

Shawnee Community College



Board Policy Manual
June 2023



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Policy

Policy Title: College Purpose

Number: B1000

Policy Type: Board – Strategic Outcomes

Responsible: President

Related Policies: [B1003](#), [B1004](#), [B1005](#), [B1006](#), [B1007](#), [B1008](#), [B1009](#)

Linked Procedures: None

Related Laws: [110 ILCS 805/](#) Illinois Public Community College Act

Related Standards: None

HLC Criterion: 1A, 1B, 1C

Policy Statement

Shawnee Community College's purpose is to provide high quality and affordable higher education services to the citizens of Alexander, Johnson, Massac, Pulaski, Union, and parts of Jackson Counties in Illinois, which advance individual economic mobility, personal growth, and the local economy, at a cost commensurate with the value of services provided.

Community Stakeholders benefit from the College in the following ways:

1. Students acquire the knowledge, skills, and self-confidence required for employability and/or career advancement in a global economy. Students also maximize their opportunity for future earnings growth. In addition, students achieve their individual potential as productive, informed, and engaged citizens. Student lives are enriched when they participate in lifelong learning opportunities that match their personal, avocational, and leisurely interests.
2. Increased earning potential from College graduates should benefit businesses by increased consumer spending. In addition, businesses have access to a steady supply of qualified, trained workers. Businesses also have access to customized training that helps them increase productivity.
3. The Community receives: economic development opportunities that attract new businesses to the local tax base; economic development opportunities that strengthen existing businesses; increased property values; increased tax revenue due to individual prosperity growth; increased understanding of healthy lifestyle choices, lower unemployment; and increased cultural opportunities.
4. Educational partners receive opportunities to connect students with the College's courses, programs, facilities, and educational resources.

Community Stakeholders attain the previously identified benefits through participation in the following strategic outcomes:

1. Transfer courses and degrees designed to provide the first two years of a baccalaureate education.
2. Professional (i.e. Career-oriented) courses, certificates, and degrees designed to prepare students for entry-level employment and apprenticeships.



3. Continuing education and/or training seminars, courses, certificates, and programs designed for individuals who want to upgrade occupational skills for current jobs, retrain for new jobs, or prepare for a new career.
4. Customized workforce training, consulting, and technical assistance programs/services that support public and private sector economic development.
5. Courses and/or programs that provide students with basic academic skills needed to participate and succeed in college level study.
6. Courses and/or programs that provide students with the academic skills needed to attain their high school diploma or GED.
7. Community education and avocational activities and programs that contribute to personal interest, growth, and enrichment.
8. Services, activities and programs designed to: attract students; help students identify educational goals, select achievable career paths, and enroll in appropriate courses and programs; provide academic support to assist students with their educational goals; provide student support services enabling them to persist in the achievement of their educational goals; assist students with disabilities with equal access to the College's activities, courses, programs, and services through reasonable accommodation; assist students with the attainment of clinical placements, internships and post-graduation employment; enhance classroom learning by providing co-curricular and extracurricular experiences; and develop academic and personal skills to achieve student success.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06.15.23	Minor Grammatical Changes	Board of Trustees





Policy

Policy Title: Mission, Vision, and Values	Number: B1001
Policy Type: Board - Strategic Outcomes	
Responsible: President	
Related Policies: B1000	
Linked Procedures: None	
Related Laws: 110 ILCS 805/ Illinois Public Community College Act	
Related Standards: None	
HLC Criterion: 1A, 1B, 1C	

Policy Statement

The Board clearly articulates the College’s purpose on behalf of the community. The President interprets the Board’s policy on purpose and develops an inclusive and collaborative process that expresses how the employees will achieve the purpose through various public means documents, including statements of mission, vision and values.

The mission statement shall identify what the College intends to accomplish as it carries out the Board’s purpose. The vision statement shall identify the direction/goals for employees as they work to improve the College’s services, as noted in the Board’s purpose. The value statement shall identify how College employees will carry out the Board’s purpose.

The Board, in collaboration with the President, shall continually review and suggest revisions to the mission, vision, and values to strengthen the alignment between Board expectations and employee efforts. The College’s mission, vision, and value statements shall support HLC accreditation requirements. The College’s mission, vision, and values will be made available on the College’s website and, as determined by the President through other public sources. Ultimately, the Board shall adopt mission, vision, and value statements on behalf of the College.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Reviewed; No Recommended Changes	Board of Trustees





Policy

Policy Title: Monitoring College Effectiveness

Number: B1002

Policy Type: Board - Strategic Outcomes

Responsible: President

Related Policies: [B1003](#), [B1004](#), [B1005](#), [B1006](#), [B1007](#), [B1008](#), [B1009](#), [B1010](#), [B1011](#), [B1012](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: All

Policy Statement

All Community Stakeholders benefit from the College making satisfactory progress toward achieving the Board's Strategic Outcomes. Specifically, student's lives are enriched through their participation in the College's programs and services and consequently the vitality of the community is strengthened.

The Board, through the Strategic Outcomes policy on *College Purpose*, identifies eight critical services that the College shall provide to the Community. To strengthen the importance and emphasize the Board's commitment to each of these services, each service is further defined in a unique Strategic Outcomes policy. In addition, the Board believes that accreditation and diversity are essential elements needed to support the achievement of those services. As such, the Board has identified a unique Strategic Outcome policy for *Accreditation/Certification* policy as well as a unique Strategic Outcome policy for *Diversity, Equity, and Inclusion* policy.

To ensure the College is making satisfactory progress on achieving the Board's Strategic Outcomes related to *College Purpose, Accreditation/Certification, and Diversity, Equity, and Inclusion* policies, the Board shall engage in a series of monitoring activities, which includes a review and analysis of President provided monitoring reports and a comprehensive evaluation of the Presidents performance, which is outlined in the Delegation of Authority section of the Board's policies.

To provide effective and consistent assessment framework for the Board to evaluate College progress towards the achievement of the Board's Strategic Outcomes related to *College Purpose, Accreditation/Certification, and Diversity, Equity, and Inclusion* policies, the Board will inspect (through President provided monitoring reports) College performance using the Shawnee Community College Effectiveness System (SCCES) evaluation model. Specific monitoring measures and indicators of performance are suggested in each individual Strategic Outcomes policy and should be viewed as advisory in nature not as actual requirements.



Specifically related to monitoring reports and consistent with the identified assessment framework, the Board will review and analyze:

1. The College’s Dashboard on a monthly basis;
2. Performance reports on Financial & Investment Stewardship on a quarterly-basis;
3. Performance reports on Facility & Technology Infrastructure Stewardship on a semi-annual basis;
4. Progress reports on Strategic Plan initiatives on a semi-annual basis; and,
5. Strategic Outcomes performance reports related to *College Purpose, Accreditation/Certification, and Diversity, Equity, and Inclusion* (each Strategic Outcome will be reviewed annually as noted in Section-10 of Bylaw 4003).
6. Performance report on Human Resources on an annual basis.

The Board directs the President to develop detailed procedures and guidelines for each of the monitoring reports noted above and present to the Board for review.

These monitoring activities, which are consistent with policy governance principles, will assist the Board with guiding the President on decisions related to the College’s strategic direction, the prioritization of performance improvement initiatives, and the allocation of resources. Further, these monitoring activities will be the primary focus of the Board’s work as it performs the oversight and fiduciary duties required by the Illinois Community College Act and as expected by the Higher Learning Commission.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Updated Board Reporting Preferences	Board of Trustees





Policy

Policy Title: Transfer Programming
Policy Type: Board - Strategic Outcomes
Responsible: President
Related Policies: [B1002](#)
Linked Procedures: None
Related Laws: None
Related Standards: None
HLC Criterion: 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

Number:B1003

Policy Statement

As identified in the College purpose statement, transfer programming is an essential service that prepares students for the first two years of a baccalaureate education.

Students receive value by engaging in the College's transfer courses and degrees designed to prepare them for the first two years of a baccalaureate education. Students benefit when upper division colleges and universities accept transfer courses and degrees as elective credit. Students receive greater value when upper division colleges and universities accept completed courses and degrees as major-specific credit. Moreover, students receive the greatest benefit when SCC courses and degrees align with the major requirements found at upper division colleges and universities through clearly defined articulation agreements, which clarify the transfer pathway, reduce time spent obtaining advanced degrees, and potentially limit student loan debt.

To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve transfer courses, programs, and agreements.

Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in student interest, enrollment, academic success, transfer readiness, completion, and deployment.

The measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this Strategic Outcome. The President, at their discretion, can modify the measures and indicators as needed.

Specific measures for **student interest** may include data that illustrates how students access transfer pathways. Potential indicators might include the number of articulation agreements, including 2+2 and 3+1 arrangements, available to students.



Key Monitoring Activities [CONTINUED]:

Articulation agreement deletions, additions, and revisions to existing agreements could be noted.

Specific measures for **enrollment** may include data that reflects credit-hours, FTE, and headcount of students taking transfer courses. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the average credit load by semester; number of students participating in early college programs; number of students participating in dual enrollment courses; and/or average credits earned by semester for transfer students.

Specific measures for **academic success** may include data that reflects student learning outcome attainment and student performance in transfer courses. Potential indicators might identify the percentage of students who pass a transfer course with a grade of C or better and percentage of students who receive a D, F, or W in transfer courses.

Specific measures for **transfer readiness** may include data that describes how students matriculate to upper division colleges and universities. Potential indicators might describe the percentage of courses transferred as equivalent and the percentage of courses transferred as elective.

Specific measures for **completion** may include data that describes student graduation rates, completion rates, and credentials awarded. Potential indicators might describe the percentage of degree-seeking students who enrolled at an upper division college or university within 3 years of initial enrollment at SCC and/or the average number of credits earned in a transfer degree at SCC.

Specific measures for **deployment** may include data in the measures of curriculum management and scheduling effectiveness, including breadth of courses, percentage of courses offered in multiple timeframes/formats, number of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, and average enrollment per section.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
02-16-23	Added Deployment Measures	Board of Trustees





Policy

Policy Title: Professional Programming
Policy Type: Board - Strategic Outcomes
Responsible: President
Related Policies: [B1002](#)
Linked Procedures: None
Related Laws: None
Related Standards: None
HLC Criterion: 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

Number:B1004

Policy Statement

As identified in the College purpose statement, professional programming is an essential service that prepares students for entry-level employment and apprenticeships.

