

SECTION 1
OPERATION OF THE BOARD OF TRUSTEES

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Establishment of Community College District

East Arkansas Community College is constituted as a community college district, which is an independent, separate, legal entity, created for the operation of this community college. It is established pursuant to the authority granted by Amendment 52 to the Arkansas Constitution.

Legal Reference: ACA 6-61-502
Policy Adopted: May 14, 1974
Policy Amended: November 12, 1998

EACC Board Policy

BP 1-2

Corporate Body

The District Board of Trustees of East Arkansas Community College is constituted as a corporate body. The official name of said corporate body shall be "The District Board of Trustees of East Arkansas Community College, Arkansas." In all suits against this Board, service of process shall be made on the Chairman of the Board; or, in the absence of the Chairman, another member of the Board, or the President of the College.

The Board of Trustees has all powers necessary and proper for the governance and operation of East Arkansas Community College.

The local control of East Arkansas Community College shall be vested in a local Board composed of nine (9) members who are residents and qualified electors of the Community College District.

Legal Reference: ACA 6-61-520; ACA 6-61-521

Policy Adopted: May 14, 1974

Appointment to Board and Terms of Office

The initial members of the Board shall be appointed by the Governor with the advice of consent of the Senate, and such members shall draw for Terms and position numbers. The Terms of three (3) of such members shall expire on December 31, on the first even numbered year after such appointment; the Terms of three (3) of such members shall expire on December 31, of the second even numbered year after such appointment; and, the Terms of three (3) of such members shall expire on December 31 of the third even numbered year after such appointment.

Upon the expiration of the Terms of those Trustees holding Office as of June 19, 1995, members of the board shall be appointed by the Governor, pursuant to a resolution of the board adopted after passage of Act 1349 of 1995. Members so appointed shall serve Terms of six (6) years.

Vacancies on the Board due to death, resignation or other cause shall be filled by appointment of the Governor to serve the remainder of an unexpired term. A person so appointed shall be eligible for appointment to a subsequent full term. When a vacancy occurs, the local Board shall officially recognize that a vacancy exists, enter such recognition of the vacancy upon its minutes, and notify the Governor, requesting that s/he make an appointment to fill the vacancy as provided by law. The appointment of the new member shall be entered into the board minutes.

Legal Reference: ACA 6-61-520, ACA 6-61-529

Policy Adopted: May 14, 1974

Policy Amended: June 8, 1995

Policy Amended: November 12, 1998

EACC Board Policy

BP 1-4

Compensation

Members of the Board of Trustees shall receive no salary but may receive reimbursement for expenses incurred while performing official board duties at a rate not to exceed the rate established for state employees by state travel regulations.

Legal Reference: ACA 25-16-902

Policy Adopted: May 14, 1974

Policy Amended: January, 1999

The Powers and Duties of the Local Board of Trustees

1. The powers and duties of the local Board shall be as follows:
2. To select its own Chairman and such other officers as it may deem desirable from among its own membership.
3. To adopt and use a seal.
4. To determine, with the advice of the Arkansas Higher Education Coordinating Board, the educational program of the Community College.
5. To appoint, with the advice of the Arkansas Higher Education Coordinating Board, and fix compensation and term of office of a President of the East Arkansas Community College, who shall be executive officer for the local Board and for the College.
6. To grant diplomas and certificates.
7. The Board of Trustees shall constitute the contracting agent of the Community College. It may when acting as a body make contracts, sue and be sued in the name of the Board of Trustees; provided, that in any suit a change in personnel of the Board shall not abate the suit, which shall proceed as if such change had not taken place.
8. To accept from any government or governmental agency, or any other public or private body, or from any other source, grants or contributions of money or property which the local Board may use for or in aid of any of its purposes; and if acceptance of such a grant is conditioned upon the local Board obtaining interim financing from a local financial institution and if the grant makes a provision for the repayment of the interim loan from the grant itself, then the local Board is authorized to contract for the required interim financing. Any such contracts for interim financing which may have been entered into in the past by local Boards are hereby ratified.
9. To acquire, own, lease, use and operate property, whether real, personal, or mixed, which is necessary for the purposes of East Arkansas Community College.
10. To dispose of property owned by the College upon such terms and conditions as shall meet the requirements for State agencies.
11. To exercise the right of eminent domain to condemn property necessary for the use of the College.
12. The Board of Trustees shall adopt such regulations to supplement those prescribed by the Arkansas Higher Education Coordinating Board as in its opinion will contribute to the orderly and efficient operation of the Community College and to the provision of educational services to all qualified citizens of the College district.
13. The Board of Trustees shall adopt such minimum standards as are considered desirable by it to supplement those standards of the Arkansas Higher Education Coordinating Board.

