon, the Oregon Revised Statutes, the Rules and Regulations of the Oregon State Board of Education, and its own Policies and Administration Rules. Board members serve without remuneration except the District provides actual and necessary expenses incurred by Board members in authorized travel for District business, conferences, or professional meetings.

The College and its Board is a political subdivision of the state, authorized to carry out the state's educational policies as set forth in ORS 341.009 incorporated here by reference.

## Board Membership

100.0215

The Board consists of seven elected members from the District and one non-voting student. Five elected members represent prescribed zones (as shown on the attached map) and two members are elected from the District at-large. Elections are held in accordance with the provisions of ORS 341.326 to 341.341.

The zones are:

- Zone 1: Includes the Pacific Terrace and downtown areas.
- Zone 2: Includes Moyina Heights and the areas North of Highway 140 towards Bly.
- Zone 3: Includes southeast Klamath Falls and the Henley area.
- Zone 4: Includes the south suburbs and areas west of Summers Lane, east of Highway 97 and south of South Sixth Street.
- Zone 5: Includes Lakeshore Drive, the Orindale area towards Keno.
- Zone 6: At Large
- Zone 7: At Large

Following every national census, the Board shall make adjustments to the five prescribed zones necessary to maintain nearly equal populations.

Student Representation on Board of Education

100.0217

- A. The current president of the Associated Students of Klamath Community College (ASKCC) shall serve as an ex-officio, non-voting member of the Board for all regularly scheduled monthly Board meetings and for such other meetings and sessions as deemed appropriate by the Board Chair. The ASKCC president shall be administered the oath of office,

“I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of Oregon and the Laws thereof, and the policies of the Klamath Community College District. During my term, I will faithfully and impartially discharge the responsibility of the Office of non-voting, student Board Member to the best of my ability.”;

shall be copied in with relevant Board notices; agendas and other materials; shall have a seat at the Board table; and may participate in Board discussion. The ASKCC president shall deliver the Student Report at Board Meetings.

- B. In the absence of the ASKCC president, his or her designee will provide the Student Report; however, such designee may not sit at the Board table or participate in Board discussion.

Term of Office

100.0220

The term of office of all Board members shall begin on July 1 following the date of election and run 4 years. Under normal circumstances, Board members shall serve until their successor’s term begins. Board members must qualify by taking the following oath of office before assuming the duties of the office.

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of Oregon and the Laws thereof, and the policies of the Klamath Community College District. During my term, I will faithfully and impartially discharge the responsibility of the Office of Board Member to the best of my ability.

Vacancies on the Board

100.0225

The Board shall declare the office of a Board member vacant if it finds any of the following:

- A. The incumbent has died or resigned; or
- B. The incumbent has been removed, recalled, or the election has been declared void by a court of competent jurisdiction; or
- C. The incumbent has ceased to be a resident of the College District Zone he or she represented; or
- D. The incumbent has not discharged the duties of office for two consecutive regular monthly meetings unless prevented therefrom by sickness or other unavoidable cause, or

unless granted an excuse by the Chairperson of the Board. The Chairperson shall report and have entered such excuses in the minutes of the meeting for which the excuse was granted.

Appoint to Fill Vacancies

100.0230

Vacant positions on the Board shall be filled by appointment of a qualified voter residing in the zone in which the vacancy occurs, or within the District at large if an at large position.

Following the declaration of a Board vacancy, the Board will, in accordance with Oregon law:

- A. Establish an agenda and calendar for the appointment process.
- B. Designate the manner in which candidates may apply for the vacancy, including the contact office.
- C. Determine the process to be used in advertising the vacancy and inviting candidates' applications; and
- D. Meet in regular or special session and appoint a candidate to the vacant Board position.

A Board member so appointed shall serve until the next regular District election when a successor shall be elected to serve for the remainder of the unexpired term.

Officers of the Board

100.0235

After July 1 of each year, the Board shall meet and organize by electing a Chairperson and Vice Chairperson from its members.

The President of the College shall serve as the Clerk of the District. The Vice President of Administrative Services shall serve as the Deputy Clerk of the District, and the Executive Assistant to the President shall serve as the Secretary to the Board.

Duties of the Officers

100.0237

A. Chairperson

The duties of the Chairperson of the Board will be as follows:

- 1. To preside at all meetings of the Board.
- 2. To appoint or provide for the election of all committees.
- 3. To call special meetings as required.
- 4. To perform such other duties as may be prescribed by law or by action of the Board.
- 5. To have the same duty to vote on matters before the Board as the other members.
- 6. Serve as the spokesperson for the Board.
- 7. Approve travel requests of Board members to be processed by the College.
- 8. Process Board requests of the President.