Students receive value by engaging in the College's professional (i.e. career technical education) courses, certificates, and degrees designed to prepare them for direct entry-level employment in the workplace or for an industry recognized apprenticeship. Students benefit from relevant and evolving curriculum that is informed by employer, educational partner, and economic development professional input. Students benefit when they obtain enhanced job skills, employment, and/or promotion in careers related to their courses and programs of study. Students receive greater value when they receive a wage in a high skill-high demand career located within the district after completion of a SCC professional course or program of study. In addition to wage growth, students receive superior value when they are able to obtain professional certification and/or licensure after completing a course or program of study that is aligned with industry-recognized standards. Furthermore, students are well positioned for future job growth when their professional course, certificate, and/or degree align with advanced professional degrees at colleges and universities. This clarifies the transfer pathway, reduces the time spent obtaining advanced professional degrees, increases career flexibility/mobility, and potentially limits student loan debt.

Employers benefit from a supply of employees who possess the knowledge, skills and abilities needed to succeed. Employers receive value from an agile and skilled workforce that brings new ideas and creativity to a rapidly changing market and work environment.

To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve a program of professional (i.e. career-oriented) education.



Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in community need, student interest, enrollment, academic progress, academic success, completion, employment readiness and deployment.

Please note, the measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this Strategic Outcome. The President, at his/her discretion, can modify the measures and indicators as needed.

Specific measures for **community need** may include data that illustrates how workforce development needs are being met. Potential indicators might include the number of graduates that enter high-skill/high-wage jobs within the College's service area and tri-state region, the number of graduates employed within the College's service area and tri-state region, and wage rates for all professional program graduates.

Specific measures for **student interest** may include data that demonstrates student matriculation through a career pathway and increased program relevance. Potential indicators might include the number of articulation agreements, including 2+2 and 3+1 arrangements, available to students; percentage of professional programs with a transfer plan of study; and, percentage of programs having professional recognition.

Specific measures for **enrollment** may include data that reflects credit hours, FTE, and headcount of students taking professional program courses. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the average credit load by semester; number of students participating in early college programs; number of students participating in dual enrollment courses; and/or average credits earned by semester for professional program students.

Specific measures for **academic progress** may include data that reflects course completion, program completability, credit accumulation rate, retention, and persistence. Potential indicators might identify percent of courses completed that were attempted; percentage of programs that can be completed within a 2-year (or less) timeframe; and percentage of students who completed credit milestones within an academic year.

Specific measures for **academic success** may include data that reflects student learning outcome attainment and student performance in professional program courses. Potential indicators might identify the percentage of students who pass a professional course with a grade of C or better and percentage of students who receive a D, F, or W in professional courses.

Specific measures for **completion** may include data that describes student graduation rates, completion rates, and credentials awarded. Potential indicators might describe



the percentage of degree-seeking students who graduated within 3 years of initial enrollment at SCC and/or the number of certificates and degrees awarded.

Specific measures for **employment readiness** may include data that demonstrates licensure pass rates, certification exam pass rates, job placement rates, graduate wage rates and graduate wage growth. Potential indicators might describe the percentage of students that passed licensure exam within 6 months of graduation; the number of students that passed nationally recognized certifications exams while enrolled at SCC or within 6 months of graduation; the percentage of students participating in internships or co-ops who obtain a full-time position at that place of employment; percentage of graduates employed full-time within six months of graduation in an occupation related to their program of study; number of graduates obtaining a sustainable job; and the median wage of graduates by program area.

Specific measures for **deployment** may include data in the measures of curriculum management and scheduling effectiveness, including breadth of courses, percentage of courses offered in multiple timeframes/formats, number of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, and average enrollment per section.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
03-16-23	Added Deployment Measures	Board of Trustees





Policy

Policy Title: Continuing Education Programming

Number:B1005

Policy Type: Board - Strategic Outcomes

Responsible: President

Related Policies: [B1002](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

Policy Statement

As identified in the College purpose statement, continuing education programming is an essential service that assists students with developing new occupational skills to use in their current and/or future career.

Students receive value by engaging in the College's continuing education courses, seminars, certifications, credentials, and programs (i.e. continuing education programming) designed to help them upgrade their skills for their current job, retrain for a new job, or prepare for a new career. By completing these activities, students potentially increase their employability, mobility, and earning potential. Students receive greater value when they can document their participation in continuing education programming that meets nationally recognized criteria. Students receive greater benefits when they can transfer their continuing education course or program between various other systems of professional development (e.g. Continuing Education Units, Continuing Professional Development Units, Professional Development Hours, Professional Learning Units, etc.). Students receive value by maintaining their current or obtaining a new professional license or certification. Students receive the greatest value when their continuing education programming can be connected to the College's professional certificate and degree programs.

When employees complete continuing education programming, employers receive value from: an agile and skilled workforce that brings new ideas and creativity to a rapidly changing market and work environment; the alignment of employee skills with business goals and objectives; improved employee loyalty, morale, job satisfaction, and retention. This leads to a culture of continuity and consistency; improved productivity and profitability; and the opportunity to develop future organizational leaders.

To achieve these benefits, the Board directs the President to establish, execute, and continuously improve a program of continuing education.



Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in community need, student interest, enrollment, employment readiness, and deployment.

The measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this strategic outcome. The President, at their discretion, can modify the measures and indicators as needed.

Specific measures for **community need** may include data that illustrates how workforce development needs are being met. Potential indicators might include the number of College service area and regional employees completing professional development courses; percentage of courses and programs that align with in-demand jobs within the College service area and region; and the number of partnerships w/ external organizations that provide professional development training.

Specific measures for **student interest** may include data that demonstrates increased program relevance. A potential indicator might identify the percentage of courses and programs having professional recognition and/or nationally recognized credentials.

Specific measures for **enrollment** may include data that reflects CEU's, FTE, and headcount of students taking continuing education courses. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the number of students who participate in continuing education courses and programs; the number of professional CEU's earned, the number of students who participate in continuing education courses and programs to help them upgrade their skills for their current job, the number of students who participate in continuing education courses and programs to help them retrain for a new job, and the number of students who participate in continuing education courses and programs to help them prepare for a new career.

Specific measures for **employment readiness** may include data that demonstrates licensure pass rates, pass rates for certification exams, and job placement rates. Potential indicators might describe the percentage of students that passed licensure exam within 6 months of completion of a continuing education course or program; the number of students that passed nationally recognized certifications exams while enrolled at SCC or within 6 months of completion; and, the number of continuing education course or program completers that obtain a sustainable job.

Specific measures for **deployment** may include data in the measures of curriculum management and scheduling effectiveness, including breadth of courses, percentage of courses offered in multiple timeframes/formats, number of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, and average enrollment per section.



Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
12-05-22	Added Deployment Measures	Board of Trustees





Policy

Policy Title: Workforce Training

Number:B1006

Policy Type: Board - Strategic Outcomes

Responsible: President

Related Policies: [B1002](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

Policy Statement

As identified in the College purpose statement, workforce training, consulting, and technical assistance programs and services are essential services that support public and private sector development.

When employees complete customized workforce training, employers receive value from an agile and skilled workforce that brings new ideas and creativity to a rapidly changing market and work environment; the alignment of employee skills with business goals and objectives; improved employee loyalty, morale, job satisfaction, and retention. This leads to a culture of continuity and consistency; improved productivity and revenue growth; and the opportunity to develop future organizational leaders. Employers also receive value when College provided consulting or technical assistance services lead to improved productivity and profitability.

Employees receive value by engaging in the College's workforce development programs designed to help them upgrade their skills or retrain for a new job assignment; by completing these activities, employees increase their productivity, employability, mobility, and earning potential. Employees receive greater value when they can document their participation in workforce training that meets nationally recognized criteria.

Employees also receive value by maintaining their current (or obtaining a new) professional license or certification. Employees receive the greatest value when their workforce training can be connected to the College's professional certificate and degree programs.

Employees receive greater benefits when they can transfer their workforce training course or program between various other systems of professional development (e.g. Continuing Education Units, Continuing Professional Development Units, Professional Development Hours, Professional Learning Units, etc.).



To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve a program of workforce training.

Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in community need, student interest, enrollment, employment readiness, fiscal stewardship and deployment.

The measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this Strategic Outcome. The President, at their discretion, can modify the measures and indicators as needed.

Specific measures for **community need** may include data that illustrates how workforce development and economic development needs are being met. Potential indicators might include the number and amount of workforce training contracts with employers located within the College's service area; the number and amount of consulting contracts with the district employers; the number and amount of contracts and/or alliances from trade associations; the number and amount of technical assistance contracts with district employers; the number of College service area and regional employees participating in workforce training; percentage of courses and programs that align with in-demand jobs within the College's service area and region; employer satisfaction with workforce training; the number of employers who engage in repeat business; and the number of employers who convert from an agency funded source to employer paid contracts.

Specific measures for **student interest** may include data that demonstrates increased program relevance. A potential indicator might identify the percentage of courses and programs having professional recognition and/or nationally recognized credentials.

Specific measures for **enrollment** may include data that reflects CEU's, FTE, and headcount of students and employers taking workforce training courses. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the number of employers and students who participate in workforce training courses and programs, the number of professional CEU's earned in a fiscal year, and/or the percentage of employees within the district in private and public sectors taking workforce training courses in a fiscal year.

Specific measures for **employment readiness** may include data that demonstrates licensure pass rates and pass rates for certification exams. Potential indicators might describe the percentage of students that passed licensure exam within 6 months of completion of a workforce-training course or program and/or the number of students that passed nationally recognized certifications exams while enrolled at SCC or within 6 months of completion.



Key Monitoring Activities: [CONTINUED]

Specific measures for **fiscal stewardship** may provide data that demonstrates sustainability of workforce training programs. Potential indicators might reflect the revenue generated, costs incurred, and margins realized by workforce training programs.

Specific measures for **deployment** may include data in the measures of curriculum management and scheduling effectiveness, including breadth of courses, percentage of courses offered in multiple timeframes/formats, number of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, and average enrollment per section.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
12-05-22	Added Deployment Measures	Board of Trustees





Policy

Policy Title: Community Education Programming

Number:B1007

Policy Type: Board - Strategic Outcomes

Responsible: President

Related Policies: [B1002](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

Policy Statement

As identified in the College purpose statement, community education programming is an essential service that contributes to the personal interest, growth, and enrichment of community members.

