EvCC2170D: BOARD OF TRUSTEES COMPENSATION PRESIDENTIAL DIRECTIVE  
Original Date:  April 2015  
Policy Contact: President

Purpose
Washington State law requires Everett Community College to have a statement that identifies the board of trustees’ classification, how board members will be compensated for meetings, and how board members will be reimbursed for travel.

Classification
State law divides boards, commissions, and councils into five classes for the purposes of compensation. As described in the State Administrative & Accounting Manual (SAAM) section 10.70.30, the Board of Trustees is classified as “other.”

“other” – Any part-time board, commission, council, or committee not covered by RCW 43.03.230, 43.03.240, 43.03.250, or 43.03.265, but established by either the executive, legislative, or judicial branch to participate in state government. These members have rule-making authority, perform quasi-judicial functions, have responsibility for the administration or policy direction of a state agency or program, or perform regulatory or licensing functions with respect to a specific profession, occupation, business, or industry.

Compensation for Meetings
State law provides for members of boards, commissions, and councils serving without compensation to receive a special per diem rate (RCW 43.03.050). The Office of Financial Management (OFM) articulates travel reimbursement policies and processes in its State Administrative & Accounting Manual (SAAM). Members of the Board of Trustees are allowed the current high cost daily per diem rate when attending meetings to conduct board business. The rate will be updated annually by the accounting office.

Compensation for meetings will be requested by submitting a Board of Trustees Taxable Travel Reimbursement Request to the payroll office. Payment will be issued through the payroll system because this compensation is subject to taxes and is reportable to the IRS. No mileage will be paid for meetings.

Travel Reimbursement
Members of the Board of Trustees will receive reimbursement for travel to conferences the same as college employees.

A. If the travel does not include overnight stay, the reimbursement for meals per diem is subject to taxes and must be paid through the payroll system.
   1. Reimbursement for meals
      a. Reimbursement for meals will be requested by submitting a Board of Trustees Taxable Travel Reimbursement Request to the Payroll Office.
      b. Payment will be issued through the payroll system.
   2. Reimbursement for mileage
      a. Reimbursement for mileage will be requested by submitting a Travel Expense Voucher to the Travel Desk with the necessary receipts attached.
      b. Payment will be issued using the current method for travel reimbursement.

B. If the travel requires an overnight stay, the reimbursement is not subject to payroll taxes
   1. Reimbursement for travel expenses (lodging, meals, mileage, etc.) will be requested by submitting a Travel Expense Voucher to the Travel Desk with the necessary receipts attached.
   2. The payment will be issued using the current method for travel reimbursement.
RELEVANT LAWS AND OTHER RELATED INFORMATION
RCW 43.03
State Administrative & Accounting Manual (SAAM) section 10.70

REVISION HISTORY
Original Date: April 29, 2015
Last Review Date: April 29, 2015

APPROVED BY
President