B. Vice-Chairperson

The Vice-Chairperson shall uphold the duties of the Chairperson in his or her absence.

- C. President of the College as Clerk of the District  
The President is the College's Chief Executive Officer and shall implement the policies of the Board regarding the operation of the College.

It will be the duty of the Clerk of the District to approve and sign the minutes of all special and regular meetings of the Board, and to co-sign all other official documents of the Board.

- D. Deputy Clerk  
The Deputy Clerk (Vice President of Administrative Services) will function as Deputy Clerk to approve and sign the minutes of all special and regular meetings of the Board, and to co-sign all other official documents of the Board in absence of the Clerk of the District.

- E. Secretary to the Board  
The major duties and responsibilities of the Secretary to the Board will be:

1. To notify members of the Board of all regular or special meetings.
2. To attend all Board meetings.
3. To electronically record the minutes of the meetings of the Board and transmit a draft copy of the minutes of the previous meeting to each member of the Board prior to each ensuing meeting.
4. To have charge of all records, proceedings and documents of the Board.

- F. Committees  
The Chairperson shall appoint no more than three members to committees designated for a specific purpose. Committees shall not perform any of the Board's functions.

Authority of Members 100.0240  
Board members shall have authority only when acting as a Board legally in session. The Board cannot be bound in any way by statements or actions by individual Board members. Any duty imposed upon the Board, as a body, must be performed at a regular or special Board meeting at which time a quorum is present and a motion is carried by a majority of the Board members of the total Board and must be a matter of record. A member who abstains may be counted toward making the quorum, but an abstention cannot be used to make up the minimum number of votes required to pass or reject a motion. The consent to any particular measure obtained from individual members when not in session is not an act of the Board and is not binding up the District.

Board Duties and Responsibilities 100.0245  
General Powers. The Board of Education shall be responsible for the general supervision and control of any and all community colleges operated by the district. Consistent with any applicable rules of the State Board of Education, the Board may:

- A. Select and appoint the president, chief executive officer of Klamath Community College.
- B. Determine policies that will govern the operation of the College.
- C. Appoint candidates to vacant Board positions.
- D. Adopt the annual college budget, establish tuition and fees, and levy the taxes.
- E. Authorize contracts, award bids for goods and services, and authorize budget transfers.
- F. Fix the rate of compensation for employees and review all salary schedules annually.
- G. Consider and act upon recommendations of the President on matters relating to College facilities.
- H. Require and consider reports from the President concerning the programs and condition of the College.
- I. Consider and act upon new program offering of the College upon the recommendation of the President.
- J. Consider and adopt a College calendar.
- K. Consider recommendation of the President on all matters relating to the welfare of the College.
- L. Provide for the establishment of the necessary policies to assure proper account of receipts and disbursement of College funds, those of student organizations, and other funds under the supervision of the College.
- M. Provide for an annual independent audit for all funds of the College.
- N. Authorize needed elections on matters that call for a vote of the people.
- O. Consider communications and requests from citizens and organizations on matters of policy and administration.
- P. Authorize the President to establish citizen advisory committees and curricular or professional technical advisory committees.
- Q. Approve College admission standards.
- R. Provide and disseminate public information relating to the College programs, operations, and finances.

- S. Apply for federal, state, local, or private funds; to accept and enter into contracts or agreements for the receipts of such funds; and to appropriate such funds by resolution.
- T. Develop rules for the use of and access to District public records that are consistent with Oregon law.
- U. Adopt traffic and parking regulations necessary for the policing and control of vehicles on property under the jurisdiction of the Board.
- V. Review and approve gifts of art presented to the College for permanent display on campus.
- W. Execute such powers that are essential to the accomplishment of the purposes for which the Board was created within the exercise of judgement and discretion.
- X. Consider any other duty or responsibility allowed or required by law, or execute such other powers expressly conferred upon the Board by statutes or fairly implied by expressed grants.