Students receive value by engaging in the College's community education courses, seminars, camps, and programs (i.e. community education programming) designed to help them fully develop their natural abilities by gaining knowledge and skill on topics of personal interest. By completing these lifelong learning activities, students potentially: enrich their lives, increase their personal satisfaction, gain a sense of self-fulfillment, adapt to change, increase their wisdom, and strike a balance between work and life. Further, students benefit from community education programming that enables them to continuously pursue and sustain their passion in ways that lead to feelings of social inclusion and demonstrations of active citizenship through active and meaningful contributions to society. Students receive greater value when their passions for community education programming can be linked to their professional interests or work life.

To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve community education programming.

Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in community need, student interest, enrollment, fiscal stewardship, and deployment.

The measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this Strategic Outcome. The President, at his/her discretion, can modify the measures and indicators as needed.



Key Monitoring Activities: [CONTINUED]

Specific measures for **community need** may include data that illustrates how civic development and engagement needs are being met. Potential indicators might include the number of community education courses (or programs) offered; the number of unique community education courses offered (i.e. those courses not offered by other community education providers throughout the district); and, the number of courses offered in partnership with other community education providers throughout the district.

Specific measures for **student interest** may include data that illustrates student course preference and increasing course (or program) flexibility. Potential indicators might identify the number of community education courses (or programs) delivered (made), the number of courses offering multiple delivery methods, and the percentage of students participating in alternative delivery courses.

Specific measures for **enrollment** may include data that reflects headcount of students taking community education courses and market penetration. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the number of students who participate in community education courses and programs; the number of people who take more than one community education course in a fiscal year; the number of people who demonstrate a sustained enrollment pattern in community education courses; the number of people (i.e. referrals) who take community education courses at partner community education providers; and, the percentage of district residents taking community education courses in a fiscal year.

Specific measures for **fiscal stewardship** may include data that demonstrates sustainability of community education courses and programs. Potential indicators might reflect the revenue generated, costs incurred, and margins realized by community education courses and programs.

Specific measures for **deployment** may include data in the measures of curriculum management and scheduling effectiveness, including breadth of courses, percentage of courses offered in multiple timeframes/formats, number of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, and average enrollment per section.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
09-06-22	Added Deployment Measures	Board of Trustees





Policy

Policy Title: College Readiness Programming

Number:B1008

Policy Type: Board - Strategic Outcomes

Responsible: President

Related Policies: [B1002](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

Policy Statement

As identified in the College purpose statement, college readiness (developmental) programming is an essential service that prepares students with basic academic skills needed to succeed in college-level study.

Students benefit from courses, programs and services that develop attitudes, behaviors, and strategies needed to facilitate success in their academic pursuits. Students benefit from services that help them identify, select and utilize various college resources that will assist them with academic success. Students benefit from courses that help them close academic achievement gaps that prepare them for success in college-level work. Students receive greater benefit when they can navigate through college readiness courses and sequences as quickly as possible.

The College benefits when students successfully transition into and successfully complete college-level coursework as soon as possible.

The Community benefits when students have options that allow them to access academic pathways that are otherwise unavailable.

To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve college readiness programming.

Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in enrollment, academic readiness, academic progress, academic success, completion, and deployment.

The measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this Strategic Outcome. The President, at his/her discretion, can modify the measures and indicators as needed.



Key Monitoring Activities: [CONTINUED]

Specific measures for **enrollment** may include data that reflects credit-hours, FTE, and headcount of students taking college readiness courses. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the average credit load by semester and/or average credits earned by semester for college readiness students.

Specific measures for **academic readiness** may include data that describes student performance on placement exam scores, student placement into developmental education courses, student participation in developmental education courses, and success rates. Potential indicators might identify the average placement rate of developmental students, the number of students placing into developmental education, the number of students taking at least one developmental education course, the number of students taking the full developmental sequence, the number of developmental education writing students that complete with a C or better; the number of developmental education reading students that complete with a C or better; and the number of developmental education math students that complete with a C or better.

Specific measures for **academic progress** may include data that reflects course completion, credit accumulation rate, retention, and persistence. Potential indicators might identify the percent of courses completed that were attempted, the average length of time it takes students to complete their developmental sequence; and percentage of students who completed credit milestones within an academic year.

Specific measures for **academic success** may include data that reflects student learning outcome attainment and student performance in developmental education courses. Potential indicators might identify the percentage of developmental writing students completing a college-level writing course with a C or better, within four semesters after completing last developmental writing course, and the percentage of developmental math students completing a college-level math course with a C or better, within four semesters after completing last developmental math course.

Specific measures for **completion** may include data that describes student graduation rates, completion rates, and credentials awarded. Potential indicators might describe the percentage of degree-seeking students who complete college readiness programming and graduated within 3 years of initial enrollment at SCC and/or the number of certificates and degrees awarded to students who have completed college readiness programming.

Specific measures for **deployment** may include data in the measures of curriculum management and scheduling effectiveness, including breadth of courses, percentage of courses offered in multiple timeframes/formats, number of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, and average enrollment per section.



Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
11-07-22	Added Deployment Measures	Board of Trustees





Policy

Policy Title: Adult Education Programming

Number:B1009

Policy Type: Board - Strategic Outcome

Responsible: President

Related Policies: [B1002](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

Policy Statement

As identified in the College purpose statement, adult education programming is an essential service that prepares students to obtain a high school diploma or High School Equivalency (HSE) needed for job attainment, promotion, and/or to enter into college-level study.

Students benefit from English Language Acquisition (ELA), Adult Basic Education (ABE), Adult Secondary Education (ASE), and High School Credit (HSCR) courses, programs, and services that develop attitudes, behaviors, and strategies needed to facilitate success in employment and other academic pursuits. Students benefit from ELA, ABE, ASE, and HSCR programming that help them increase their earning potential. Students benefit from services that help them identify, select and utilize various college resources that will assist them with academic success and engage in career planning. Students benefit from gaining the basic skills needed to qualify for entry into employment, postsecondary, and training opportunities. Students benefit from courses that help them close academic achievement gaps that prepare them for success in college-level work. Students receive greater benefit when they can navigate through ELA, ABE, ASE, and HSCR courses and sequences as quickly as possible.

The College benefits when students successfully transition into college-level coursework as soon as possible.

The Community benefits when students have options that allow them to access academic pathways that are otherwise unavailable. In addition, the Community benefits when students gain employment and increase their earning potential.

To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve adult education programming.

Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in enrollment, academic readiness, academic success, completion, employment readiness and deployment.



Key Monitoring Activities [CONTINUED]:

The measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this Strategic Outcome. The President, at his/her discretion, can modify the measures and indicators as needed.

Specific measures for **enrollment** may include data that reflects FTE and headcount of students taking ELA, ABE, ASE, and HSCR courses. Data aggregated by student demographic profiles is appropriate.

Specific measures for **academic readiness** may include data that describes performance on placement exam scores, HSE test scores, placement into college readiness courses, participation in college readiness courses, and success rates for graduates of adult education programs. Potential indicators might identify the average placement rate of adult education students, the number of adult education students placing into college readiness, the number of adult education students taking at least one college readiness course, the number of adult education students taking the full developmental sequence, the number of adult education student who take college readiness courses and complete with a C or better; the number of adult education students who take college readiness reading and complete with a C or better; and the number of adult education students who take college readiness math courses and complete with a C or better.

Specific measures for **academic success** may include data that reflects student learning outcome attainment and student performance in adult education courses. Potential indicators might identify the percentage of students who complete the HSE modules on their first attempt; the number of adult education students who transition into a college-level course and complete with a C or better, within four semesters after completing adult education course, and the percentage of adult education students who transition into a college-level course and complete with a C or better, within four semesters after completing adult education coursework.

Specific measures for **completion** may include data that describes student graduation rates, completion rates, and credentials awarded. Potential indicators might describe the percentage of adult education students who completed their HS diploma or HSE and transitioned into SCC within 3 years of initial enrollment.

Specific measures for **employment readiness** may include job placement rates and graduate wage growth. Potential indicators include the number of students who successfully obtained employment within six months of obtaining the HS Diploma or High School Equivalency (HSE) Diploma; percentage of wage growth from the time a student completes their HS diploma or HSE diploma to six months after graduation.

Specific measures for **deployment** may include data in the measures of curriculum management and scheduling effectiveness, including breadth of courses, percentage of courses offered in multiple timeframes/formats, number of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, and average enrollment per section.



Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
11-07-22	Added Deployment Measures	Board of Trustees





Policy

Policy Title: Student Services
Policy Type: Board - Strategic Outcome
Responsible: President
Related Policies: [B1002](#)
Linked Procedures: None
Related Laws: None
Related Standards: None
HLC Criterion: 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

Number:B1010

Policy Statement

As identified in the College purpose statement, student services programming provides students with essential resources that enable them to identify, pursue, persist, and complete their academic goals.

The community benefits from recruitment activities that help residents become aware of the academic options that the College provides. The community receives greater benefits when recruitment activities are timely and personalized to individual needs.

Students benefit from counseling and advising activities that assist them with making informed choices about their educational goals, selecting an appropriate career path, and enrolling in courses and/or programs that align with their educational goals. Students receive greater benefits if counseling and advising services are proactive, anticipates student needs, technology-driven, timely and personalized to their individual needs.

Students benefit from learning resources that support attainment of their educational goals; students receive greater benefit when they have resources that help them obtain post-graduation employment.

Students benefit from financial resources and programs that assist them with identifying options to pay for their courses and programs.

Students with legally protected disabilities benefit from participation in services designed to provide equitable access to educational opportunities.

Students benefit from co-curricular and extracurricular activities that promote personal development, leadership development, augments classroom instruction, and contributes to academic success.

The community benefits from co-curricular activities that contribute to the development of the community. The community benefits when students are recruited from within the college service area to participate in extracurricular activities.



To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve student service programs.

Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in student interest, enrollment, academic progress, academic success, completion, and deployment.

The measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this Strategic Outcome. The President, at his/her discretion, can modify the measures and indicators as needed.

Specific measures for **student interest** may include data that describes how students matriculate through a career or transfer pathway, and the flexibility, accessibility, affordability and relevance of our programs and services. Potential indicators might include the number of students accessing counseling and advising services; percent of students with a plan of study; number of students completing online orientation; percent of students that have declared two or less majors; number of students accessing financial aid services; percent of students receiving financial support; average student loan debt ratio; percent of college services for students that can be accessed online; percent of students accessing online services; and, the number of students receiving accommodation services.

