Board of Regents Procedure Manual

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1. REGENTS:

1.1 Oath of Office

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS, I,___________________, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Lee College Regent, of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

1.2 Regent Roles and Responsibilities

Regents are responsible for ensuring that the College is an integral part of the communities that it serves. They are tasked with recognizing the ever-changing educational needs of the residents from those communities. They are accountable to the residents of those communities for the performance and welfare of the institution that they govern. The Board of Regents exists to represent the general public and advocate for quality educational programming for students. The Board draws strength and legitimacy from its community connections and welcomes their input. Regents discuss multiple viewpoints and issues in public and have strategies to include the public in the policy-making process.

Effective Regents and Boards:

- Focus on student success
- Know community needs and trends
- Seek out and consider multiple perspectives when making policy decisions
- Establish a shared vision, set policy and create a strategic plan
- Debate and discuss issues in public
- Serve the public good

Collectively, Regents form a Board of Regents. As stewards of the institution, the Board of Regents advance the mission of the college through policy. Individual Regents have specific responsibilities to contribute to the effective function of the Board of Regents as a whole.

Regents are visionary and thoughtful leaders. They understand the college culture and programs, and support the college's pursuit of its mission. Regents act with integrity and respect, and use their influence appropriately. They avoid situations where there are actual or perceived conflicts of interest. Wise Regents work together as a team to guide their college to excellence and success.

1.1.1 Act as a Unit

The Board is a corporate body. It governs as a unit with one voice. This principle means that individual Regents have authority only when they are acting as a Board. They have no power to act on their own or to direct college employees or operations. The power of governance is expressed through one voice. As individuals, Regents make no commitments on behalf of the Board to constituents, nor do they criticize or work against Board decisions.

In order for Boards to be cohesive and well-functioning units, Regents must work together as a team toward common goals. Boards have structures and rules for operating that ensure they conduct their business effectively and efficiently, that

Board agendas are clear and informative and Board meetings are run in an appropriate manner.

1.1.2 Commitments

All members of the Board should regularly attend Board meetings and make a serious commitment to actively participate in the deliberations of the Board. All Board members have a responsibility to stay informed about matters that come before the Board; they must prepare themselves for meetings and review and comment on minutes and reports.

Board members should be willing to volunteer for and accept assignments made to them by the Board President and they should strive to complete those assignments completely and on time. Board members should be willing to serve on a committee and stay informed about committee matters. Members should strive to know all members of the Board and build a working relationship that leads to a collegial working environment. Members should participate actively in the evaluations of the President, and the Board, and in Board retreats. The Board may also be asked to participate in fundraising and in college events.

1.3 Regent Job Description

The Governing Board of the institution is responsible for the selection and the periodic evaluation of the President. The Board will exercise its control of the college through the President. The President will perform such duties and functions as may be assigned to him/her by the Board of Regents and will have full authority and responsibility for the administration, management, operation, and development of the college under policies, rules, and regulations adopted by the Board of Regents and within budgets approved by the Board of Regents. The President will serve at the pleasure of the Board of Regents according to the terms of his/her contract of employment with the Board of Regents.

Regents, as the governing body of the institution, have the legal authority and responsibility over the key areas of: Institutional Mission, Fiscal Stability of the Institution, and Institutional Policy.

1.3.1 Institutional Mission

The Board is responsible for the annual review and approval of the Lee College Mission Statement. Staff present the document to the Board, with any suggested revisions, and the Board reviews the Mission and approves any changes deemed warranted. This responsibility involves a concentration on the “big picture” and a focus on the future educational needs of the constituents served by the institution.

This responsibility challenges the Board to think strategically and reflects the important role that the Board plays in the development, implementation, and evaluation of the institution’s Strategic Plan. The institution’s mission statement guides the strategic direction of the college in accordance with the unique needs of the communities and constituents served by the institution. Progress on the outcomes associated with the Strategic Plan are formally reviewed on an annual basis and are a component of the President’s Evaluation.