14. Require minutes and records to be kept. Require the President, as secretary, to keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the Board.
 - a. Minutes, recording. The typed minutes of each meeting shall be considered, corrected if necessary and approved at the next regular meeting; provided, that this action may be taken at any intervening special meeting if the Board desires. The minutes shall be signed by the chairperson immediately after correction and approval and shall be kept as a public record in a filing cabinet in the President's office area.
 - b. Minutes, contents. The minutes shall show the vote of each member present on all matters on which the Board takes action. It shall be the duty of each member to see to it that both the matter and their vote thereon are properly recorded in the minutes. Unless otherwise shown by the minutes, it shall be presumed that the vote of each member present supported any action taken by the Board in either the exercise of, violation of, or neglect of the powers and duties imposed upon the Board by law or legal regulation, whether such action is recorded in the minutes or in otherwise established. It shall also be presumed that the policies, appointments, programs and expenditures not recorded in the minutes but made and actually in effect in the College were made and put into effect at the direction of the Board, unless it can be shown that they were done without the actual or constructive knowledge of the members of the Board.
15. Control property. Retain possession of all property to which title is now held by the Board and to obtain possession of and accept and hold under proper title as a body corporate by the name of "The District Board of Trustees of East Arkansas Community College, Arkansas," all property which may at any time dispose of such property to the best interests of the College; contract, sue, receive purchase, acquire by the institution by condemnation proceedings if necessary, lease, sell, hold, transmit, and convey the title to real and personal property; all contracts to be based on resolutions previously adopted and spread upon the minutes of the Board; receive, hold in trust, and administer for the purpose designated, money, real and personal property, or other things of value granted, conveyed, devised, or bequeathed for the benefit of the College.
16. Adopt college program. Authorize the assembling of all data and the making of surveys essential to the development of a college program for the entire district and to adopt such a program as the basis for operating the College — one phase of the program to be a long-term program and another phase to constitute the annual program.
17. Establishment, organization, and operation of college. Adopt and provide for the

execution of plans for the establishment, organization and operation of the College.

EACC Board Policy

BP 1-5 (3)

18. Personnel. The Board shall hire the President and delegates authority to the President to designate positions to be filled, prescribe qualifications for those positions and provide for the for the employment, compensation, promotion, suspension, and dismissal of employees as follows, subject to the requirements of other Arkansas Higher Education Coordinating Board regulations.
- a. Positions and qualifications. Hear reports submitted by the President for positions to be filled and for minimum qualifications for personnel for the various positions.
 - b. Compensation and salary schedules. Adopt a salary schedule or salary schedules to be used as a basis for paying members of the instructional staff, such schedules to be arranged insofar as practicable so as to furnish incentive for improvement in training and for continued and efficient service; fix the salary of the President and authorize the compensation of members of the administration and instructional staff and other college employees on the basis of such schedules.
 - c. Letters of Notification. The President will provide written Letters of Notification for all benefits-eligible faculty and staff. All Letters of Notification shall be for definite amounts and shall specify the schedule of payments to be made. A signed copy will be retained in the personnel file of the employee. It is prohibitive to pay any salary to any benefits-eligible employee unless this provision of this paragraph has been observed.
19. To exercise all other powers not inconsistent with the provisions of State law that may be reasonably necessary to the establishment, maintenance and operation of the Community College.

Legal Reference:	ACA 6-61-521
Policy Adopted:	May 14, 1974
Policy Amended:	November 21, 1974
Policy Amended:	July 21, 1977
Policy Amended:	January 10, 2002
Policy Amended:	May 9, 2002
Policy Amended:	August 11, 2022
Policy Amended:	May 18, 2023

EACC Board Policy

BP 1-6

Appointment of the President

When a vacancy occurs in the office of the College President, the Board of Trustees will select and appoint a person to fill that office with the advice of the Arkansas Higher Education Coordinating Board.

When a vacancy occurs in the office of President, an acting President may be appointed, which appointment shall follow the same procedure as for a President. The term of an acting President shall not exceed six months, except that there may be one, but not more than one, reappointment for an equal term.