Board Member Responsibilities

100.0250

A member of the Klamath Community College Board of Education has a responsibility to:

- A. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the entire College District.
- B. Maintain consistent and vigilant oversight of the College as a policy-setting Board with emphasis on instructional quality, operational efficiency, and fiscal stability.
- C. Fulfill the fiduciary responsibility for sound budgetary and fiscal management by reviewing financial reports, asking questions, and providing direction to the President.
- D. Recognize that a Board member is a member of an education team, that the strength and effectiveness of the Board is as a Board, and that majority decisions shall be abided by.
- E. Work with other board members to achieve College goals.
- F. Communicate and promote the needs of the community to the College and the needs of the College to the community.
- G. Establish and uphold protocols for communicating with the media that recognize the roles of the President and the Board chair to ensure a unified voice in presenting the College.
- H. Support College personnel in the appropriate performance of their duties and ensure that they have the requisite responsibility, adequate resources, and necessary authority to perform effectively.

- I. Promote a healthy working relationship with the College president through supportive, open and honest communication, and regular evaluation.
- J. Seek to be informed by asking timely and substantive questions; request data and information through protocols established by the Board and president.
- K. Maintain an atmosphere in which controversial issues can be discussed openly and fairly, protecting the dignity of individuals.
- L. Become fully informed about the nature, value, and direction of community college education in our society by participating in such activities as educational conferences, workshops, and training sessions offered by local, state, and national organizations; and
- M. Attend all scheduled Board meetings insofar as possible and become informed about the issues to be considered at those meetings;

Ethics 100.0255

A member of the Klamath Community College Board of Education is ethically bound to:

- A. Refuse to use a Board position for personal or family gain or prestige. Announce conflicts of interest before Board action is taken.
- B. Recognize that discussion of the Board in executive session are confidential; and
- C. Devote time, thought, and study to fulfill the duties and responsibilities of a community college Board member.

Conflict of Interest 100.0260

- A. Taking a seat on the District Board by an employee of the District shall automatically serve to terminate that individual's employment with the District.
- B. No member of the Board shall receive funds from the District, for any reason, other than reimbursement for valid expenses incurred on behalf of the District.
- C. Separation from the Board will prohibit employment by the college for 1 year from the date of separation; provided, however, the Board may waive this limitation on a case-by-case basis.
- D. Members of the Board shall fully comply with Oregon's government ethics and conflict of interest law pursuant to ORS Chapter 244.

Contract Review Board 100.0270

Pursuant to ORS 279A.060, the Board is the local contract review board for the District.

## Board Development

100.0280

- A. The Board recognizes that it is important and necessary for the welfare and governance of the College that Board members engage in educational and development opportunities beyond the local level, as well as serving as advocates for community colleges on local, state and national levels.

It further acknowledges that the need for Board education and advocacy must be balanced by fiscal responsibilities. To this end, the Board shall establish its meeting and travel priorities as part of developing the College budget:

1. Determine the representational needs of the institution, such as participation in the Oregon Community College Association (OCCA) and Association of Community College Trustees (ACCT) national or regional boards, etc. Due to budget and policy considerations, all Board members seeking to represent the College must obtain prior approval of the Board.
  2. Determine the level of funding available for Board and travel expenses and establish an annual schedule of authorized out-of-state travel events.
  3. Assign Board members to events in a fair and equitable manner, taking the budget into account.
  4. Schedule adequate and timely opportunities for Board members to report back to the Board relevant information gained through Board development experiences.
- B. The Board recognizes the importance and necessity for the welfare and governance of the College that Board members engage in educational and development opportunities as well as assessment and reflection. To this end, the Board may hold an annual retreat to consider accomplishments and challenges, further education, goal setting, etc. Themes and topics shall be developed by the Board and presented to the Chair and President for implementation. This retreat will be funded as budget allows. The retreat shall be held in compliance with Oregon Open Meetings law.
- C. The Chair and the President will contact successful candidate(s) after their election and arrange an orientation schedule, which may include time with the following: Board Chair, President, VPs, administrative support personnel, Foundation, legal counsel, etc. These meetings and materials shall include general information about the College, Board accomplishments and actions, and common legal practices.

## **BOARD OPERATIONS**

**100.0300**

### Meetings

100.0310

- A. Annual Organizational Meeting:  
The Board of Education will hold an annual organizational meeting at the first regularly scheduled board meeting after July 1 of each year.
- B. Regular Meeting:  
The regular meeting of the Board of Education will be held at a time and place prescribed by the Board in regular session. The date of a regular meeting may be changed by action of the Board.
- C. Special Meetings:  
Special meetings of the Board of Education may be called by the Chairperson of the Board, by the President, or Clerk of the District when approved by the Chairperson of the Board or by the majority of members of the Board.
- D. Executive Sessions:  
Executive sessions of the Board will be held only for purposes as outlined in Chapter 192 of Oregon Revised Statutes.
- E. Emergency Sessions:  
Emergency Session of the Board will be held only for the purposes as outlined in Chapter 192 of Oregon Revised Statutes.
- F. Board Work sessions:  
The Board may gather after appropriate notice for the purpose of planning and discussion. No actions shall be taken at such sessions.