1.3.2 Fiscal Stability of the Institution

The Board is responsible for the review and approval of the Lee College Budget. The staff will present a draft budget to the entire Board during a budget workshop. Revisions from the workshop are incorporated and the document is then brought before the Board at another budget workshop. The final budget draft is then brought to the Board's regularly called meeting in August of each fiscal year for official approval. The Board further exercises its responsibility for the fiscal stability of the institution, after the budget is approved and in support of the budget, it sets the annual tax rate for its taxing district at its September meeting.

1.3.3 Institutional Policy

The Board of Regents collectively formulates and establishes policy and designates policy administration to the President and college staff. In addition, the President and college staff may propose new or revised policy to the Board of Regents for consideration.

1.4 Regent Orientation Training

Each member of a governing Board will attend training as required by state law. All training certificates must be maintained by both the Regent and in the Lee College President's Office, and should be available for public inspection upon request.

Additionally, in order to further acquaint new Regents with the Institution, the President's Office provides a comprehensive orientation and campus tour.

During the first year of service as a Regent, regardless of being elected or appointed, all Board members must attend a training program that focuses on the official role and duties of the members of governing boards and provides training in the areas of budgeting, policy development, and governance. Attendance at the day-long session, offered annually in the fall as part of the THECB annual Higher Education Leadership Conference, satisfies this legal requirement. Videos from the conference are also available online approximately one month after the Leadership Conference for those who are unable to attend the conference in person.
Satisfactory completion of an assessment test (70%) subsequent to watching the videos satisfies this legal requirement. *(Texas Education Code, Section 61.084)*

1.4.1 Texas Open Government Laws

The Texas Open Meetings Act *(Government Code 551.005)* and the Public Information Act *(Government Code 552.012)* impose mandatory open government educational requirements on elected and appointed officials. Regents have 90 days to complete Open Government training required by statelaw.

The Office of the Attorney General offers free online training courses to ensure that all government officials have a good command of both open records and open meetings laws. Upon completion of the online training, members will receive a

code to access a Certificate of Completion. After printing the certificate, Regents will submit it to the President or designee.
https://www.texasattorneygeneral.gov/media/videos/play.php?image=2005openrecords&id=150
https://www.oag.state.tx.us/media/videos/play.php?image=2005openmeetings&id=149

1.4.2 Public Funds Investment Act Training
Elected and appointed Regents must attend at least one training session relating to his/her responsibilities within six months of taking office.

Training under this section must include education in investment controls, security risks, strategy risks, market risks, and diversification of investment portfolio. Training may be satisfied by viewing the Public Funds Investment Act DVD (provided by the college President's Office). Regents must sign the "Protecting Public Funds: Your Responsibilities under the Public Funds Investment Act" acknowledgement form and submit it to the President or designee. *(Government Code 2256.007)*

1.4.3 Best Practices
New Regents are required to attend sessions for best practices in campus financial management, financial ratio analysis, and case studies using financial indicators. These sessions provided by the Texas Higher Education Coordinating Board satisfy the training requirement for newly appointed and elected Regents. *(Education Code 61.084)*

1.4.4 IT Cybersecurity Training
New Regents are required to complete a Cybersecurity course annually. This is available on the College training platform. *(BBD Legal and BBD Local policy)*

1.5 Regent Conflicts of Interest

Elected and appointed Regents will complete a "Local Government Officer Conflicts Disclosure Statement" kept on file in the college President's office. This form will be used to disclose areas of possible conflict of interest where the Regent must abstain from participation. This form will be updated annually in June, is available for public inspection upon request, and will also be posted on the Board website. *(Local Government Code 171)*

Lee College Regents will not accept or solicit any gift, favor, service or benefit that the Regent should reasonably know is offered with the intent to influence their decisions or actions. Likewise, the Regent will not solicit, accept, or agree to accept any unauthorized gifts, services, or other benefits from having exercised the powers and responsibilities of their official positions. Strict adherence to these tenets protects and preserves Lee College's independence from outside pressure.

Regents of Lee College will not accept gifts, either in-kind or of money, or excessive entertainment, from a vendor.

a. Gifts include any items not obviously of an advertising nature. Gifts of an advertising nature are those with the name of the firm affixed which have an estimated value of $50.00 or less. *(Texas Penal Code 36.10.a.6)*

b. Excessive entertainment will include, but not be restricted to, transportation beyond district boundaries, and overnight accommodations.

