

## **AP 2720 Communications: Among Board of Education Members Within the College and Education Centers Publications**

### **References:**

ORS 244.010 to 244.047

The Board of Education desires to maintain open channels of communication between itself and staff. The basic line of communication will, however, be through the President.

### Staff Communications to the Board

All formal communications or reports to the Board or any Board committee from supervisors, faculty or other staff member will be submitted through the President. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of any active administrative procedure, nor disruptive to the operation of the College. Staff members are invited to board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern.

### Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the President. The President will provide appropriate communication to keep staff fully informed of the board's priorities, concerns and actions.

The Board of Education will adhere to the following in carrying out the responsibilities of the Board:

1. Request for information – any individual Board member who desires a written report or survey prepared by the administrative staff will make such a request to the President. A copy of the material will be provided/made available to each Board member.
2. Request for Legal Opinions – Any Board member may request a legal opinion. Such request, however, shall be made at a regular Board meeting, or through the Board Chair to the President. If the legal opinion sought involves the President's employment or performance, the request should be made to the Board Chair. Legal counsel represents the College and is responsible to the Board.
3. Action on Complaints or Requests Made to Board Members – When Board members receive complaints or requests for action from staff, students or members of the public, such information is to be conveyed to the Board Chair and President for action, where appropriate.
4. Board Member Relationship to Administration – Individual Board members may be informed about the College's educational program, may visit the College or other

facilities to gain information and may request information from the President. Board members will not individually intervene in the administration of the College

5. Contracts Made by Individual Board Members – Individual Board members may NOT engage in contracts on behalf of the Board.
6. Attendance – Board members are expected to attend all regular Board meetings, work sessions, retreats, and other official meeting of the Board in person. Although it may be necessary at times for one or more Board member to attend via phone or other distance mediated technology, it is understood that this will be the exception and is subject to approval by the Board.
7. Use of Email and other technological devices is only for one-way sharing of information between Board members or in response to administrative inquiries.. Email communications are public records and are subject to the requirements of Public Records Laws.

#### Visits to Campus

Campus visits by Board members will be regarded as information expressions of interest in College affairs and not as “inspections” or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and will full knowledge of staff, including the President and other supervisors.

#### Approval of Handbooks and Directives\*

In order that pertinent policies, regulations, College rules, and procedures of the Board of Education may be known by all staff members, patrons and students affected, College administrators are granted authority to issue staff and student handbooks.

It is essential that the contents of all handbooks conform with College policies and regulations. It is also important that all handbooks bearing the name of the College be of a quality that reflects favorably on the College.

All handbooks published are to be made available to the Board for informational purposes.

\*This includes but is not limited to required compliance reporting

END OF PROCEDURE

**Approved: November 13, 2018**