### Time and Place of Meetings

100.0320

- A. Regular meetings will be held at a time agreed upon by the Board unless otherwise required by law or otherwise specified in the call for the meeting.
- B. Board meetings shall be adjourned no later than 9:00 p.m. unless the Board votes to continue the meeting.
- C. All meetings of the Board will be held in the Board Room of the District unless previously announced that another location has been selected. In case any meeting is held at a different place, the Secretary to the Board will notify each member of the change.

### Board Member Packets

100.0325

The Board Meeting packet of materials shall be mailed by first class mail in time to be post marked not later than seven (7) calendar days before the meeting or, hand delivered in time for the Board members to receive their packets no later than five (5) calendar days prior to the meeting. The address to which this packet is mailed shall be the Board Members address on file

with the Secretary to the Board. Members of the Media and other approved recipients of packets shall be treated the same as Board Members.

### Meetings Open to the Public

100.0330

- A. All meetings of the Board will be open to the public except for executive sessions.
- B. The order of business of any official meeting, excepting Board Work Sessions, will include an opportunity for the public to address the Board on any item of business which is included in the agenda. The Board, however, does not obligate itself to act upon any request or proposal immediately. A request from the public to place an item on the agenda must be submitted in writing to the President's Office at least ten (10) days before the meeting. Inclusion of the item in the agenda is at the discretion of the Board Chair for items other than those requested by Board members.
- C. Notice of Board meetings will be provided to the media in compliance with Oregon Public Meeting law.

### Quorum, Voting, and Rules of Order

100.0335

- A. Four (4) members of the Board will constitute a quorum for the transaction of Board business. At least four (4) members of the Board must approve a motion for it to pass.
- B. A motion and second to the motion are required prior to a vote.
- C. Except as noted elsewhere, voting shall be by a voice vote.
- D. A member of the Board may call for a roll call vote in which case the Secretary to the Board shall read the members names, recording their individual votes.
- E. A member voting against a proposition may state his or her reasons and may have them recorded in the minutes if he or she so requests at the time of the voting.
- F. The simplified Roberts Rules of Order shall be used as a guide in conducting Board meetings, except as otherwise noted in Board Policy.

### Minutes of Meetings

100.0340

- A. A record of all transactions of the Board will be set forth in a Minutes Book of the Board, and the Minutes Book will be kept by the Secretary to the Board as a permanent official record of legislation in the District and will be open to inspection by the public.
- B. The minutes will record the name of the person making a motion, the motion, the name of the person seconding it, and the results of the vote.
- C. Proceedings of Board meetings will be recorded.

D. Minutes of executive sessions of the Board shall be kept pursuant to ORS 192.650 and should include:

1. Members present.
2. Nature of topic being discussed.

Agenda

100.0345

A. Meeting agendas will be prepared by the President of the College. As a general rule, official action will not be taken on items not listed on the agenda.

B. The order of business at regular meetings of the Board will generally follow this outline:

- I CALL TO ORDER  
*(Generally contains Pledge of Allegiance and Roll Call)*
- II CONSENT AGENDA  
*(Generally contains Minutes of the past meetings, monthly reports, personnel actions and monthly financials. Board members can ask that documents be removed and explained in greater detail.)*
- III ADOPTION OF AGENDA  
*(Items can be moved in the meeting to facilitate needs of the Board. New Agenda items are added a week before regular meetings.)*
- IV PRESIDENT'S REPORT  
*(Monthly update of campus and off-campus activities from the President's perspective.)*
- V STUDENT REPORT  
*(Monthly update on student affairs from ASKCC)*
- VI STATE REPORT  
*(Board members report on state/national happenings from their connections.)*
- VII INFORMATIONAL AND ACTION ITEMS  
*(Reports on Performance Indicators as well as action items related to Goals. All action items will have time for public participation.)*
- VIII BOARD DISCUSSION AND PUBLIC PARTICIPATION  
*(Board members are free to discuss items as well as take comments from the public on non-Agenda items.)*
- IX FUTURE ISSUES  
*(Information on topics the Board will see in the upcoming months.)*
- X EXECUTIVE SESSION  
*(Based on Oregon law time to discuss matters that should not be discussed during open meeting time.)*
- XI NEXT MEETING  
*(Time and date of next regular and non-regular meeting (if available).)*

