

## **IV-C-14 Policy for College Officials Serving on Committees, Commissions, Boards or Agencies**

When a college employee is to be off from his/her job to serve on a district or regional or state board, committee or commission, the following criteria must be met:

- Permission must be obtained from the campus President and the Chancellor or Executive Vice Chancellor.
- Committee or commission must be of benefit to the college as determined by the campus President and Chancellor or Executive Vice Chancellor.
- Committee or commission must be related to the employee's area of expertise or college-related in some manner.
- Information regarding frequency of meetings, amount of release time needed, cost of travel for serving, and length of service must be submitted prior to the final appointment of the employee.

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