

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ADMINISTRATION

PRESIDENT EVALUATION

**POLICY 2112
ADOPTED: 12/18/90**

The Board of Trustees believes that the evaluation of the President should be a process that causes a better understanding between the two and results in positive leadership of the Board and the President in managing the college.

The Board of Trustees will evaluate the President annually no later than January.

The evaluation will be written and be presented to the President in closed session of a regular or special meeting of the Board of Trustees. The president will have an opportunity to respond in writing to any part of the evaluation.

Both the Chairman of the Board of Trustees and the President will sign and date the evaluation.

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ADMINISTRATION

CONSULTANTS

**POLICY 2320
ADOPTED: 01/22/91**

The College will employ consultants to provide needed specialized knowledge and skills. Consultants will be employed for a specific time and service. The President will include in each annual budget an account for consultants.

The President will approve all consultants except those hired directly by the Board of Trustees.

The President will approve of all consultants up to \$5,000.00 per service and inform the Board of Trustees of his/her action.

The President will recommend as an action item all consultants over \$5,000.00 per service. The Board must approve. Departments must have available monies in the Board approved budget prior to entering an agreement with a consultant. Exceptions must be approved by the Board.

Written agreement must be provided for all consultants. The Business Office will issue payment only according to the agreement. The department vice president(s) utilizing the consultant must issue a report, written or oral to the President indicating that the consultant services have been completed and that a bill has been received by the College with a recommendation that payment be made.

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ADMINISTRATION

**REIMBURSABLE EXPENSES FOR
NON-EMPLOYEES**

**POLICY 2321
ADOPTED: 01/22/91
AMENDED: 12/17/91**

The Board of Trustees recognizes the need to reimburse reasonable expenses incurred by certain non-employees, such as consultants, speakers, performers, etc., who perform services for Triton College.

Advance agreement for such reimbursements must be included in a contract or letter of agreement before services begin.

Reimbursement must be approved by the department Vice President before payment will be made. Such approval indicates that the reimbursement is within limitations of the budget and Board policy.