Specific measures for **enrollment** may include data that reflects application to enrollee conversion rate, college-wide credit hours, college-wide FTE, and college-wide student headcount. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the number of community inquiries (e.g. prospects) about SCC programs, the number of new student applications by semester, the number of new students that enroll each semester, the number of continuing students that enroll each semester, and the average credit load of students by semester.

Specific measures for **academic progress** may include data that reflects course completion, credit accumulation rate, continuous enrollment, retention, and persistence. Potential indicators might identify the number of students who participate in academic support center (tutoring) services; and the course completion rate of students who are targeted by the College's intervention (i.e. Retention Alert) services.

Specific measures for **academic success** may include data that reflects student engagement in co-curricular and extracurricular activities. Potential indicators might identify the percent of students participating in co-curricular/extracurricular activities, percent of students completing co-curricular program benchmarks, and the percent of students participating in volunteer or service learning (co-curricular) activities.



Specific measures for **completion** may include data that describes student graduation rates, completion rates, and credentials awarded. Potential indicators might describe the percentage of degree-seeking students who graduated within 3 yrs. of initial enrollment at SCC, percent of college-ready degree seeking students completing their program of study within a six year timeframe; average number of months from initial enrollment to completion of first credential; and the percent of students who have earned 30 credits (or more) but have not completed a credential or transferred to another higher education institution within the first six years of enrolling at SCC.

Specific measures for **deployment** may include data in the measures of curriculum management and scheduling effectiveness, including breadth of courses, percentage of courses offered in multiple timeframes/formats, number of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, and average enrollment per section.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
04-20-23	Added Deployment Measures	Board of Trustees





Policy

Policy Title: Accreditation & Certification

Number:B1011

Policy Type: Board - Strategic Outcome

Responsible: President

Related Policies: [B1002](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: All

Policy Statement

The College is committed to continuously improving the quality of its programs and services identified in Board's purpose statement. The College is further committed to demonstrating that its programs and services meet assurance standards set forth by professional organizations, the Illinois Community College Board and the Higher Learning Commission, the College's institutional accrediting body.

Students benefit from professionally recognized and peer-reviewed education programs and services; students benefit from institutional accreditation that allows them to access government financial aid and grants; students benefit when their courses transfer to other regionally accredited institutions; students benefit when their courses and programs are aligned with professional standards that allow them to obtain industry-recognized credentials.

The College benefits when its programs and services are validated through benchmarking, audits, and other means of inspecting the quality by professional organizations. The College benefits from a systematic assessment framework that allows for thoughtful evaluation and improvement of programs and services. The College receives value when programs and services are recognized for professional excellence by peer organizations.

The community benefits by the assurance that tax dollars are spent wisely.

To achieve these benefits, the Board directs the President to ensure sufficient resources, planning, and accountability are in place for achievement and ongoing maintenance of required institutional and desired supplemental program accreditations and certifications. Further, the Board directs the President to adhere to the accreditation guidelines set forth by the Higher Learning Commission (HLC) under the Open Pathways accreditation model. In addition, the Board directs the President to periodically provide information regarding alternative accreditation models provided by the HLC, if available, so the Board may review its accreditation options.



Key Monitoring Activities:

As noted in the *Monitoring College Effectiveness* policy, accreditation and certification activities are essential elements that validate the quality and support the achievement of the College’s purposes. The Board recognizes that the key performance areas associated with the assessment framework noted in the *Monitoring College Effectiveness* policy are generally integrated into the assessment activities employed by external accrediting or certifying organizations. As such, the Board will monitor the College’s progress on the Accreditation and Certification Strategic Outcome using additional reporting methods.

Specifically, the Board directs the President to submit an annual monitoring report detailing activity and progress related to institutional and professional program accreditations and certifications. The report shall include the strengths and opportunities for improvement identified by the accrediting organization, performance improvement initiatives to address the opportunities for improvement, continuation or expansion of strengths, and recent progress toward achieving planned improvements.

The report will include results from any ICCB Program Review process and/or any result from an ICCB recognition visit.

The report will also inform the Board of the College’s relative standing with accrediting bodies, and its status in the accreditation renewal cycle. Further, the report will identify changes to accreditation expectations or standards and detail how those changes might affect College operations.

Key measures to be addressed in the report include accreditation status, special filings, and program plans and goals. Potential indicators might include the number of objectives in the College’s strategic plan that are aligned with accreditation criteria; the number of eligible programs receiving external program recognition; and the number of eligible courses receiving external program recognition.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	No longer regional, now institutional	Board of Trustees





Policy

Policy Title: Diversity, Equity, Inclusion and Belonging

Number: B1012

Policy Type: Board - Strategic Outcome

Responsible: President

Related Policies: [B1002](#)

Linked Procedures:

Related Laws: Title VI, Title VII, Title IX, 110 ILCS 155, 740 ILCS 24

Related Standards: None

HLC Criterion: 1C2, 2A, 3B3, 3C1

Policy Statement

The College is committed to ensuring that diversity, in all its forms, is respected and valued by fostering and promoting an environment of equity, inclusiveness and feelings of belonging.

Students and employees benefit from interacting with peers and role models in a diverse learning environment that increases cultural competency through understanding and engagement with multicultural, social, and civic issues (both in and out of the classroom). Students and employees also benefit from diverse learning experiences that fosters active thinking, intellectual engagement, increased motivation, consistent attendance, creative problem-solving, a comprehensive understanding of their field of study, and improved satisfaction with the overall college/workplace experience. Finally, students and employees receive the greatest benefit when the learning environment and institutional culture prepare them for success in a multicultural workplace and a globally-connected society.

Students and employees receive value when they perceive they have been treated equitably in an inclusive environment which leads to mutual understanding and respect. Students and employees receive great value when they perceive their campus/workplace climate is inclusive and equitable, which often leads to a sense of belonging, improved perceptions of the campus atmosphere, and a willingness to accept intellectual challenges. Finally, students and employees receive greatest value from an equitable and inclusive learning environment where their unique learning needs and backgrounds are recognized and respected, which helps them persist and complete their programs of study or perform on the job.

The community benefits when achievement gaps for low-income and minority students are narrowed through student and employee engagement activities that take place in a diverse, equitable, and inclusive educational environment.



To achieve these benefits, the Board directs the President to:

1. Establish, implement, and continuously improve activities, programs, and administrative policies, procedures, guidelines, rules, and practices designed to improve the College's equitable and inclusive learning and work environment.
2. Ensure all administrative policies, procedures, rules, guidelines, and practices comply with all applicable laws, including, but not limited to, the Title VI, Title VII, & Title IX components of the Civil Rights Act; the Illinois Civil Rights Act of 2006 (740 ILCS 24); and, the Preventing Sexual Violence in Higher Education Act (110 ILCS 155).
3. Ensure administrative policies apply to students, employees, and third parties at Shawnee Community College.

Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in student interest, enrollment, academic progress, academic success, completion and student satisfaction. In addition, due to the significant influence of DEI on the College's community and culture, the Board is also interested in employee preparation, employee performance, cultural condition, and employee satisfaction as key performance areas.

The measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this Strategic Outcome. The President, at his/her discretion, can modify the measures and indicators as needed.

Specific measures for **student interest** may include flexible and accessible options for students to learn about DEI topics. Potential indicators might include the number of DEI events offered by the College; the number of courses and services offered using multiple delivery methods; the percentage of students participating in alternative delivery programs, courses, or services; and, the number of students receiving accommodation services.

Specific measures for **enrollment** may include data that reflect credit hours, FTE, and headcount of students who participate in DEI courses and initiatives. Data aggregated by student demographic profiles is appropriate. Potential indicators might include the number of students participating in DEI courses and events.

Specific measures for **academic progress** may include student retention and persistence. A potential indicator might include a comparison of retention and persistence outcomes of special populations to the student body as a whole.



Specific measures for **academic success** may include data that reflect student learning outcome attainment and student performance in courses that include DEI topics. A potential indicator might include the percentage of learning outcome benchmark targets met.

A specific measure for **completion** may be credentials awarded. A potential indicator might be the number of students who complete a general education credential in global understanding/awareness.

Specific measures for **student satisfaction** may include student-faculty interaction, student effort, active and collaborative learning, academic challenge and support for learners. Potential indicators might include the percentage of student complaints that were harassment, bias, and/or discrimination-related; student perceptions of equal opportunity for success at SCC; and student sense of belonging and affirmation.

Specific measures for **employee preparation** are growth & development, organizational alignment, and employee diversity. Potential indicators might include the number of professional development opportunities offered by the College; the percent of budget spent on DEI employee development; dollars spent on DEI employee development; number of DEI activities accessible for employees; employee skill attainment or credentials received on DEI topics; and a comparison of college employee demographics with community demographics.

Specific measures for **employee performance** are effort and strategy alignment and decision-making. Potential indicators might include the number of DEI activities and projects performed, employee perception of meaningful DEI work, and the number of policies reviewed and adjusted to improve DEI.

Specific measures for **cultural condition** are reward and recognition and work environment quality. Potential indicators include the number of employees externally recognized for DEI contributions, the number of employees internally recognized for DEI contributions and voluntary attrition and turnover rate.

Specific measures for **employee satisfaction** are loyalty, morale, and environment. Potential indicators might be employee retention, number of complaints, and overall job satisfaction.

Change Log

Date of Change	Description of Change	Governance Unit
04-05-21	Initial Adoption	Board of Trustees
03-07-21	Convert from Administrative policy on Harassment & Non-Discrimination to Strategic Outcome on DEI	Board of Trustees
06-15-23	Added "Belonging"	Board of Trustees





Policy

Policy Title: Unity of Control **Number:**B2000
Policy Type: Board - Delegation of Authority
Responsible: President
Related Policies: [B2001](#), [B2002](#), [B2003](#), [B2004](#), [B2005](#)
Linked Procedures: None
Related Laws: None
Related Standards: None
HLC Criterion: 2C

Policy Statement

The President is accountable to the Board acting as a collective body; therefore, only officially passed motions of the Board are binding on the President.