The College President shall be issued a contract by the Board. The term of the contract of a President shall not exceed four years.

Policy Adopted: May 14, 1974

Policy Amended: November 21, 1974

Termination of the President

The College President shall serve until such time as s/he vacates their office or is removed by the Board of Trustees as provided in the President's contract of employment.

Legal Reference:	ACA 6-61-521
Policy Adopted:	May 14, 1974
Policy Amended:	November 21, 1974
Policy Amended:	November 12, 1998

EACC Board Policy

BP 1-8

Board Meetings

The East Arkansas Community College Board shall hold an annual meeting on the second Thursday of February of each year. Said annual meeting shall be held in the Board Conference Room at the College or at such other place or time as may be agreed upon by the members of the Board.

Quarterly Board Meetings shall be held the second Thursday of each scheduled meeting month at 6:00 p.m. Scheduled meeting months for quarterly meetings are February, May, August, and November. In May, the Board will meet on the first Thursday following graduation.

Special meetings may be called by the Chairman. Actions taken at such special meetings shall have the same effect as those taken at regular meetings. Each member of the Board shall be notified as soon as it is determined that the meeting will be called. Representatives of the news media shall be notified at least two hours before such a meeting takes place.

Executive sessions may be held for the purpose of discussing personnel matters. No resolution considered or arrived at in executive sessions will be legal unless, following the executive session, the Board reconvenes in public session and presents and votes on such resolution.

Meetings of the Board shall be open to the public. It is recommended that groups or individuals wishing to appear before the Board first contact the President of the College, informing him of the nature of the problem or request. In the event that the problem cannot be solved, the President will contact the Chairman of the Board so that a time may be set on the agenda for the individual or group. It is recommended that such requests be made in writing, at least five days prior to any regular Board meeting.

Legal Reference:	By-Laws, Article II, Article III, ACA 25-19-101 et seq.
Policy Adopted:	November 21, 1974
Policy Amended:	July 21, 1977
Policy Amended:	February 9, 1989
Policy Amended:	February 8, 1996
Policy Amended:	August 20, 1998
Policy Amended:	May 17, 2001
Policy Amended:	November 8, 2007

EACC Board Policy

BP 1-9

Conduct of Board Meetings

The Board of Trustees will be governed by Roberts Rules of Order (“Revised”) in the conduct of Board meetings.

Legal Reference: By-Laws, Article III
Policy Adopted: November 21, 1974
Policy Amended: July 21, 1977

EACC Board Policy

BP 1-10

Definition of a Quorum

A majority shall constitute a quorum for any meeting of the Board. No business may be transacted at any meeting unless a quorum is present except that a minority of the Board may adjourn the meeting from time to time until a quorum is present.

Legal Reference: By-Laws, Article III, (A)

Policy Adopted: November 21, 1974

EACC Board Policy

BP 1-11

Officers

The officers of the East Arkansas Community College Board shall be a Chairman, Vice-Chairman, Secretary, and Treasurer. They shall serve for a period of **one** year. Election of officers shall be held at the regular annual meeting in February.

The duties of the officers are as follows:

The Chairman shall preside at meetings of the Board of Trustees, appoint appropriate committees, sign warrants pertaining to capitol accounts, sign legal documents and perform other such duties as may properly pertain to their office.

The Vice-Chairman shall preside in the absence of the Chairman and shall perform other duties as designed by the Board.

The Secretary shall have prepared the minutes of the meetings of the Board of Trustees, shall have maintained a record of all resolutions adopted by the Board, shall have published all legal notices, and perform all such other duties as may be prescribed.

The Treasurer shall have prepared a monthly finance report, shall have prepared an annual budget, shall sign warrants, pertaining to capitol accounts, and shall see that all funds are deposited in a depository designated by the Board.

Legal Reference:	By-Laws, Article I
Policy Adopted:	November 21, 1974
Policy Amended:	July 21, 1977

Officers

The President's Office will assist the Secretary in preparing minutes, maintaining a record of all resolutions adopted by the Board, publishing legal notices, and keeping of the seal of the College.

EACC Board Policy

BP 1-12

Preparation and Delivery of Agenda

The Chairman is responsible for preparation of the Board agenda, which shall be delivered to each Board member and the news media at least five (5) days prior to the day of the meeting. Items not included on the agenda may be considered by the Board, but no official action shall be taken by the Board on any matter not on the agenda until the next meeting, absent the affirmative vote of seven (7) board members to suspend this policy and act forthwith on such matter. Items for consideration in special meetings shall be delivered in advance as early as possible with appropriate comments and recommendations from the President.