The Regent will not solicit an employee for favors, services or other benefits as those will constitute a conflict of interest between the Regent and the employee.

a. A Regent must be very careful in any business dealings (outside of college business) with either the college President, college administration, or their immediate family members so that any conflict of interest or perceived conflict of interest is avoided.

A Regent who believes he or she has or may have a conflict of interest will file the updated conflicts disclosure statement with the President or designee not later than 5 p.m. on the seventh business day after the date on which the Regent becomes aware of the facts that require the filing of the statement. *(Local Government Code 176.003 (a))* That Regent will also notify the Board Chair and will recuse himself/herself from any discussion, deliberation, and vote related to this conflict.

In addition to complying with these statutes and guidelines, Regents will attempt to avoid even the appearance of impropriety during their service on the Board.

1.6 Removal of Regents from Office

Board members may be removed from office for:

- Attendance: It is grounds for removal of a member of the Board of Regents of a junior college district if the member is absent from more than half of the regularly scheduled Board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the Board.

- Incompetence: which means:
  - Gross ignorance of official duties.
  - Gross carelessness in the official discharge of those duties.
  - Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of election.

- Official misconduct: Intentional or unlawful behavior relating to official duties as a Regent entrusted with the administration of justice or execution of the law.

- Conviction by a legal court-of-law for public intoxication or DWI/DUI.

- Conviction of a Regent by a jury for any felony or for misdemeanor official misconduct.

Actions for the removal of Board members must be brought before the judge of the district court holding jurisdiction, except that any court convicting a Regent of a felony or official misconduct will order immediate removal. *(Local Government Code 87.011, 87.012, 87.013, 87.031; Education Code 44.032 (e))*

2. THE BOARD

2.1 Board Eligibility

To be eligible to be a candidate for, or elected or appointed to, the office of Lee College Regent, a person must:

- Be a qualified (registered) voter in the voting unit to be represented.
- Reside in the voting unit to be represented.
- Take the official oath of office.
- Serve without compensation.

(Education Code 130.082 (d))

A Regent vacates the office if he or she ceases to reside in the Regent district he or she represents. *(Education Code 130.0822 (h))*

2.2 Board Vacancies

Any vacancy occurring on the Board through death, resignation, or otherwise, will be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. A person appointed to fill a vacancy in a Regent district must be a resident of that district.*(Education Code 130.082 (d))*

If a Board seat becomes vacant during its prescribed term, the Board can appoint someone to the position. An appointment to the Board may be made with the intent to ensure the Board is representative of the constituency served by the Board.

The procedure is:

1. Remaining Board members will nominate candidates (to fill the vacancy term).
2. All nominated candidates must meet the eligibility criteria to hold the office.
3. Candidates must submit letter of interest/resume to be considered.
4. Develop a slate of potential candidates from letter of interest/resume pool.
5. Add agenda item to next Board meeting to consider candidate for appointment.
    a. Each candidate - 3-minute presentation during open meeting
    b. Open Vote during action item
    c. Majority vote required
6. Candidate is appointed to serve until the next regular election, then the candidate must run for the remainder of the unexpired term.
7. Swear in newly appointed Board member at next regular or special Board meeting.

Note:
If vacancy is created by Board member resignation and the vote is conducted 8 days after resignation, the sitting Board member is not eligible to vote on newly appointed candidate.

Before voting on a budgetary or personnel matter, each Regent who holds an appointed position must complete the intensive short orientation course that includes best practices and transparency in Regentship and governance. The THECB offers a free online Intensive Short Orientation Course. Satisfactory completion of an assessment test (70%) subsequent to completing the course satisfies this legal requirement. *(Texas Education Code, Section 61.0841)*

2.3 Board Officers

The Board will be authorized to elect a Chair, Vice-Chair, Secretary, and Assistant Secretary at the first regular meeting of the Board following the regular election of members, or at any time thereafter in order to fill a vacancy. *(Education Code 130.082 (d))*

2.3.1 Board Chair

1. Preside at meetings of the Board.
2. Has the same vote as all other Board members.
3. Represents the Board at community events, promotes and defends the college with legislators and performs ceremonial duties at graduations and other college activities.
4. Perform such other duties and functions as are required by law or prescribed by the Board.
5. Appoint the Chair and members of all standing committees established by the Board, unless otherwise instructed by the Board.
6. Appoint the Chair of ad hoc committees.
7. Serve as an ex-officio, non-voting member of all Board ad hoc committees. As an ex-officio member of an ad hoc committee, the Chair may be counted in order to establish a quorum for conducting a committee meeting.
8. Call regular or special meetings of the Board.
9. Confer with the President or his/her delegate to develop Board agendas.
10. Sign all documents required to be executed by the Board by statute, regulation, Board policy or counter-party requirement.
11. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy and/or by laws, with the advice of counsel.

