

Board Access to Information Policy

In accordance with Article XVII of the State Board By-laws, members of the SBCC should have timely access to information related to matters coming before the Board to perform their statutory duties and oversight responsibilities. An essential aspect of exercising due care in board oversight and decision-making involves being fully informed on all matters that fall within the Board's responsibility.

As referenced in Article XI of the State Board By-laws, all matters presented to the Board, shall be submitted to the appropriate standing committee for investigation and report. Information is essential for guiding decisions through the Board committee structure. Each committee shall be assigned a primary staff person to support the functions of the committee and assist in the flow of information to the committee that is relevant to the committee's work. Committees may request from the appointed staff member any information, documentation, and materials that relate to the committee's purpose and business. In addition to the assigned committee staff, System Office senior leadership should be available and respond in a timely manner to information requests from the Board Chair, Vice Chair, and Committee Chairs as necessary to assist in the performance of statutory duties and oversight responsibilities.

The fact that information may be confidential or privileged is not a reason to withhold requested information from a Board member. When sharing confidential or privileged information, the System Office staff should be mindful to advise Board members of the confidential or privileged nature of the information, mark any written documents as confidential or privileged, and to caution that it cannot be shared outside of the Board members and the appropriate System Office staff members. Board members are expected to abide by all laws that govern the confidentiality of information. System Office staff should also notify the Board Liaison that the confidential information has been shared with the Board member or member(s) in keeping with the purview of the Committee Charter.

Any Board member not provided information needed to conduct the governance responsibilities of their appointed committee should notify the Committee Chair and contact the Board Staff Liaison regarding the information needed. Any Board member participating in a committee discussion regardless of committee appointment, should have access to information needed to fully participate in the committee discussion. Any Board member, who does not receive information requested from a committee staff member or other senior staff member, should notify the Board staff liaison and/or Chief of Staff, who will expedite delivery of information. If the Board member still does not receive the requested information, the Board member should contact the System President and/or Board Chair to request that the required information is provided. The President and Board Chair will work together to provide access to the information and to place any appropriate conditions on that access or use of the information. The Board Chair should counsel any Board member who is requesting information

in a manner or at a frequency that is interfering with the work of the System Office or overburdening the staff with information requests.

Any report required by statute to be submitted to the General Assembly or one of its committees must be provided to the appropriate Board committee for review prior to its submission to the General Assembly.

The System Office senior leadership has an obligation to inform the Board Chair and Committee Chair(s) regarding any material event that affects the System Office or any system college. A material event is an event that could cause concern regarding the financial, political, or reputation of the System.

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