Accordingly:

1. Decisions or instructions of individual Trustees are not binding on the President except when the Board has specifically authorized such exercise of authority.
2. The President shall seek direction from the Board Chairperson on requests from individual Trustee that in the President's judgment may require a material amount of staff time, funds, or that are potentially disruptive.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor Grammatical Changes	Board of Trustees





Policy

Policy Title: Delegation to the President

Number:B2001

Policy Type: Board - Delegation of Authority

Responsible: President

Related Policies: [B2000](#), [B2002](#), [B2003](#), [B3000](#), [B3001](#), [B3002](#), [B3003](#), [B3004](#), [B3005](#), [B3006](#), [B3007](#), [B3008](#), [B3009](#), [B3010](#), [B3011](#), [B3012](#), [B3013](#)

Linked Procedures: None

Related Laws: [110 ILCS 805/](#) Illinois Public Community College Act

Related Standards: None

HLC Criterion: 2C5

Policy Statement

The President is the Board's primary employee and official link to the administration and operation of the College. The Board will instruct the President through written Strategic Outcome policies and delegate to the President full authority to determine, implement and execute the operational activities to achieve the Strategic Outcomes subject to Executive Limitations. Although the President may delegate operational activities to the College's employees, the President remains accountable to the Board for operational activities and outcomes.

Thus, the Board:

1. Acts as a whole in directing the activities of the President through the creation and implementation of Strategic Outcome policies.
2. Limits the latitude of the President in the execution of Means activities through establishment of Executive Limitation policies.
3. Authorizes the President to establish all administrative policies, all administrative rules, all guidelines, all procedures, make all decisions, take all actions, establish all practices, and develop all activities using the President's reasonable interpretation of the Board's Strategic Outcomes and Executive Limitation policies, as noted in the *President Accountability* policy.
4. May change its Strategic Outcome and Executive Limitation policies, thereby changing the scope of authority delegated to the President.
5. Respects and supports any President decision that conforms to Strategic Outcome and Executive Limitation policies.
6. Recognizes that individual directives of Trustees, Board Officers, or Board Committees are not binding on the President.
7. May authorize, by Board action, a Trustee, Board Officer, or Board Committee to direct the President in rare instances.
8. Consider a President's request to waive a Board and/or Administrative policy when it is in the best interest of the College. Waivers shall apply to the specific instance only.



Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	The term "Means" clarified as "Operational Activities"	Board of Trustees





Policy

Policy Title: President Accountability

Number:B2002

Policy Type: Board - Delegation of Authority

Responsible: President

Related Policies: [B2000](#), [B2001](#), [B2003](#), [B3000](#), [B3001](#), [B3002](#), [B3003](#), [B3004](#), [B3005](#), [B3006](#), [B3007](#), [B3008](#), [B3009](#), [B3010](#), [B3011](#), [B3012](#), [B3013](#)

Linked Procedures: None

Related Laws: [110 ILCS 805/](#) Illinois Public Community College Act

Related Standards: None

HLC Criterion: 2C5, 5A, 5C

Policy Statement

The President is the Board's primary employee and official link to the administration and operation of the College. The Board shall instruct the President through written Strategic Outcome and Executive Limitation policies.

The Board recognizes and supports the primary role of the President, which is to lead the College, internally and externally, and create the rules and processes (i.e., operational activities) to accomplish the Board's Strategic Outcomes in an efficient and effective manner. The Board shall delegate full authority to the President to determine, implement and execute the operational activities to achieve the Board's Strategic Outcomes. Although the President may delegate operational activities to the College's employees, the President remains accountable to the Board for operational activities and outcomes.

The Board, as a collective body, will assess the President's performance annually. The President's performance will be considered synonymous with the performance of the College as related to the achievement of the Board's Strategic Outcome policies through implementation of activities identified in the College's Strategic Plan.

The President is accountable to the Board for:

1. Accomplishment of the Board's policies on Strategic Outcomes.
2. Accomplishment of the College's strategic plan.
3. Operating the College within the prudent and ethical boundaries established in Executive Limitation policies.
4. Accomplishment of the responsibilities set forth in the duties below.

Within the areas of President accountability to the Board, the President exercises broad authority in executing the following (non-exhaustive list of) duties:



LEADERSHIP

1. Create and sustain a supportive College culture that engages employees, recognizes diversity, ensures equity, promotes inclusion, and creates a sense of belonging by fostering an environment of teamwork, accountability, communication, mutual respect, and vision.
2. Advise the Board on policy development and review.
3. Prepare and submit plans to the Board.
4. Develop and approve Administrative Policies, Rules and Guidelines needed for effective College operation in the achievement of the Board's Strategic Outcome policies. Administrative Policies, Rules and Guidelines will be shared with the Board as points of information.
5. Engage in legislative activities that influence the work of the College.
6. Communicate with the Board by providing timely and accurate information that relates to the Board's oversight role and College needs.
7. Develop and sustain a high performing Cabinet.
8. Prepare agenda materials in consultation with the Board Chairperson, for Board meetings and maintains a record of the proceedings.
9. Prepare, in conjunction with the Board Chairperson, a strategy and schedule for Board Engagement with the community that may include, but is not limited to: meeting with individuals and community groups; observing and meeting with other public Boards; and hosting opportunities which afford the public the opportunity to learn about the College.
10. Make timely monitoring reports to the Board as it relates to the performance of academic programs, student support/success programs, community service programs and other operational areas of the College as requested by the Board.

MANAGEMENT

1. Ensure alignment and integration of the Strategic Plan with college operations and the annual operating budget.
2. Assess the effectiveness of College programs and services based on student and community need.
3. Enhance student success by implementing quality improvements to programs and services.
4. Promote and sustain a healthy institutional climate of mutual respect and high standards of performance for all employees in achieving high levels of student success.
5. Model and sustain effective Servant-Leadership and shared governance practices which enhance achievement of institutional goals.
6. Manage College operations.
7. Recommend for Board Approval the employment of all full-time employees to be included in the annual Board approved budget.
8. Recommend for Board approval the need for any new position that emerges after the annual budget is approved.
9. Perform routine Personnel actions, including the appointment, resignation, or retirement of any full-time College employee whose position is reflected in the Board approved budget, and advise the Board of these actions on a monthly basis.



10. Recommend for Board approval the dismissal of any full-time College employee.
11. Recommend for Board approval the employment of any Vice President, Executive Director, and/or full-time tenure-track faculty member.
12. Provide the Board with a list of all other personnel actions taken, including the appointment or dismissal of all part-time employees.
13. Serve as the final decision-making authority for all personnel and student disputes.
14. Manage the administrative structure of the College. The Board will be informed of major changes to the organizational structure prior to implementing changes.
15. Ensure the College operates in compliance with applicable laws, rules, regulations, and Board policies.
16. Delegate administrative authority, as appropriate.
17. Develop succession planning to ensure continuity of College operations and reviews on an annual basis with the Board Chair.

ACCOUNTABILITY

1. Ensure compliance with federal, state, and local laws, regulations, and reporting requirements.
2. Ensure the College meets all Higher Learning Commission Accreditation and ICCB Recognition reporting standards, eligibility requirements, and policies.
3. Promote an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of instruction and student support services.
4. Establish performance standards for college programs and services.

COMMUNITY/PARTNERSHIPS

1. Represent the College, in collaboration with the Board and employees, to the community and develops appropriate partnerships which assist in the advancement of the College's mission and vision.
2. Engage with P-20 Partners within the tri-state area to facilitate student transition and success with their higher education pursuits.

FISCAL

1. Ensure sound fiscal practices.
2. Collaborate with College Foundation and other community partners to enhance the financial resources of the College.
3. Prepare and submit budget recommendations to the Board; implement the College budget as approved and amended.
4. Implement policies and procedures used for emergency and/or crisis management situations and ensure appropriate resources, tools, and technologies are available to support policy implementation.



Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Clarified Duties, Minor Grammatical Edits, The term "Means" clarified as "Operational Activities"	Board of Trustees
08-17-23	Amendments approved, Management/Bullet 9	Board of Trustees
08-17-23	Addition of policy language, Management/after Bullet 10	Board of Trustees





Policy

Policy Title: Monitoring President Effectiveness

Number:B2003

Policy Type: Board - Delegation of Authority

Responsible: President

Related Policies: [B2000](#), [B2001](#), [B2002](#), [B3000](#), [B3001](#), [B3002](#), [B3003](#), [B3004](#), [B3005](#), [B3006](#), [B3007](#), [B3008](#), [B3009](#), [B3010](#), [B3011](#), [B3012](#), [B3013](#)

Linked Procedures: None

Related Laws: [110 ILCS 805](#)/ Illinois Public Community College Act

Related Standards: None

HLC Criterion: 2C5, 5A, 5C

Policy Statement

According to the Illinois Community College Act, the Board is exclusively responsible for the oversight and operations of the College. To fulfill professional expectations and Higher Learning Commission accreditation obligations associated with operating the College, the Board hires a President and delegates operational activities to that person, as noted in B2001. Since the President operates the College as the Board's primary employee, the Board has a direct interest in monitoring the President's performance and providing feedback in ways that support the President's success. To accomplish this, the Board and the President create a partnership of focus and mutual accountability using the tenets of policy governance.

In this collaborative relationship, the Board is responsible for clearly defining the Strategic Outcomes (which identifies the desired results of the College's work) and the President is responsible for determining the operational practices, i.e., strategies and methods) to accomplish the Board-defined Strategic Outcomes. To facilitate and strengthen communication, the Board clarifies the responsibilities of the President through B2002, defines performance expectations for the President, and communicates specific leadership competencies that the President must demonstrate as they carry out their duties. By doing so, the Board effectively defines, monitors, evaluates, and assures accountability for the Strategic Outcomes, as well as provides the President with the necessary tools for continuously improving the quality of College operations.

This process of monitoring President effectiveness provides the Board with opportunities to:

1. Deepen its understanding of the President and the College.
2. Strengthen the Board-President partnership to ensure President success.
3. Connect and integrate elements of Board and President responsibility with College performance.
4. Strengthen Board engagement with the President and College.
5. Improve its oversight of College operations.



Monitoring President Effectiveness

As it relates to clarifying responsibilities of the President, the Board clearly defines areas of accountability and duties in the President Accountability Policy (B2002). In addition, to maintain effective oversight and provide guidance to the President on operational activities, the Board establishes Executive Limitations (restrictions) on the President's authority to administer and operate the College within the boundaries of prudence and ethics.

In terms of establishing performance expectations, identifying leadership competencies, and assessing performance, the Board will monitor President effectiveness through three activities: 1) Continuous evaluation through monitoring reports; 2) Conducting an annual performance assessment; and, 3) Conducting a periodic comprehensive review of President.