Legal Reference: By-Laws, Article II (c), Article III (c)

Policy Adopted: November 21, 1974

Policy Amended: November 12, 1998

Preparation and Delivery of Agenda

The President will coordinate the administrative items to be included in the Board agenda. The President will assist the Chairman of the Board in collecting items for the Board agenda from the trustees, staff, general public, and members of the College faculty. An agenda item for a regular meeting of the Board of Trustees shall be presented to the President or Chairman of the Board at least one week in advance of each meeting. The Chairman of the Board will make the final decision as to which items will be included on the Board agenda.

Formulation of Policies and Administrative Regulations

The Board of Trustees is the legal governing body for the operation of the College and as such shall concern itself primarily with broad questions of policy rather than with administrative details. Policies adopted by the Board provide the general guidelines and requirements for the operation of the institution, and as such shall be carefully observed by all personnel. The application of policies is an administrative task to be performed by the President and their staff, who shall be held responsible for the effective administration and supervision of the College.

The Board shall delegate to the President the function of taking required actions and designing the detailed arrangements under which the College will be operated.

Such rules and detailed arrangements shall constitute the administrative regulations governing the College. The administrative regulations must be in every respect consistent with the policies adopted by the Board. The administrative regulations shall be designed to implement and support policies adopted by the Board.

In the absence of applicable policy, the President is authorized to establish needed regulations, subject to Board confirmation.

Policies adopted by the Board shall be organized into the appropriate section of the policy manual and given a section number followed by a policy number (example 1-14).

Administrative procedures designed to implement a specific board policy shall follow the appropriate policy and be assigned the same number as the policy, followed by a letter [example 1-14 (a)].

Policy Adopted: November 21, 1974

Policy Amended: September 18, 1975

Formulation of Policies and Administrative Regulations-Procedures

The College and/or the Board of Trustees may alter, eliminate, or add to any of the provisions of Administrative or Board Policy at any time and for any reasons, and such alterations, eliminations, or additions shall apply to all pertinent situations from the time of their inception. At the time new policies or revisions are issued, they shall be deemed incorporated into the faculty-staff handbook. The College shall update the handbook and Board Policy manual as soon as is practicable. Employees are required annually to review the faculty-staff handbook and certify that they have read the policies.

Any member of the faculty or staff may propose administrative policies using steps 1-3 below. Academic policies shall be developed in the following manner:

1. New proposed policies or amendments may be initiated by any member of the faculty or staff.
2. The proposal shall be submitted to the appropriate College committee for study and recommendation.
3. The appropriate College committee shall submit its recommendation to the appropriate Vice President, Dean, or senior administrator. The administrator, after consideration of the proposed recommendation, may forward the committee's recommendation to the President.
4. Upon receiving the recommendation, the President may consult with the Cabinet.
5. If appropriate, the President shall make a recommendation to the District Board of Trustees for final action.
6. The President may recommend policy directly to the Board.

Administrative policies and regulations shall be determined by the President in order to implement and support policies adopted by the Board of Trustees. Recommendations for new or revised administrative policies are forwarded to the President for final action.

Change request procedures: In order to accommodate many types of change, the following procedures are established. Any student, faculty, or staff member may propose change. In order to ensure that a means to request change is readily available and easily executed, a form titled **Request for Institutional Change in Policy, Procedure, or Other** (hereafter called "Change Form" is located on the website.

The Change Form is intentionally short and simple to ensure its adaptability and ease of use. This form may be utilized by faculty, staff, or students to suggest change. Recognizing the small scale of the institution, and in keeping with a desire to ensure senior leaders are accessible,

individuals may also propose change directly to an administrator or the President. The President may elect to refer the proposal to committee. Students may also suggest change through student groups and sponsoring faculty or staff.

Change forms are routed to the appropriate College committee, administrator, or the President for consideration. If routed to a committee, a **Committee Proposal** form (located on the shared drive) shall be filled out by the committee chair or by a person to whom s/he assigns that responsibility. The proposal form contains a section for providing data or evidence in support of the proposal and a section indicating the Core Competency and/or Strategic Priority the proposal addresses, and whether or not the proposal will require a budget request.