XII      ADJOURN  
*(Time recorded for the end of the meeting.)*

**BUDGET COMMITTEE**

**100.0400**

**PURPOSE**

**100.0410**

It is the will of the Board that the College’s budget supports the delivery of post-secondary educational opportunities that meet the needs of the District and of the communities included therein. The Budget Committee, comprised of the Board and their seven appointed citizen members, provides broad citizen representation of these needs and an assurance of fiscal integrity and prudent investment of the College’s fiscal resources to this end.

Statement

100.0420

- A. The authority of the Budget Committee comes from ORS 294.305 along with budget provisions and procedures that must be followed during the budgeting process.
- B. Citizen members are appointed by a vote of the Board in keeping with the provisions of ORS 294.414.
- C. Each Board member is responsible for nominating one (1) citizen member to participate on the Budget Committee. The nominated members must be electors of the District, but need not be limited to a particular Board zone. Specifically, nominees must be qualified voters of the District who have the right to vote on the adoption of any measure. Citizen members cannot be employees, officers, or agents of the College.
- D. Board members should strive to nominate citizen members who represent the full breadth of elector perspectives within the District.
- E. The Board may remove any appointee for failure to attend three or more consecutive regular meetings.
- F. The Board may also remove any appointee for cause following a public hearing, for reason including, but not limited to:
  - 1. Commission of a felony.
  - 2. Corruptness.
  - 3. Intentional violation of Open Meetings laws.
  - 4. Failure to disclose conflict of interest.
  - 5. Incompetence.
- G. The Board shall make appointment to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.
- H. The Budget Committee shall be independently and solely responsible to define the committee’s operation structure and individual roles for the members therein.
- I. Budget Committee members shall have reasonable access to directly pertinent institutional data in order to have confidence in their readiness to participate fully in

discussions and actions concerning the budget. Such access shall be provided within reasonable time lines upon request to the College's President, or their assigned designee.

- J. Board discussions and decisions related to fiscal management occur throughout the year at regular monthly meetings, and are posted publically, in advance. Therefore, the citizen members shall have advance notice of discussions and actions of significance, so that they may choose to be in attendance at these meetings.
- K. The citizen members, with the elected Board members, acting as the Budget Committee, review and may recommend revisions to the proposed budget before it is formally approved.
- L. The Budget Committee shall act as a body. As such, no individual possesses individual decision making authority relative to the budget.
- M. After the Budget Committee approves the budget, the College shall publish a summary of the budget and hold a public hearing at which any person may appear for or against any item in the budget. These requirements encourage public participation in budget making. They also give public exposure to budgeted programs and fiscal policies before the Board adopts the budget.

## **BOARD/PRESIDENT RELATIONSHIP**

**100.0500**

### Board/President Relationship

100.0510

Since the most important and most sensitive relationship to be maintained by the Board is the one it achieves with the President, the following principles have been accepted as guidelines in the development of that relationship:

- A. Individual prestige or gain will be subordinated to the general welfare of the College.
- B. A clear delineation of functions between the Board's policy making and the President's administration shall be maintained.
- C. Tolerances of difference of opinion and willingness to resolve such differences objectively are respected.
- D. It is necessary for the President to keep the Board well informed.
- E. It is necessary for Board members to support the President and the President to support the Board.
- F. Employment and dismissal procedures will include, as first consideration, the recommendations of the President.

### President's Authority and Responsibility

100.0520

- A. The College President serves as the administrative head of the College and is responsible directly to the Board. The administrative duties detailed in the President's Job Description shall be accomplished consistent with Board Policy and the President's Employment Agreement.
- B. The College President may delegate appropriate duties and functions to members of the College staff. When such duties and functions are delegated on a regular ongoing basis, they shall be outlined in written job descriptions.
- C. The College President will present a recommended administrative organization chart to the Board for their review and approval when major changes occur.

### Board Delegation of Administrative Authority

100.0530

The Board shall delegate its authority for administering the laws and policies governing the college to the College President with the understanding that the following types of decisions will be referred to the Board:

- A. Cases where policy is not clear.
- B. Cases where there is no policy governing a particular situation.
- C. Awarding certain bids for goods and services; as provided for in the College's Public Contracting and Procurement Rules.