Continuous Evaluation through Monitoring Reports

Monitoring reports are the primary method used to evaluate President performance. The Board will evaluate all monitoring report activities in a manner that systematically assesses College progress on the Strategic Outcome and President compliance with Executive Limitation policies. As such, the Board shall use the following methods to monitor President performance:

1. Internal Reports - reports created by the College as noted in the College Monitoring Effectiveness Policy.
2. External Reports - reports created by parties external to the College (e.g. accrediting bodies, auditors, inspectors, etc.).
3. President Reports - written reports that convey the College's progress on strategic initiatives, financial updates, and external factors that may influence future operations and/or policy.
4. Direct Board Inspection - Inspection of documents, activities, or circumstances directed by the Board to determine policy compliance.

Consistent with policy governance principles, the Board will consider the President's conformance to Strategic Outcome and Executive Limitation policies as it evaluates the President's performance through monitoring reports. The Board, not individual Trustees, evaluates the President's accomplishment of Strategic Outcomes and compliance with Executive Limitations.

If the Board determines the President's performance is acceptable, but the data presented does not demonstrate reasonable accomplishment (or compliance) with a Board policy, then the Board will review and clarify the appropriate policy, as necessary. If the Board determines that the President's performance is unacceptable, then the Board will develop, in collaboration with the President, a strategy to ensure future compliance.

All policies instructing the President will be monitored at a frequency and by a method chosen by the Board. To provide continuous and timely communication, the Board may choose to monitor any policy by any method at any time, but will ordinarily follow an annual review schedule as agreed to by the Board.



Formal Annual Performance Assessment

The Board will conduct a formal annual assessment of the President's performance in October of each calendar year. The Board, at its discretion, may conduct a mid-cycle review. In the event of a mid-cycle review, a reason will be stated in writing 30 days prior to the commencement of the review. A process and assessment instrument will be developed by the Board in collaboration with the President. This assessment shall be based on the wider organizational and social context in which the President operates. In this process, the Board will use continuous improvement principles as the purpose is to assist the President with a path forward by outlining issues to address, processes to improve, goals to set, and/or talents to develop.

This assessment will be based on a summary/review of the Board's assessment of the President's performance, drawn from data presented in the monitoring reports noted earlier, over the preceding fiscal year. In addition, the President is responsible not only for achieving the Strategic Outcomes in the present, but also for positioning the College to achieve Strategic Outcomes in the future.

The criteria for President performance are grounded in the goals, expectations, and metrics that have been established jointly by the President and the Board as they relate to the accomplishment of the Board's Strategic Outcomes. Further, they will define aspirations and provide measurable benchmarks that reflect President leadership and convey wider strategic possibilities for the College. This provides the opportunity for the Board to assess goals and expectations from the past and renew, reconfigure, and create goals for the future.

Comprehensive Performance Review of the Board and President

The comprehensive performance review is part of a larger cycle of assessment and governance that focuses on a broader examination of President and Board performance to include the relationship between the President and the Board, the effectiveness of the Board itself, and the progress of the College in achieving goals since the last comprehensive performance review. The review will recognize successes, identify improvement areas, and raise key strategic questions for the Board and President.

The comprehensive performance review will provide additional perspective on President and Board effectiveness from interviews with a cross-section of the College community. To accomplish this, the Board will seek an independent review to allow for objectivity and provide College constituents (i.e. faculty, staff, students, alumni, and others) the opportunity to offer anonymous feedback through a confidential process. Further, the comprehensive performance review will focus on strengthening relationships, building trust, and improving President, Board, and College effectiveness.



As it relates to the process of implementing a comprehensive performance review, the following guidelines will be observed:

1. The frequency of the comprehensive evaluation will be at least every five years.
2. The Board will develop an objective and structured process in collaboration with the President.
3. Sufficient time, typically several months, will be set aside to conduct the review.
4. A process for communicating with the College community will be implemented.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor Grammatical Edits; Board Policy Numbers added for clarity; the term "Means" clarified as "Operational Activities"	Board of Trustees





Policy

Policy Title: Monitoring Board Effectiveness

Number:B2004

Policy Type: Board - Delegation of Authority

Responsible: President

Related Policies: [B2000](#), [B2001](#), [B4000](#), [B4001](#), [B4002](#), [B4003](#)

Linked Procedures: [B4000.01](#)

Related Laws: [110 ILCS 805/](#) Illinois Public Community College Act

Related Standards: None

HLC Criterion: 2C, 5A, 5C

Policy Statement

According to the Illinois Community College Act, the Board is exclusively responsible for the oversight and operations of the College. To fulfill professional expectations and Higher Learning Commission accreditation obligations associated with operating the College, the Board hires a President and delegates operational duties to that person. Since the President operates the College as the Board's primary employee, the Board has a direct interest in monitoring the President's performance and providing feedback in ways that support the President's success. To accomplish this, the Board and the President create a partnership of focus and mutual accountability using the tenets of policy governance.

In this collaborative relationship, the Board is responsible for clearly defining the Strategic Outcomes (which identifies the desired results of the College's work) and the President is responsible for determining the operational activities, (i.e., strategies and methods) to accomplish the Board-defined Strategic Outcomes. To facilitate and strengthen communication, the Board clarifies the responsibilities of the President, defines performance expectations for the President, and communicates specific leadership competencies that the President must demonstrate as they carry out their duties. By doing so, the Board effectively defines, monitors, evaluates, and assures accountability for the Strategic Outcomes, as well as provides the President with the necessary tools for continuously improving the quality of College operations.

To facilitate and sharpen Board decision-making, the Board will engage in a program of self-evaluation to determine if the Strategic Outcomes and Executive Limitations are appropriate, review the Board's compliance with defined governing principles related to Board and Trustee responsibility policies, and review ways in which they can improve their support of the President.



This process of monitoring Board effectiveness provides the Board with opportunities to:

1. Deepen its understanding of the President and the College.
2. Strengthen the Board-President partnership to ensure President success.
3. Connect and integrate elements of Board and President responsibility with College performance.
4. Strengthen Board engagement with the President and College.
5. Identify strategies to improve Board and Trustee performance.
6. Improve its oversight of College operations.

Monitoring Board Effectiveness

The Board will conduct an annual self-assessment in January of each calendar year. This self-assessment will be based on a summary/review of its performance over the preceding year. The purpose of this evaluation is to allow the Board to assess their own processes and performance as it relates to a comparison of Board activity and adherence to the policies identified in the Governance Process and Board Delegation of Authority categories. The following outcomes are desired from the monitoring Board Effectiveness process:

1. A summary of Board accomplishments.
2. A better understanding of what it means to be an effective Board (i.e. a refined understanding of the Board's primary roles and core responsibilities).
3. Clarification of what Trustees expect from each other and themselves.
4. Identify opportunities for individual Trustee development.
5. Improved communications among Trustees and between the Board and President.
6. A plan for strengthening the working relationship between the Board and the President.
7. A renewed sense of commitment to the College's Strategic Outcomes.
8. Identification of problems, potential issues, and areas to improve.
9. An opportunity to discuss and solve problems that may hinder Board performance.
10. Identification of strategies to enhance Board performance.
11. Consensus on goals and objectives for the coming evaluation cycle focused on improving the Board performance.

Comprehensive Performance Review of the Board and President

The comprehensive performance review is part of a larger cycle of assessment and governance that focuses on a broader examination of President and Board performance to include the relationship between the President and the Board, the effectiveness of the Board itself, and the progress of the College in achieving goals since the last comprehensive performance review. The review will recognize successes, identify improvement areas, and raise key strategic questions for the Board and President.

The comprehensive performance review will provide additional perspective on President and Board effectiveness from interviews with a cross-section of the College community. To accomplish this, the Board will seek an independent review (preferably by a third-party entity) to allow for objectivity and provide College constituents (i.e.



faculty, staff, students, alumni, and others) the opportunity to offer anonymous feedback through a confidential process. Further, the comprehensive performance review will focus on strengthening relationships, building trust, and improving President, Board, and College effectiveness.

As it relates to the process of implementing a comprehensive performance review, the following guidelines will be observed:

1. The frequency of the comprehensive evaluation will be, at a minimum, every five years.
2. The Board will develop an objective and structured process in collaboration with the President.
3. Sufficient time, typically several months, will be set aside to conduct the review.
4. A process for communicating with the College community will be implemented.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Annual Board Self-Assessment to be in January	Board of Trustees





Policy

Policy Title: Participation in Local Decision-Making

Number: B2005

Policy Type: Board - Delegation of Authority

Responsible: President

Related Policies: [B2001](#), [B2002](#), [B2203](#), [B3000](#), [B3001](#), [B3002](#), [B3003](#), [B3004](#), [B3005](#), [B3006](#), [B3007](#), [B3008](#), [B3009](#), [B3010](#), [B3011](#), [B3012](#), [B3013](#), [B4000-S1](#),

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 5A

Policy Statement

The Board, through the Illinois Community College Act, has the responsibility to govern the College. In the Board's Governance Commitment policy (B4000, Section 1), the Board expresses commitment to govern the College using the principles outlined in the Carver Policy Governance model. Consistent with HLC expectations and the Carver model, the Board delegates administrative and operational authority to the President through the Delegation to the President policy (B2001) while retaining fiduciary oversight.

The Board expects the President to delegate administrative and operational authority to the College's administration, which will employ a collaborative decision-making system (i.e. shared governance structure) that allows employee input into decisions that influence strategic priorities, administrative policy, rules, guidelines, procedures, and plans through established roles and responsibilities. The President, however, will retain final authority and responsibility for all administrative and operational decisions. In developing a collaborative decision-making system, the Board recognizes that "collaborative" does not mean that every constituency has an opportunity to contribute at every stage; nor does it mean that any single constituency exercises complete control over the process.

As it relates to the administration and operation of the College, the Board recognizes that institutional change is necessary, constant, and inevitable. In order to ensure the College remains relevant to a dynamically changing external environment, the Board expects all stakeholders to be open to doing things differently when circumstances require.

As such, the Board values forms of decision-making that promote transparency, communication, and accountability. Furthermore, the Board recognizes that focusing the talent, creativity, engagement, and collective intelligence of employees will contribute to effective decisions that lead to positive outcomes for students and the community. Additionally, the Board believes that a culture of collaborative decision-making, with defined roles and responsibilities, that integrates cooperative approaches for the development and implementation of ideas, plans, and operational decisions will



enhance organizational unity, improve employee morale, nurture trust, encourage respect, foster feelings of inclusion, and create a culture of continuous improvement. Finally, the Board believes these principles provide the foundation for an effective collaborative decision-making system.