Each Committee Proposal form also has a section to be filled out following a committee meeting to report the action taken by the committee. If a committee recommends adoption of a change proposal, that proposal shall be forwarded to the appropriate senior administrator. If the senior administrator recommends the change, the proposal may be forwarded to the President for consideration. The President may elect to receive more input or to make a decision regarding adoption of the proposal. If the proposal necessitates a change in policy that requires a vote of the Board of Trustees, the President will bring the proposal to the Board.

Notification of change: Faculty and staff are notified of changes by the posting of committee minutes and completed Committee Proposal forms to the shared drive. Faculty and staff are also notified of changes through receipt of updated Faculty-Staff Handbooks and the College Catalog. Students are notified of changes through updates to the College Catalog. Official College email may also be utilized to notify faculty, staff, and/or students of changes when necessary.

For proposals that require financial resources, budget requests shall be made annually via a specified process detailed each year by the Vice President for Finance. Budget requests must contain a justification and supporting data and/or evidence and must indicate which Strategic Priority or Core Competency the requested item supports.

Type of change and how to make a request: Due to the variable nature of a vibrant and transformative institution, all types of change a person may desire cannot possibly be named in one list. However, some of the most common types of change and the procedures to propose each type are listed below.

Policies and regulations – Institutional Change form or direct suggestion to President or appropriate senior administrator. Provide supporting data and evidence. Indicate the Strategic Priority and/or Core Competency proposal supports. Indicate if proposal will require a budget request.

Strategic priority, strategy, or initiative – Institutional Change form or direct suggestion to President or appropriate senior administrator. Provide supporting data and evidence. Indicate the Strategic Priority and/or Core Competency proposal supports. Indicate if proposal will

require a budget request.

Course or academic program -- Institutional Change form or direct suggestion to President or appropriate senior academic administrator. Provide supporting data and evidence. Indicate the Strategic Priority and/or Core Competency proposal supports. Indicate if proposal will require a budget request.

Work hours, working conditions, or job duties – direct supervisor. Also see uniform personnel policies and procedures in the faculty-staff handbook.

Student activities or events – Institutional Change form or direct suggestion to President, senior administrators, student engagement personnel, or the Student Government Association. Provide supporting data and evidence. Indicate the Strategic Priority and/or Core Competency proposal supports. Indicate if proposal will require a budget request.

Assessment methods, procedures, or practices - Institutional Change form or direct suggestion to President or appropriate senior administrator. Provide supporting data and evidence. Indicate the Strategic Priority and/or Core Competency proposal supports. Indicate if proposal will require a budget request.

Marketing, communications, or student recruitment – Institutional Change form or direct suggestion to the President or Associate Vice President for Public Relations and Community Programs. Provide supporting data and evidence. Indicate the Strategic Priority and/or Core Competency proposal supports. Indicate if proposal will require a budget request.

Facilities - Institutional Change form or direct suggestion to President or Vice President for Finance. Provide supporting data and evidence. Indicate the Strategic Priority and/or Core Competency proposal supports. Indicate if proposal will require a budget request.

Other change not listed here -- Institutional Change form or direct suggestion to the President or the appropriate senior administrator. Provide supporting data and evidence. Indicate the Strategic Priority and/or Core Competency proposal supports. Indicate if proposal will require a budget request.

EACC Administrative Policy

AP 1-13b

Formulation of Policies and Administrative Regulations-Authority of Publications

If there is a discrepancy between policies or procedures in College publications and the Board Policy Manual, the Board Policy Manual shall supersede all other publications.

EACC Board Policy

BP 1-14

Membership in Associations

The Board of Trustees may hold membership in such local, state, regional, or national associations as may exist and that contribute directly to the welfare and improvement of the College.

Policy Adopted: November 21, 1974

EACC Board Policy

BP 1-15

Attendance at Meetings, Institutes, Conventions

Attendance at meetings, directly or indirectly related to the program of the College, shall be encouraged. The President should be notified of all such meetings to be attended by Trustees. All necessary expenses of attending such meetings including transportation, meals, and registration fees, shall be reimbursable consistent with Arkansas law. Approval of out-of-state travel by Board members shall be approved by the Board.

Policy Adopted: November 21, 1974

Policy Amended: March 13, 1980

EACC Board Policy

BP 1-16

Travel and Traveling Expenses

Members of the Board may be reimbursed for all expenses incurred in attendance at any conference or convention, or in making any trips on other official business for the College as provided under State regulations.

