

Section 4 - Executive Limitations

- Policy 4.01 - General Executive Constraints..... 2
- Policy 4.02 - Treatment of People.....2
- Policy 4.03 - Compensation and Benefits.....3
- Policy 4.04 - Budgeting/Forecasting..... 3
- Policy 4.05 - Financial Condition..... 4
- Policy 4.06 - Asset Protection.....5
- Policy 4.07 - Communication and Counsel to the Board.....5

Policy 4.01 - General Executive Constraints

The President shall not cause or allow any practice, activity, decision, or organizational circumstance that is illegal, imprudent, or in violation of our College core values; commonly accepted business and professional ethics; and contractual agreements.

Accordingly, the President may not:

1. Deal with students, staff, or persons from the community in an inhumane, unfair, or undignified manner.
2. Permit financial conditions that risk fiscal jeopardy or compromise Mission and Objectives.
3. Provide information and advice to the Board that is untimely, incomplete, or in accurate.
4. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
5. Allow the day-to-day operations to impede the vision or prevent the achievement of the Mission and Objectives of the institution.
6. Manage the College without adequate administrative policies for matters involving finances, staff, students, facilities, and College services.
7. Manage the College without utilizing appropriate shared governance.

Historic Information

- Revised: October 18, 2023
- Reviewed: February 19, 2003
- Reviewed: September 1, 1999

Policy 4.02 - Treatment of People

Treatment of and dealings with students, staff, and citizens from the community, shall not be inhumane, unfair, or undignified.

Accordingly, the President may not:

1. Operate without policies and/or procedures that set forth staff and student rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.
 2. Fail to comply with all state and federal laws, rules, and regulations pertaining to employees and students including those pertaining to discrimination and equal opportunity.
 3. Prevent students and staff from using established grievance procedures.
 4. Fail to acquaint students and staff with their rights and responsibilities.
 5. Fail to take prompt and appropriate action when the President becomes aware of any violation of state or federal laws, rules, or regulations or of Board policies.
-

Historic Information

- Reviewed: October 18, 2023
- Reviewed: February 19, 2003
- Reviewed: September 1, 1999

Policy 4.03 - Compensation and Benefits

The President may not jeopardize fiscal integrity or public image with respect to employment compensation and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

1. Change his/her own compensation and benefits.
2. Provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements, salary schedules, and as allowable by state and federal laws.
3. Promise or imply guaranteed employment beyond that authorized by contract or law.
4. Employ administrators under a contract for longer than one year's duration.
5. Permit favoritism in the allocation of College resources.

Historic Information

- Reviewed: October 18, 2023
- Reviewed: February 19, 2003
- Reviewed: September 1, 1999

Policy 4.04 - Budgeting/Forecasting

Budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from Mission and Objectives, priorities, risk fiscal jeopardy, or be unrealistic in projections of income and expenses. No budget will become effective until approved by the Board.

Accordingly, the President may not:

1. Propose a budget without information to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
2. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received during that year plus any carryover funds from previous years to the extent authorized by the Carryover dollars to be brought before the Board with explanation of correlation to fund balances.

3. Propose a budget that does not provide the annual operating funds for Board prerogatives, such as costs of fiscal audit, Board development and training, and Board professional fees.
4. Propose a budget that does not have a broad base of input.
5. Propose a budget that fails to take into account Mission and Objectives and priorities.
6. Propose a budget that fails to include funding to meet the College's annual goals and priorities and provide resources to provide adequate plant maintenance, equipment enhancement, program and staff development, and institutional effectiveness.
7. Propose a budget that does not retain an amount equal to at least 10 percent of the total annual operating budget (excluding grants & contract funds) in an operating reserve.

Historic Information

- Revised: October 18, 2023
- Revised: February 16, 2011 (added 4.7)
- Reviewed: February 19, 2003
- Revised: September 1, 1999

Policy 4.05 - Financial Condition

The President may not cause or allow the development of fiscal jeopardy or a material deviation from the Board-approved budget.

Accordingly, the President may not:

1. Expend more funds than have been budgeted in the fiscal year without prior Board approval.
 2. Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
 3. Expend funds from restricted or designated accounts except for the purposes for which the account was established.
 4. Fail to provide a quarterly report of the College's current financial condition to the Board.
 5. Make any purchase or commit the organization to any individual expenditure that deviates more than \$50,000 from the approved budget without Board approval.
 6. Without Board approval, accept gifts or grants that:
 - a. obligate the College to make future expenditures with funds other than those created by the gift or grant; or
 - b. are not in the best interest of the College to accept.
-

Historic Information

- Revised: October 18, 2023
- Reviewed: February 19, 2003
- Reviewed: September 1, 1999

Policy 4.06 - Asset Protection

The President may not allow assets to be unprotected, inadequately maintained, nor unnecessarily risked.

Accordingly, the President may not:

1. Fail to provide adequate protection against theft and casualty.
2. Fail to establish disaster/emergency management plans.
3. Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
4. Unnecessarily expose the College, the Board, or staff to claims of liability.
5. Receive, process, or disburse funds under controls that are not sufficient to meet the auditor's standards.
6. Invest funds in accounts or in investments not permitted by Washington law.
7. Acquire, encumber, or dispose of real property without Board approval.
8. Fail to protect property, information, and files from loss or damage.
9. Permit facilities development or modifications that are not in conformance with the Board-approved *Facility Master Plan*.

Historic Information

- Reviewed: October 18, 2023
- Reviewed: February 19, 2003
- Reviewed: September 1, 1999

Policy 4.07 - Communication and Counsel to the Board

The President may not permit the Board to be inadequately informed.

Accordingly, the President 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. 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 changes in the assumptions upon which any Board policy has previously been established.

3. Fail to advise the Board if, in the President'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 President.
4. Present information in unnecessarily complex or lengthy form or that is knowingly inaccurate or incomplete.
5. Fail to provide a mechanism for official Board or committee communications.
6. 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.
7. Fail to report in a timely manner an actual, or anticipated, noncompliance with any policy of the Board.

Historic Information

- Reviewed: October 18, 2023
- Reviewed: February 19, 2003
- Reviewed: September 1, 1999