2.3.2 Board Vice-Chair

1. Act in capacity and perform the duties of the Chair of the Board in his/her absence.
2. Become Chair only upon being elected to the position.
3. Perform all other duties as prescribed by the Board.

2.3.3 Board Secretary

1. Work with Board Liaison to ensure the proper filing, indexing and preserving of all records of the Board in accordance with law and its own policies.
2. Provide oversight to ensure all documents are certified to be true and correct.
3. Serve as official signatory for Board actions.
4. Keep executive session notes/topic of discussion.

2.3.4 Board Assistant Secretary

1. Perform the duties of the Secretary in the absence of the Secretary.

2.4 Election of Officers

1. Officers are elected in this order: Chair, Vice Chair, Secretary, Assistant Secretary.
2. Nominations are taken separately from the floor; must have a second.
3. Each officer will be voted on individually, in sequence.
4. Majority vote is required to be elected to each position.

Each newly elected officer will serve a two-year term. Any member of the Lee College Board of Regents is eligible to serve multiple terms as an elected Board officer. Upon an officer's resignation or removal from the Lee College Board of Regents, the Lee College Board Chair will appoint a member to fulfill the remainder of the officer's term.

2.5 Plan for Succession

The Chair of the Board of Regents will be succeeded by the Vice-Chair of the Board in tthe event the Chair is no longer able to perform his/her duties due to resignation, sudden incapacity, or death.

2.6 Board Committees

Board Committees will meet regularly. Committees meetings will be scheduled by the Committee Chair. Service on a committee will mean additional meetings and Regents may be asked to serve on more than one committee.

<u>Committees include</u>:
Audit and Investment Committee
Policy Committee
Building Committee
Other committees as needed

Board Committees always contain less than a quorum of members so they are not subject to the Open Meetings Act and committee meetings do not need to be posted. However, if the Board of Regents grants a Committee the authority to supervise public business, or more than a quorum of members will be participating in the meeting, then that Committee meeting must be posted.

2.6.1 Audit and Investment Committee
The Committee will advise the college's Board of Regents with regard to:
- any amendments or revisions of the college's investment policy
- an investment strategy for the transition of investments
- structure and findings of internal and external audits

2.6.2 Policy Committee
The Committee will advise the college's Board of Regents with regard to:
- proposed policy
- amendments or revisions to current college policy
- amendments or revisions to Board Bylaws and Procedure Manual
- evaluation of the college President

2.6.3 Building Committee

The Committee will advise the college's Board of Regents with regard to:

- available and current real estate, property and facility needs
- future direction for property and facilities
- strategic facilities planning

3. MEETINGS

3.1 Regular Meeting Structure

Regular Board meetings are generally held on the third Thursday of the month. According to State Statute, regular meetings of the Board of Regents will be held no fewer than four times per year. The Lee College Board meets monthly with a Budget Workshop in July/August. Special meetings are scheduled as needed. Emergency meetings are allowed as prescribed by state laws.

3.2 Notice of Regular Meetings

The place of all regular meetings of the Board will be Tucker Hall unless the notice of the meeting indicates otherwise. The Board of Regents will give public notice of the date, hour, place, and subject of the meeting at least 72 hours before the regularly scheduled meeting. *(Texas Government Code 551.041).*

Notice of each meeting will be posted in a prominent place on the Lee College Campus; be provided to the general public through posting on the Lee College website at www.lee.edu; through local media outlets; and as desired at another place convenient to the public. Posting notice is mandatory, and actions taken at a meeting for which notice was posted incorrectly will be voidable. *(Texas Government Code 551.055, 551.056 and Education Code, Chapter 130).*

3.3 Special Meetings

Special Board meetings are held as needed. Regents are asked to indicate whether they are able to attend the specified meetings.