The College is authorized to reimburse individual Board members for travel when appropriate documents are filed.

Legal Reference:

Policy Adopted: November 21, 1974

Policy Amended: September 12, 1996

Policy Amended: August 13, 2009

EACC Board Policy

BP 1-17

Legal Counsel and Services

The Board shall retain legal counsel on a contract basis at a fee or salary as appropriate and as established by the Board for the purpose of providing necessary legal services to the College.

The Board may provide legal services for employees who may be sued for actions which occur in performance of their assigned duties. College funds may be expended for the purposes described above.

Policy Adopted: November 21, 1974

EACC Board Policy

BP 1-18

Professional Services

The Board may employ or retain consultants, auditors, and other professional personnel, when appropriate, on a contractual basis. Each contract is to be negotiated individually spelling out the scope of the services, fees and/or honorariums. Travel and out-of-pocket expenses, when applicable, will be paid in accordance with State regulations.

Policy Adopted: November 21, 1974

EACC Board Policy

BP 1-19

College Foundation

RESOLVED, that the proposed By-laws of East Arkansas Community College Foundation, Inc. and the Restatement of its Articles of Incorporation be, and are hereby, pre-approved by the East Arkansas Community College Board of Trustees for adoption by the board of directors of the East Arkansas Community College Foundation, Inc., provided, however, Article VI, Section 5, must limit expenditures by the foundation to \$20,000 in any calendar year and any single expenditure in excess of \$5,000 from the general fund absent prior approval of this Board of Trustees.

Policy Reaffirmed: November 12, 1998

Policy Amended: February 9, 2012, and May 10, 2012

Operational Budget

The President shall recommend to the Board of Trustees at its May meeting a budget of income and expenses in such format as the Arkansas Higher Education Coordinating Board may prescribe. All accounting and reporting procedures shall be as required by the Arkansas Higher Education Coordinating Board.

Legal Reference: ACA 6-61-505 (c) (7)

Policy Adopted: November 21, 1974

Policy Amended: November 12, 1998

Policy Amended: August 13, 2009

Legal Intent Concerning Operation of the College

“Community College” means an educational institution established or to be established by one or more counties or cities of this State offering a comprehensive program designed to serve the post-secondary educational needs of its district and the State including specifically, but without limitation, occupational programs of varying types and levels of difficulty, the first two years of a baccalaureate degree, community service offerings, developmental, continuing education, and student guidance and counseling services.

“District” means the geographic area included within one (1) or more contiguous or non-contiguous counties or cities, or any described combination thereof, or any described contiguous area that may be one (1) or more counties or parts of counties, participating in or intending to participate in the establishment and maintenance of a community college.

Legal Reference: ACA 6-61-501 (1), ACA 6-61-501 (4)

Policy Adopted: November 21, 1974

Policy Amended: November 12, 1998

EACC Board Policy

BP 1-22

Abstention from Voting

Any Board member may abstain from voting on official motions at regular or special Board meetings in accordance with Roberts' Rules of Order (Newly Revised) 1970.

Policy Adopted: November 21, 1974

Policy Amended: January 21, 1975

Policy Amended: March 13, 1980

Capital Outlay and Funding

“Capital outlay expense” means those funds devoted to or required for the acquisition and improvement of land; acquisition, construction, remodeling, alteration, addition, or enlargement of buildings or other structures; and initial purchase of furniture, apparatus and other equipment.

Capital outlay expenses shall be paid from gifts, grants, profits from auxiliary expenses, tuition, fees, local millage and other local funds and may be paid from state funds appropriated for such purposes, or from proceeds or arrangements available under the Arkansas College Savings Bond Act of 1989 as amended, if any.

Legal Reference: ACA 6-61-501 (2), ACA 6-61-603 (b), ACA 6-62-702, et seq.

Policy Adopted: November 21, 1974

Policy Amended: November 12, 1998

EACC Board Policy

BP 1-24

Millage

The Board of Trustees of the College shall certify, within the time provided by law, to the appropriate tax levying authority of the county the aggregate millage to be levied for the District for operating purposes and indebtedness purposes, and the same shall be levied and collected in the manner provided by law.”

