



POLICY TITLE: BOARD/BOARD MEMBER PROTOCOL

Effective Date: November 25, 2006

Revised:

Policy Statement

College Board members are expected to be representatives of the College and responsive to the needs of Yukoners.

As such Board members will be approached occasionally by a community member/s, employee/s or student/s regarding a concern or problem and service suggestions. The protocol for dealing with such circumstances is as follows:

- **Community Member** – the Board member should suggest that contact be made with the President or other senior administrator (if known). If the community member is not prepared to do the follow-up, it would be appropriate to suggest contact with the Board Chair. If the community member is not prepared to take further action, the Board member should inform the Chair/President about the concern, maintaining whatever discretion and confidentiality deemed appropriate.
- **Student** – the Board member, in the following order, should suggest that contact be made with the instructor, department head, senior administrator, President, or Chair of the Board regarding the concern. If the student is not prepared to take further action, the Board member should inform the Chair/President about the concern maintaining whatever discretion and confidentiality deemed appropriate.
- **Employee** – the Board member, in the following order, should suggest that contact be made with the instructor, department head, senior administrator, President, or Chair regarding the concern. If the employee is not prepared to take further action, the Board member should inform the Chair/President about the concern, maintaining whatever discretion and confidentiality deemed appropriate.

The Board member shall ask the individual to contact him/her again if the matter has not been resolved within a reasonable time period.

Scope and Limitations of the President

Not applicable

Information and Monitoring Requirements

Annual board member evaluation

The Board Chair/President will inform the Board member of the outcome and/or the resolution of the concern.