3.4 Notice of Special Meetings

The place of all special meetings of the Board will be in Tucker Hall unless the notice of the meeting indicates otherwise. The Board of Regents will give public notice of the date, hour, place, and subject of the meeting at least 72 hours before the regularly scheduled meeting. *(Texas Government Code 551.041).*

Notice of each meeting will be posted in a prominent place on the Lee College Campus; be provided to the general public through posting on the Lee College website at www.lee.edu; through local media outlets and as desired at another place convenient to the public.Posting notice is mandatory, and actions taken at a meeting for which notice was posted incorrectly will be voidable. *(Texas Government Code 551.055, 551.056 and Education Code, Chapter 130).*

3.5 Emergency Meetings

Emergency Meetings are allowed as prescribed by state law. Public notice of an emergency meeting must be in accordance with Texas Government Code Section 551.045. An emergencyor urgent public necessity exists only if immediate action is required by the Board of Regents because of an imminent threat to public health and safety, or a reasonably unforeseeable situation.

The Board of Regents will clearly identify the emergency or urgent public necessity in the notice or supplemental notice. The Board of Regents may hold a meeting by telephone conference if an emergency or urgent public necessity exists and convening at one location is difficult or impossible. The Board of Regents determination that an emergency exists is subject to judicial review. The existence of an emergency depends on the facts in a given case.

3.6 Notice of Emergency Meetings

In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with Section 551.045 is sufficient if it is posted for at least two hours before the meeting is convened. Notice of emergency meetings or supplemental notice of an emergency item added to the agenda of a meeting of the Board of Regents to address a situation described above must be given to members of the news media as provided by Section 551.047 not later than one hour before the meeting.

3.7 Quorum

The Lee College Board of Regents is a nine-member Board, serving staggered six-year terms. A majority of the Board, five members of a nine-member Board, regardless of the number of vacancies, constitutes a quorum for a meeting of the Board. *(Government Code 551.001(6), 311.013(b))*

No business will be transacted without an affirmative vote of at least five members of the Board of Regents. The Chair of the Board of Regents will determine the method of voting. No proxy votes will be counted. Regents should be aware of a “walking quorum”. Regents commit an offense if a member, or group of members, knowingly conspires to circumvent the Texas Open Meetings Act by meeting in numbers less than a quorum for the purpose of secret deliberations in violation of the Act. *(Government Code, Section 551.143)*

3.8 Participation other than in Person

The Board of Regents will permit any, but not all, Regents to participate in any meeting by a telephone conference call or virtual. A meeting held by a telephone conference call/virtual may be held only if a quorum of the board is physically present at the location where meetings of the board are usually held. Each part of the telephone conference call/virtual meeting that is required to be open to the public will be audible to the public at the location where the quorum is present and will be recorded.

The recording will be made available to the public. The location of the meeting will provide two-way communication during the entire telephone conference call/virtual meeting, and the identification of each party to the telephone conference call/virtual will be clearly stated before the party speaks.

A board member who participates in a board meeting by telephone conference call/virtual but is not physically present at the location of the meeting is considered present at the meeting for purposes of *Education Code, Section 130.0845. (Texas Government Code 551.122)*

3.9 Agenda

The official agenda is prepared by the Board Chair and College President. Suggested agenda items may be submitted to the Board Chair with a copy to the President or designee. The draft agenda will be reviewed by the college President and Board Chair. The college attorney will be consulted if needed. The official agenda and supporting documentation will be distributed electronically to Board members via BoardBook prior to the meeting to give Regents ample time to consider their decisions whenever possible.

3.10 Placing an Item on the Agenda

The Board Chair and the College President generally meet a week before a scheduled meeting to finalize the agenda. Meeting times will vary, so members are advised to consult with the President's Office for exact date and time.

The College President or the Board Chair may place items on the agenda for presentation to the Board.