- D. Authorizing of all budget transfers between appropriation categories.
- E. Establishment of salary schedules.
- F. Personnel contracts that will bind the Board; and
- G. Other matters which the President wishes to call to the attention of the Board.

President Succession Plan

100.0540

In order to protect the Board from sudden loss of presidential services, the President shall have at least one other executive familiar with Board and presidential issues and processes. The President shall periodically furnish the Board with the current name or names of the executive or executives familiar with the Board and the presidential issues and processes. In the event of a sudden loss of presidential services, the Board shall appoint an acting President of the College.

## MISCELLANEOUS

100.0800

### Policies

100.0810

- A. The policies adopted by the Board for the District have been written to be consistent with the provision of law, but do not encompass all laws relating to the District's activities. All District employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as District employees.
- B. Additions, changes, and/or deletions of policies governing the District shall be considered by the Board at a minimum of two separate meetings before final action is taken.
- C. Notwithstanding "B" above, and in the event of emergency situations, any Board policy or procedure needing immediate action may be enacted by the affirmative vote of at least four members. During a conference call with the Board, a roll call vote will be required with the results to be made public as part of the next regular meeting of the Board.  
Notice of the meeting (i.e., conference call) will be provided to the public pursuant to ORS 192.640 and will include the location where the conference call may be attended.
- D. The President will furnish a copy of the policies and a copy of any amendment thereof to each employee and to any interested person. In lieu of the distribution of the complete manual, the President may prepare a special edition for any specific group of employees; provided, however, that a copy of the complete policies and procedures is made readily accessible to all employees and to member of the public. Copies of the Board policies and procedures will be on file in the off of the President of the District.

### Board Evaluation

100.0820

The Board of Education recognizes the importance of performance evaluation throughout the organization. As a result, the Board shall annually conduct a self-evaluation to measure its overall performance in terms of accomplishments of goals and responsibilities.

### Presidential Evaluation

100.0830

The Board of Education recognizes the importance of performance evaluation throughout the organization. As a result, the Board shall annually conduct an evaluation of the President to measure his/her overall performance in terms of accomplishments of goals and responsibilities.

### Insurance Coverage for the Board

100.0850

Klamath Community College shall purchase insurance coverage that provides coverage for volunteer Board members in their capacity as Board Members as follows:

- A. Liability for damages caused by a Tort arising under and governed by the Oregon Tor Actions Against Public Bodies Act, (aka, Oregon Tort Claims Act).

- B. Liability for damages arising out of Federal Claims, including wrongful acts arising from employment practices and from the administration of employee benefits programs.
- C. Liability for damages arising out of bodily injury, property damage, or personal injury, arising out of an occurrence and which is subject to the laws and jurisdiction of any State of the United States of America or other jurisdiction other than the State of Oregon.

Indemnification of the Board 100.0860  
 Klamath Community College shall, in accordance with and subject to the restrictions of state law (ORS 30.285) defend, save harmless, and indemnify its Board members.

Board Member Compliance/Enforcement 100.0870  
 In furtherance of their duty of trust owed to the District and to the College, Board members shall comply with duly adopted Board Policies.

- A. Any Board member who reasonably believes that another Board member has willfully violated a Board Policy, to the detriment of the District and/or the College may report the violation to the Board chairperson (or to the Board vice chairperson if the chairperson is the member who allegedly violated policy). The Board chairperson shall work with the President and legal counsel to investigate the report and resolve the issue informally, if possible.
- B. If informal resolution is not possible then the chairperson shall bring the matter before the Board for a formal hearing. The member alleged to have violated the Board Policy shall be given written notice of the time, place, and date of the hearing at least 48 hours in advance. The notice shall also state the factual basis for the alleged violation, identify any accusers, and identify the policy provision allegedly violated.
- C. Unless the matter is appropriate for discussion in Executive Session, pursuant to Oregon's Open Meetings law, the hearing shall be open to the public. During the hearing the member may present his or her own statements and written statements and other documents relevant to the allegations.
- D. The remaining members of the Board shall, by vote, determine first whether Board Policy was willfully violated to the detriment of the District and/or College, and secondly, if there was such a violation, what sanction(s), if any, should be imposed. Potential sanctions that may be imposed are censure, suspension of Board travel privileges, and/or a recommendation for recall.