Accordingly, the Board directs the President to develop and implement a collaborative decision-making system for College administrative and operational practices that:

1. Focuses on the achievement of the Board’s Strategic Outcomes;
2. Establishes clear roles and responsibilities in the decision-making process;
3. Promotes a collegial and transparent work environment that builds trust and respect;
4. Provides for key employee input into decisions that influence strategic priorities, administrative policy, rules, guidelines, procedures, and plans;
5. Provides faculty with a central role and responsibility in the oversight of academic policy, rules, guidelines, and procedures that directly influence academic matters and in ways that holds faculty accountable for the continuous improvement of academic quality;
6. Allows for flexible roles based on the uniqueness of situation, the rights and interests of individuals impacted, and the particular expertise required;
7. Communicates clear lines of accountability;
8. Provides leadership development opportunities for employees at all levels;
9. Endeavors to balance the need for timely decisions with the need to provide adequate time for meaningful collaboration;
10. Ensures access to appropriate and relevant information needed to have effective input;
11. Clearly defines participant roles within the decision-making process.

Finally, the President’s adherence to this policy will be demonstrated through two practices – shared governance manual updates (usually by May or June of each FY) and presenting the results of shared governance committee work at regular Board Meetings.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor Grammatical Edits; Added SG Manual Update Expectations.	Board of Trustees





Policy

Policy Title: General Executive Limitations

Number:B3000

Policy Type: Board - Executive Limitations

Responsible: President

Related Policies: [B2000](#), [B2001](#), [B2002](#), [B2203](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 2C5

Policy Statement

The Board values the distinction between policy governance and the administration and operation of the College. To ensure successful pursuit of the Board's Strategic Outcome policies, the Board delegates, through the "*B2001 Delegation to the President*" policy, broad authority to the President to administer and operate the College.

However, to maintain effective oversight and provide guidance to the President on activities and decisions within the President's delegated authority, the Board establishes restrictions (i.e. Executive Limitations) on the President's authority to administer and operate the College.

Accordingly, the President shall not:

1. Engage with students, employees, or persons from the community in an inhumane, unfair, undignified, or unethical manner.
2. Fail to demonstrate professional foresight or permit conditions which jeopardize the financial sustainability of the College.
3. Fail to demonstrate professional foresight or permit conditions which compromise the Board's Strategic Outcome priorities.
4. Fail to demonstrate professional foresight or permit conditions which compromise the College's Higher Learning Commission Accreditation.
5. Fail to demonstrate professional foresight or permit conditions which compromise the safety and security of the College.
6. Provide information and advice to the Board, which is untimely, incomplete, misleading, or inaccurate.
7. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
8. Allow College operations to impede the pursuit of Strategic Outcome policies.
9. Manage the College without adequate policies, rules, guidelines, and procedures for matters involving business and support services, human resources, academic affairs, and student services.



10. Allow any practice, activity, decision, or organizational circumstance, which is illegal, imprudent, violates commonly accepted professional ethics, or is inconsistent with any College policy.
11. Demonstrate personal behavior that negatively impacts the College's public image or credibility.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor grammatical edits	Board of Trustees





Policy

Policy Title: Employee Relationships
Policy Type: Board - Executive Limitations
Responsible: President
Related Policies: [B2000](#), [B2001](#), [B2002](#), [B2203](#)
Linked Procedures: None
Related Laws: None
Related Standards: None
HLC Criterion: 1C2, 1C3, 2A2, 3C, 5A, 5B

Number:B3001

Policy Statement

The President shall create and sustain an environment that supports the achievement of the Board’s Strategic Outcomes. As such, the President shall create a workplace environment where employees feel safe and believe they are treated in a respectful, ethical, and equitable manner.

Without limiting the scope of the above statement by the following list, the President shall not:

1. Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
 - o Permit staff to be without adequate protection from harassment and bias.
 - o Permit staff to be uninformed of the performance standards by which they will be assessed.
2. Fail to take appropriate action when the President becomes aware of any violation of law, collective bargaining agreement, or any College policy.
3. Retaliate against any staff member for non-disruptive expression of dissent.
4. Allow staff to be unprepared to deal with emergency situations.
5. Permit staff to be without reasonable opportunity for professional growth and development.
6. Fail to submit a monthly Human Resource action report.
7. Fail to submit an annual Human Resource monitoring report that addresses the policy outcomes identified.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor grammatical edits; Added monitoring expectations	Board of Trustees





Policy

Policy Title: Student Relationships

Number:B3002

Policy Type: Board - Executive Limitations

Responsible: President

Related Policies: [B2000](#), [B2001](#), [B2002](#), [B2203](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 1B3, 1C2, 1C3, 2A2, 3B3, 3C2, 3C3, 3C4, 3D

Policy Statement

The President shall create and sustain an environment that supports the achievement of the Board's Strategic Outcomes. As such, the President shall create a climate where students feel safe and believe they are treated in a respectful, ethical, and equitable manner.

Without limiting the scope of the above statement by the following list, the President shall not:

1. Permit students to be without reasonable protections against hazards or conditions that might threaten their health, safety or well-being.
2. Allow students to be without current, enforced policies that minimize the potential for exposure to harassment, provide remedy for harassment situations, and provide methods for dealing with individuals who harass.
3. Permit violation of student confidentiality and privacy, except where specific disclosure is required by legislation or regulation.
 - o Use forms or procedures that elicit information for which there is no clear necessity.
 - o Use methods of collecting, reviewing, storing, or transmitting student information that inadequately protect against improper access to personal information.
4. Permit admission, registration, evaluation, or recognition processes that treat students unfairly.
5. Permit unfair, inconsistent or untimely handling of student complaints.
 - o Permit students to be without a process for registering a complaint or concern, including an appeal process, or to be uninformed of the process.
6. Permit students to be uninformed of student rights and responsibilities, including expectations for student behavior, and the consequences of failure to adhere to the expectations.
7. Retaliate against any student for non-disruptive expression of dissent.
8. Permit decisions affecting students to be implemented without appropriate notification to students.
9. Fail to periodically monitor student perception of their relationship to the institution and provide the Board with a summary of the results.



Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor grammatical edits; Added monitoring expectations	Board of Trustees





Policy

Policy Title: Organizational Culture **Number:**B3003
Policy Type: Board - Executive Limitations
Responsible: President
Related Policies: [B2000](#), [B2001](#), [B2002](#), [B2203](#)
Linked Procedures: None
Related Laws: None
Related Standards: None
HLC Criterion: 1B3, 1C2, 1C3, 2A2, 2E2, 2E4, 3B3, 3C, 5A, 5B

Policy Statement

The President shall create and sustain an environment that supports the achievement of the Board’s Strategic Outcomes. As such, the President shall create a work environment of open, transparent, and honest communication that encourages the development of trust, cooperation, and collaboration while maintaining appropriate confidentiality.

Without limiting the scope of the above statement by the following list, the President shall not:

1. Operate without an enforced internal Code of Conduct, of which all employees are made aware, that clearly outlines the rules of expected employee behavior.
2. Permit employees and others to be without a mechanism for confidential reporting of alleged or suspected improper activities, without fear of retaliation.
3. Cause or allow research involving either human subjects or animals that does not adhere to generally accepted ethical principles and policy.
 - a. Permit potential researchers to be without readily available guidelines for ethical research and assistance in identifying and solving ethical problems.
 - b. Permit research that has not been subject to independent ethical review.
4. Fail to submit an annual human resource monitoring report that addresses factors related to the College’s culture.
5. Fail to periodically monitor employee perception of the College’s culture and provide the Board with a summary of the results.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor grammatical edits; Added monitoring expectations	Board of Trustees





Policy

Policy Title: Employment, Compensation, and Benefits

Number: B3004

Policy Type: Board - Executive Limitations

Responsible: President

Related Policies: [B2001](#), [B2002](#), [B2203](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 1C2, 1C3, 2A2, 3C, 5A, 5B

Policy Statement

The President shall create and sustain a compensation and benefit system that enables the College to attract and retain high-quality employees without jeopardizing the fiscal integrity of the College.

Accordingly, the President shall not:

1. Unilaterally change the terms of his/her employment contract with the College.
2. Promise or imply permanent or guaranteed employment.
3. Establish compensation and benefits that:
 - a. Create obligations over a term that cannot be sustained by projected revenues.
 - b. Exceed parameters established by the Board.
 - c. Cause unfunded liabilities to occur.
 - d. Violate federal or state law.
 - e. Fail to consider regional labor market conditions.
 - f. Fail to consider job hierarchy, responsibility, complexity, skills required, experience levels, and performance expectations (i.e. grade levels).
4. Fail to implement processes to address conflicts of interest in hiring of employees, consultants, and contract workers.
5. Fail to disclose any known conflict of interest to the Board prior to hiring. If any conflict of interest becomes known after the date of hire, the President will notify the Board at the next regularly scheduled Board meeting.
6. Fail to submit an annual human resource monitoring report that addresses factors related to employee compensation and benefits.
7. Fail to periodically monitor employee compensation and benefit levels relative to regional market factors and provide the Board with a summary of the results.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor grammatical edits; Added monitoring expectations; clarified expectations related to establishing compensation and benefits.	Board of Trustees





Policy

Policy Title: Budget Forecasting, Development, & Adoption **Number:** B3005
Policy Type: Board - Executive Limitations
Responsible: Vice President of Finance & College Operations
Related Policies: [B2001](#), [B2002](#), [B2203](#), [B3006](#), [B3007](#), [B3008](#), [B3009](#)
Linked Procedures: PXXXX Budget Development & Adoption
Related Laws: [ILCS 805/3-20](#)
Related Standards: Government Finance Officers Association (GFOA)
HLC Criterion: 5B

Policy Statement

The Board has a fiduciary responsibility to ensure public funds are used in a transparent, ethical, and fiscally responsible manner. As such, the Board shall adopt an annual legal budget prior to the start of the fiscal year, if possible, but no later than September 30 of each fiscal year.

The budget is a tool that allows the Board to make resource allocation decisions and monitor institutional performance based upon institutional strategic priorities focused on achieving the College's mission and legislative purposes defined in the Illinois Community College Act. In addition, the budget is a resource deployment plan that can be amended by the Board throughout the fiscal year to improve strategic outcomes.