Any Regent may request to the Board Chair any item they wish to have considered for placement on the agenda. The Board Chair must be notified of the item no later than 48 hours prior to the scheduled posting of the meeting. Notification can be made during a regular meeting, in writing through written correspondence, or email. The Board Chair may work with the Regent proposing the item and the college attorney if needed to clarify the item and to ensure the item complies with applicable laws.

The Board Chair will ensure that any topics the Board or individual Regents have requested be addressed be scheduled for deliberation at a subsequent meeting to occur within 90 days of the request.

In accordance with Texas Open Meetings laws, no Board member can request to place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by theTexas Government Code.

3.11 Open Meetings

In accordance with the Texas Public Information Act, all posted meetings will be open to the public, unless consistent with the requirements of *Texas Government Code, Section 551*. *Texas Government Code, Section 551* allows the Board to exclude the public from a meeting only when a closed session is required to accomplish one of the following purposes:

(1) Personnel matters to deliberate the appointment, employment, evaluation, reassignment,

duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee. This does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. *(Sec. 551.074)*

(2) Deliberation regarding purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the college in negotiations with a third person. *(Sec. 551.072)*

(3) Consult with an attorney on pending or contemplated litigation; or a settlement offer. *(Sec. 551.071)* NOTE: The Board of Regents may use a conference call/virtual to consult with its attorney provided the attorney is not an employee of the college.

(4) Deliberation of a negotiated contract for a prospective gift or donation to the college if deliberation in an open meeting would have a detrimental effect on the position of the college in negotiations with a third person. *(Sec. 551.073)*

(5) Deliberation regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. *(Sec. 551.076)*

3.12 Citizen Comments

During the "Public Comments" section of the Board agenda, any person planning to address the Board on an item listed on the agenda shall complete the appropriate speaker participation form, available at the Recording Secretary Table, and submit it to the Recording Secretary prior to the beginning of the meeting. No presentation shall exceed 3 minutes, but a speaker shall not be allotted less than 1 minute. A speaker may not accrue time from another speaker. *(Government Code 551.007 per HB2840)*

Public Comments for non-agenda items are allowed only at the regular Board meeting. Public comments during any special meeting or workshop are limited to agenda items only. If a person wants to address the Board on an item that is not on the agenda, then he/she shall complete the same speaker participation form, available at the Recording Secretary Table, and submit it to the Recording Secretary prior to the beginning of the meeting. A speaker on a non- agenda item is limited to 3 minutes, but shall not be allotted less than 1 minute. A speaker may not accrue time from another speaker.

Time for each presentation ~~on a non-agenda item~~ may be reduced by the presiding officer ~~if~~ to accommodate a large number of persons signed up to speak ~~on any item~~. The total time allowed for speakers on ~~for~~ both agenda and non-agenda items shall be 20 minutes. Speakers on non-agenda items will be taken in the order that the forms were received.

The Board does not comment or deliberate on the "Public Comments" except as authorized by *Government Code 551.042. (Government Code 551.042)*

Public Comment Procedures:

A speaker who signs up to address the Board, either on a non-agenda item or on an item listed on the agenda, shall:

1. Be acknowledged by the presiding officer before publicly speaking;
2. State his or her first and last name and the intended topic;
3. Address the Board only on matters relating to Lee College and be limited to the topic as indicated on the speaker participation form;
4. Be limited to speaking for no more than 3 minutes (or less if ~~it is a non-agenda item and~~ the presiding officer determines ~~in his/her discretion that a time limit is necessary~~that time for each presentation should be reduced to accommodate a large number of persons signed up to speak);
5. Not accrue time from another speaker;
6. Maintain proper decorum and be civil, peaceful, and professional;

~~6.~~7. Not ~~use profane or vulgar language during his or her presentation~~drift from the stated topic or become disruptive, repetitive, or abusive;

~~7.~~8. Remain in the area designated for speaking during his or her presentation;

~~8.~~9. ~~Any handouts from speakers or other citizens must include the name of the person or organization providing the handout and must be handed out~~Hand out any materials during the speaking time and include on any handout the name of the person or entity providing the handout.

~~9.~~10. If speaking regarding an agenda item, ~~B~~be allowed to address the Board before its consideration of the~~if it is an~~ agenda item.