Legal Reference: ACA 6-61-602 (c) (1)

Policy Adopted: November 21, 1974

Authorization to Allow the Community College to Purchase Commodities and Services from Board Members

Board Members may conduct business with East Arkansas Community College under the following circumstances:

Competitive bids on all items not exceeding an estimated purchase price of \$10,000 and competitive sealed bids must be taken on all items above that figure. Specifications for commodities or services must not be proprietary or sole source. All other state purchasing laws will apply. State contract items must be purchased from the appropriate state contract.

When any Board Member would derive financial gain from a sale, and if the Board is required to vote on the purchase, that Board Member shall not vote on that issue.

The President shall maintain for a period of five years a file of all documents pertaining to sales/purchases under this policy.

No member of the community college Board of Directors shall, in an effort to influence the College to purchase commodities or services from him:

1. Coerce, bribe or threaten economic sanctions against any Board Member or employee or the College in an effort to influence the decision on the purchase; or
2. Purposely omit, conceal or falsify material facts to a Board Member or employee regarding the transaction.

Legal Reference: ACA 6-61-613

Policy Adopted: June 8, 1989

Grant Proposals

Staff members of the institution are encouraged to propose grants that will enhance the accomplishment of the institution's mission. Any person may propose a grant by submitting a proposal to his or her supervisor that includes a brief synopsis of the grant, its relationship to the institutional mission, and the requirement of institutional resources such as staff time to develop the grant, space requirements for housing the grant activities, and any institutional matching requirements. The supervisor has the authority to reject the proposal or to present it to the President who will give final approval to proceed with the development of the grant.

After the grant proposal has been completed, it must be approved by the President before it is submitted to the funding agency. If the proposal is funded, its concepts and budget must be approved by the Board of the institution. After the Board of Trustees has approved the budget of the grant, any changes in the budget must be approved by the supervisor and the President prior to submittal to the funding agency. Any approved budget changes must be submitted to the Business Office after the written approval is received from the funding agency.

The Business Office must be advised of all accounting procedures required by the funding agency and of the dates of periodic and/or final financial reports. Any expenditure of funds shall be in accordance with institutional policies and must include the approval of the grant administrator, the appropriate supervisor, and the President.

Policy Adopted: November 12, 1998

Donations to the College

Donations to East Arkansas Community College shall become the property of the College and shall be accounted for and disposed of according to the procedures set forth in the State Accounting Procedures Manual.

The College will not place a value on a donation; however, the administration is authorized to seek and pay for appraisals on items or property when it is in the best interest of the institution to do so. Items with a useful life of more than one year or estimated fair market value of \$2,500 or more, must be placed on the College inventory records.

A donated item that may not be used for the purposes for which it was manufactured may be disassembled and utilized as supplies. Items that have no value to the College or that do not support its mission may not be accepted.

If a donor wishes to establish restrictions on the use or disposition of a donation, the Board of Trustees must accept the donation and the restriction or conditions. After the Board of Trustees has accepted a restricted donation to the College, additional donations for the same purpose may be accepted by the College without further action by the Board of Trustees. If the Board accepts a restricted gift, the restrictions shall be followed and adequate records will be maintained to prove the use and disposition of the donation.

Small gifts (less than \$250) may be made to the College for support of ongoing programs in the College without formal approval of the Board of Trustees of the College. In those cases where small contributions would result in a changed practice or direction for the College, then such gifts shall only be accepted by the Board of Trustees of the College.

If a person's restricted contribution to the College is matched by his or her employer, the matching portion of the gift will be dedicated to the same purpose as the original gift if the employer's matching gift program policies do not preclude such designation. In those cases where the employer's policies restrict such action, the matching fund shall be deposited in the general fund of the College.

The College may accept loaned equipment to support its programs. The Board of Trustees shall approve the conditions under which property is loaned to the College. Adequate records shall be maintained on equipment loaned to the College to assure that the conditions of the loan are met and the property is disposed of properly.

The records of all donations to the institution shall be maintained by the Vice President for Finance.

Policy Adopted: November 12, 1998

Policy Amended: August 13, 2009

Donations to the College

All donations to the College must be approved in writing by the chief financial officer of the College prior to acceptance of any item offered to East Arkansas Community College unless otherwise approved by the East Arkansas Community College Board of Trustees.

There are certain procedures and restrictions governing donation of items to the College. The Vice President for Finance can provide those restrictions and procedures upon request. No employee except the President may accept donations on behalf of the College without following written procedures and receiving guidance from the Vice President for Finance.

Donations accepted as part of a Live Work project should follow the Live Work policies and procedures.

