

<p style="text-align: center;"><b>OGDEN-WEBER TECHNICAL COLLEGE</b></p>	<p style="text-align: center;">Number  500.11</p>	<p style="text-align: center;">Effective Date 3/26/98 Revised 11/27/01 4/23/15</p>	<p style="text-align: center;">Page  1 of 1</p>
<p style="text-align: center;"><b>POLICY</b></p>	<p style="text-align: center;">Approval</p>		
<p>Title</p> <p style="text-align: center;"><b>BOARD ISSUES</b></p>			

**1. PURPOSE AND SCOPE**

The purpose of the policy is to establish a procedure for outside agencies/entities to bring issues/concerns forward to the College Board of Trustees for review.

**2. POLICY**

It is the policy of the College to strongly encourage open communication in conducting College business. Therefore, all issues/concerns relating to College business and/or operation shall be directed to the College president. If the parties expressing concern are not satisfied with the response from the president, they may ask to present their concern to the College Board of Trustees.

**3. REFERENCES**

**Utah Code 53B-2a-108 Technical College Board of Trustees – membership - appointments**

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<b>PROCEDURE</b>	Approval		
Title  <b>BOARD ISSUES</b>			

**1. Outside Agency/Entity**

- 1.1 An outside agency with a concern/issue shall express its concern to the College president. After hearing the concern/issue, the president may direct the individual or agency to express the matter in writing. The correspondence shall contain as much information as possible.
- 1.2 If the outside agency with a concern/issue is not satisfied with the College president's response, it may request to be heard by the College Board of Trustees.
- 1.3 The outside agency may attend a monthly board meeting and express its concern during the "Open Discussion" portion of the agenda or it may request, in writing, to be placed on the board meeting agenda.

**2. Board of Directors**

- 2.1 Upon receipt of written correspondence from an outside agency, (requesting to be placed on the meeting agenda), the board chairperson, vice chairperson, and president shall meet to determine the validity of the concern.
- 2.2 They shall decide whether the issue should be brought before the entire board at a monthly meeting. The College board chairperson shall inform the outside agency, in writing, of the decision made.

**3. Meeting of the Entire Board**

- 3.1 The College Board of Trustees reserves the right to determine its own meeting agenda. Therefore, an outside agency may be denied an opportunity to appear on the meeting agenda; may be asked to express its concern during an open discussion period; may be granted an opportunity to appear on the meeting agenda; or may be asked to present its concern in writing to the board.

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- 3.2 If it is determined that the issue/concern brought forward by the outside agency/entity requires discussion by the entire Board of Trustees, the outside agency may be invited to attend a designated board meeting as determined by the Board of Trustees.
- 3.3 The outside agency shall be afforded **no longer than 5 minutes** to present its concern/issue to the board, unless otherwise determined by the board.
- 3.4 The presentation must not restate information already presented to the board and must stay on the topic listed on the agenda.
- 3.5 The presentation must be made in a professional manner, including courteous behavior and appropriate language.
- 3.6 If the board chairperson determines the outside agency or person to be out of order, he or she may be asked to refrain from the out of order or disruptive behavior. If the behavior continues, he or she may be asked to leave the meeting.
- 3.7 In the essence of time, the board chairperson may interrupt the presentation to inform the outside agency that its time to present has expired.
- 3.8 The board retains control of the meeting at all times and reserves the right to discontinue the presentation as necessary for the orderly conduct of the board's business.
- 3.9 After any presentation, the board, at its discretion, may take action on the matter; refer the matter to staff; postpone consideration of the matter; or take no action at all.