~~The presiding officer shall have the authority to suspend the speaker's time if he or she does not comply with the listed procedures.~~ If decorum is not maintained by individuals or the general audience after at least one warning, the presiding officer has the right to place the Board in recess and/or may consider further appropriate action. For example, in an extreme case, the presiding officer could consider ending the remainder of the public comment period, but only for non-agenda items, and preferably after consultation with legal counsel.

Should a speaker drift from the stated topic or become disruptive, repetitive, or abusive, the speaker may be given a warning; if a second warning is given, then the speaker shall forfeit the remaining time allotment for the meeting and may be removed from the meeting.

3.13 Board Dinner

The Board dinner is a time honored tradition at Lee College and is a time for the Board to meet in fellowship with each other and members of the college administration. It is a time to build better working relationships that lead to a collegial working environment. Dinner is usually provided before each regular meeting.

4. OTHER

4.1 Board Website

The Board website may be found at: http://www.lee.edu/regents. Regent Information, Regent Organization and By-Laws, Regular Meeting Dates, Meeting Agenda, Meeting Minutes and Standing Committees may be found on the website.

4.2 College ID/Parking Permits

All Regents will be given a college parking permit. These aremaintained through the Lee College Police Department.

4.3 Mileage

Regents will be reimbursed for attending conferences/training by personal automobile at the college approved rate. Regents are encouraged to submit a “Reimbursement Worksheet” form on a regular basis (period: not to exceed 60 days). The President’s Office has the forms and will process completed forms.

4.4 Travel

Regents may attend local, state, regional, and national conferences. Travel arrangements are coordinated by the President’s Office. The President’s Office will forward information to Regents regarding upcoming conferences and will confirm hotel and conference registration. Regents are required to submit a “Reimbursement Worksheet.” Out-of-pocket expenses may be included on this form. Board members will be reimbursed for meals via government per-diem rates for official travel days. For reimbursement of out-of-pocket expenses such as mileage, flights, hotel, public transportation/taxi, the Board member will submit the itemized receipt, Expenses for alcoholic beverages and related gratuities will not be reimbursed. The President’s Office has the forms and processes receipts and completed forms. Board members will be provided per-diem for their own travel and are not allowed to pick up meal costs for other board members.

4.5 Invitations to College Events

Regents are encouraged to attend college special events. The President’s Office will inform the Regents via email of any special college events.

4.6 College Commencement Participation

All Regents are invited and encouraged to attend the Lee College commencement ceremonies. Lee College has a ceremony at the end of the fall, and spring semesters. The President’s Office will provide information to the Regents on dates and receptions.

4.7 Media, Including the Use of Social Media, Recommendations for Regents

Upon being contacted by the media, Regents shall advise and consult with the Board Chair and/or with the college President for assistance with an informed and accurateresponse.

- Determine if the issue is an “operational” matter or a “policy” matter. Regent comments on policy matters are generally appropriate. On operational questions, it frequently is best to refer those to the college President’s office to check the status of the matter, including finding out whether or not Lee College is aware of the issue.

- Before getting back to the reporter, think through the points you want to make, as well as any additional potential questions the reporter might have. The college President’s office or Lee College’s Marketing and Public Affairs office can help you work through this process.

- Keep your comments to the point, and look to reinforce key Lee College messages about the high quality of education offered at Lee College, Lee College's commitment to the community not only to offer a high quality of education, but also to be a good steward of public trust and tax dollars, and to the openness and accountability of the college, its Regents and administrators.

- If you feel you are being drawn into a "gotcha" or "ambush" situation, ask the reporter, again, what the story is about and consider referring the matter back to college personnel.

- Be aware of your association with Lee College when posting on social media. Your content should be consistent with the educational goals and mission of Lee College and should not undermine the effectiveness or the inclusiveness of the College to all individuals.

- Be sure that all postings, comments, pictures, or other content do not appear to be affiliated with or express the views of Lee College, and are clearly your personal views and/or speech. Do not use Lee College branding or logos in your personal online posts without prior express written authorization. The only exception being that all members of the College community are encouraged to include on their personal social media any official Lee College message originally communicated via an official Lee College social media platform.

4.8 Changes to the Lee College Board of Regents Procedure Manual

All changes to this manual must be presented to and approved by the Board during a regularly scheduled meeting.