



# Southwestern Michigan College Board Policy - Bylaws – Article VII Trustee Education

Last Reviewed	Last Updated	Effective Date
		5/18/2020

Pursuant to Criterion 2.C. of the Higher Learning Commission's "Criteria for Accreditation," trustees shall regularly engage in educational activities to remain informed of state and national issues, trends, and opportunities relevant to community college governance. Thus, trustees are encouraged to annually attend a Michigan Community Colleges Association (MCCA) meeting or conference and occasionally attend (every 2 to 3 years) an Association of Community Colleges Trustees (ACCT) conference. To control costs, trustees will alternate attendance at meetings and conferences that require airfare. New trustees are encouraged to attend state level opportunities for initial training and development during their first year of service.

Trustee educational expenses are subject to the following guidelines:

1. Trustee education is intended to replicate that of College employees, although trustee travel is more restrictive. It should be noted that College employees engage in professional development on College time, whereas trustees attend on their own time which may include use of vacation time from their place of employment.
2. A trustee's conference or meeting fee will be paid by the College.
3. Trustees will attend as many sessions as the daily conference schedule permits, and will be expected to share materials with the larger Board of Trustees. The College will copy and distribute the materials.
4. For MCCA meetings and conferences, the College will pay the cost of a standard room at the conference or meeting hotel. If a trustee prefers to stay at another hotel, then he or she can be reimbursed up to the amount of the conference hotel's standard rate or the rate of the other hotel, whichever is of lesser value.
5. For ACCT meetings, the College will pay the cost of a standard room at the conference hotel, to reduce transportation costs. Only in the event that space is not available at the conference hotel will the College reimburse a trustee for a standard room at the nearest hotel and the transportation to and from the conference hotel.
6. Trustees will not be reimbursed for meals, alcohol, or entertainment; however, the College will pay the costs of conference sponsored meals.
7. Spouses and other family members may accompany a trustee to a conference or meeting at no cost to the College (excluding any conference sponsored meal).
8. Transportation costs (mileage or standard airfare) will be reimbursed to a trustee attending an MCCA or ACCT meeting or conference. All transportation costs must be appropriately documented.

9. The trustee delegate and alternate delegate to the MCCA may attend quarterly meetings under the above provisions, however only mileage is eligible for reimbursement for travel within the State of Michigan.