



Board Policy

Policy Type: Executive Limitations
Policy Title: Communication and Counsel to the Board
Policy Number: 3.7
Office Responsible: CEO
Related Policies: 2.4
Related Procedures: 1.1
Related Laws: N/A
HLC Criterion: 2A, 2B, 2C, 5B

Policy Statement

As the Board's primary employee, the CEO shall provide the Board with information and recommendations that assist the Board with its oversight and fiduciary functions. The CEO will not permit the Board to be inadequately informed.

Accordingly, the CEO shall not:

1. Neglect to submit monitoring data (as noted in Policy 2.4, Monitoring CEO and Board Effectiveness) in a complete, timely, accurate and understandable fashion.
2. Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly any 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 the Governance Process and Board-Staff relationship policies.
4. Fail to advise the Board if, in the CEO's opinion, the Board (or individual Trustees) encroach on Means activities that are the responsibility of the CEO.
5. Present information that is knowingly misleading, inaccurate or incomplete, and does not consider both supporting and opposing points of view.
6. Fail to deal with the Board as a whole except when fulfilling individual requests for information or responding to officers or committees as duly charged by the Board.
7. Fail to report in a timely manner, an actual or anticipated noncompliance by the CEO, College employee or group with any policy of the Board, federal law, state law, or local ordinance.
8. Fail to communicate with the Board as a whole on matters relating to the Board's oversight and fiduciary roles.
9. Fail to notify the Board of information requests as noted in Administrative Procedure 1.1, Board Information Request.
10. Fail to provide a mechanism for official Board approved communications.

Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees
4/28/2020	Reviewed; no change	Board of Trustees