To assist with these functions, the Board directs the President to prepare and present a proposed budget for Board review no earlier than the April Board meeting but no later than the July Board meeting. Once presented with a proposed budget, the Board can accept the proposal as tentative or the Board can request additional information. Once the Board accepts the budget as tentative, the College will make the tentative budget available for public inspection for at least 30 days. Further, the Board Secretary will arrange for a public hearing so the public can provide comment on the budget.

Notification for the public hearing shall be given at least 30 days prior to the time of the hearing.

Once the Board adopts a final legal budget, the President will operate the College within the budget parameters approved by the Board and provide the Board with quarterly monitoring updates that demonstrate compliance with the Board's direction.



Accordingly, the President shall not present a proposed budget that fails to:

1. Support the accomplishment of the College's mission and strategic plan.
2. Support the continuous improvement of student learning, student success, and the operational effectiveness of the College.
3. Anticipate emerging factors (such as the influence of technology, demographic shifts, and globalization) on College programs and services.
4. Consider input from College employees.
5. Reasonably project cash flow, income, and expenses.
6. Provide a projection of facility maintenance and improvement projects.
7. Ensure projected fund balances are consistent with the administrative Management of Financial Reserves policy.
8. Provide adequate support for Board Development activities.
9. Comply with applicable law.

In addition, the President shall not present a proposed budget document that fails to:

1. Provide written budget assumptions.
2. Provide a budget in the GFOA format.
3. Provide a detailed comparison of the budgeted revenue and expenditures to prior fiscal year actual revenue and expenditures.
4. Include anticipated impact of proposed strategic initiatives on the key performance areas noted in the Board's Monitoring policy.

Change Log

Date of Change	Description of Change	Governance Unit
05-03-21	Initial Adoption	Board of Trustees
03-07-22	Review - Grammatical Changes	Board of Trustees
06-15-23	Minor grammatical edits	Board of Trustees



5. Fail to implement a system that subjects contracts for goods and services to a periodic cycle of review for quality and cost, including an assessment of the market.
6. Accept gifts or grants that require the College to commit resources (both human and financial) unless the gift or grant advances the achievement of the College's mission and aligns with the College's strategic priorities. An impact analysis on future resources will be completed prior to acceptance of the gift or grant.
7. Fail to assist the Board with conducting an annual independent audit of the College that is consistent with Illinois law.
8. Fail to employ an internal control structure and develop procedures to ensure accuracy and transparency for financial reporting. [Board Finance Committee Review]
9. Fail to ensure tax payments or other government-ordered payments are submitted in a timely manner.
10. Fail to manage the College's comprehensive debt program to preserve the District's credit strength and financial flexibility by establishing and monitoring prudent debt management goals.
11. Fail to submit a quarterly finance and investment monitoring report that addresses factors related to the financial condition of the College.

Change Log

Date of Change	Description of Change	Governance Unit
05-03-21	Initial Adoption	Board of Trustees
03-07-22	Review - Grammatical Changes	Board of Trustees
06-15-23	Minor grammatical edits; Added monitoring expectations;	Board of Trustees





Policy

Policy Title: Asset Protection

Number: B3007

Policy Type: Board - Executive Limitations

Responsible: Vice President of Finance & College Operations

Related Policies: [B2001](#), [B2002](#), [B2203](#), [B3005](#), [B3006](#), [B3008](#), [B3009](#)

Linked Procedures: None

Related Laws: [ILCS 805/3-20](#)

Related Standards: Government Finance Officers Association (GFOA)

HLC Criterion: 2A & 5B

Policy Statement

The Board has a fiduciary responsibility to utilize, maintain, and protect College assets. As such, the Board directs the President to implement policies, rules, guidelines, procedures, and practices to assist the Board with this responsibility. Further, the Board directs the President to ensure the College's physical facilities and other assets are used in ways that support the College's mission and achieve the Board's Strategic Outcomes. In addition, the President will not allow college assets to be unprotected, inadequately maintained, or unnecessarily exposed to risk. Finally, without limiting the scope of the above statements by the following list, the President shall not fail to:

1. Lead the Board in relevant discussion and work to assure a clear long-term vision for capital assets and facilities.
2. Make infrastructure recommendations that lead to social, economic, and environmental sustainability.
3. Insure against theft and casualty losses in amounts consistent with replacement values or against liability exposure to the College, the Board, Trustees, and employees in amounts consistent with limits of coverage obtained by institutions with comparable risk.
4. Bond employees who are responsible for and have access to material amounts of College funds consistent with Illinois Law and ICCB Administrative Rules.
5. Ensure facilities and capital equipment are well-maintained and operate as intended.
6. Alleviate known conditions that risk the College's assets and/or expose the College, the Board, Trustees, or employees to claims of liability.
7. Receive, process, or disburse funds under controls which are insufficient to meet standards established by the Governmental Accounting Standards Board, the Board appointed auditor and Illinois law.
8. Obtain Board approval before acquiring or disposing of real property.
9. Implement procedures for asset tracking, inventory and disposal of college property that consider the market value and applicable laws.



10. Develop a deferred maintenance plan that considers both the preservation of assets and the needs of the College.
11. Protect the College's trademarks, copyrights, and intellectual property interests.
12. Obtain Board approval before naming facilities or parts of facilities.
13. Fail to submit a quarterly or semi-annual monitoring report that addresses factors related to the College's facilities and information technology infrastructure.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor grammatical edits; Added monitoring expectations.	Board of Trustees





Policy

Policy Title: Investments

Number: B3008

Policy Type: Board - Executive Limitations

Responsible: Vice President of Finance & College Operations

Related Policies: [B2001](#), [B2002](#), [B2203](#), [B3005](#), [B3006](#), [B3007](#), [B3009](#)

Linked Procedures: None

Related Laws: [ILCS 805/3-20](#)

Related Standards: Government Finance Officers Association (GFOA)

HLC Criterion: 2A & 5B

Policy Statement

The Board has a fiduciary responsibility to utilize, maintain, and protect College assets. As such, the Board directs the President to implement policies, rules, guidelines, procedures, and practices to assist the Board with this responsibility. Further, the Board directs the President to ensure the College's investments are used in ways that support the College's mission and achieve the Board's Strategic Outcomes.

Finally, without limiting the scope of the above statements by the following list, the President shall not:

1. Permit investments that are inconsistent with State law, nor to be managed in a way that is inconsistent with the primary objectives of capital preservation and reasonable growth.
2. Permit investments to be managed without the active involvement of well-qualified investment advisors with a proven track record, who are independent of any investment fund.
 - a. Permit the advisor to take title to any assets.
 - b. Permit the advisor to withdraw any funds from the accounts except to cover payment of previously agreed fees, or at the organization's specific direction.
3. Permit investments that are insufficiently liquid to meet College's anticipated expenditures without incurring penalties.
4. Permit the investment of cash accounts (or operating capital) in anything other than allowed by the Illinois Public Funds Investment Act ([30 ILCS 235/](#)) and Section 20 of the Illinois Community College Act ([110 ILCS 805/](#)).
5. Fail to submit a quarterly finance and investment monitoring report that addresses factors related to investments of the College.



Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
05-18-23	Statute Changes	Board of Trustees
06-15-23	Minor grammatical edits; Added monitoring expectations.	Board of Trustees





Policy

Policy Title: Financial Planning **Number:** B3009
Policy Type: Board - Executive Limitations
Responsible: Vice President of Finance & College Operations
Related Policies: [B2001](#), [B2002](#), [B2203](#), [B3005](#), [B3006](#), [B3007](#), [B3008](#)
Linked Procedures: None
Related Laws: [ILCS 805/3-20](#)
Related Standards: Government Finance Officers Association (GFOA)
HLC Criterion: 2A & 5B

Policy Statement

The Board has a fiduciary responsibility to utilize, maintain, and protect College financial assets and provide resources for strategic initiatives aimed at the attainment of the strategic outcomes. As such, with assistance from the Board Finance Committee, the Board directs the President to implement policies, rules, guidelines, procedures, and practices to assist the Board with this responsibility. Further, the Board directs the President to ensure the College's financial assets are used in ways that support the College's mission and achieve the Board's Strategic Outcomes.

Finally, without limiting the scope of the above statements by the following list, the President shall not fail to:

1. Engage the Board Finance Committee in the development of a long-term financial plan for the College.
2. Allocate resources in ways that are aligned with achievement of the Board's Strategic Outcomes.
3. Operate with a documented, multi-year strategy that can be expected to achieve a reasonable interpretation of the Strategic Outcomes.
4. Permit planning that explains and justifies assumptions, and identifies relevant environmental factors.
5. Permit budgeting for any fiscal period or the remaining part of any fiscal period that is not derived from the multi-year plan.
6. Permit financial planning that omits credible projection of revenues and expenses, separation of capital expenditures and operational expenses, cash flow projections, prior year comparisons, and disclosure of planning assumptions.
7. Provide prior year comparisons for departments.
8. Provide less than the amount required to address critical deferred maintenance as a priority over new capital infrastructure.
9. Provide in the annual operating budget adequate provision for plant and facilities maintenance, electronic and institutional equipment, program and course development, staff development, and institutional research.



10. Allocate 4.5% of the total operating budget for plant and facilities maintenance.
11. Allocate 3.5% of the total operating budget for electronic and institutional equipment.
12. Permit financial planning that includes credible three-year pro-forma trends of revenues and expenses.
13. Permit financial planning without a projected five-year facilities master plan.
14. Permit planning that risks any situation or condition described as unacceptable in the “Financial Condition” policy.
15. Permit financial planning that does not provide the amount of operating funds determined annually by the Board for its direct use during the year to ensure Board advancement and competent governance of the College, such as costs of fiscal audit, Board development, Board and committee meetings, and Board legal fees.
16. Prevent the disbursement of funds that exceeds the annual operating budget revenue projection for more than two consecutive years.
17. Permit planning that endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve future Strategic Outcomes.
18. Submit an annual budget document that addresses the aforementioned factors.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor grammatical edits; Added monitoring expectations.	Board of Trustees





Policy

Policy Title: Communication and Counsel to the Board

Number: B3010

Policy Type: Board - Executive Limitations

Responsible: President

Related Policies: [B2001](#), [B2002](#), [B2203](#), [B3000](#), [B3001](#), [B3002](#), [B3003](#), [B3004](#), [B3005](#), [B3006](#), [B3007](#), [B3008](#), [B3009](#), [B3011](#), [B3012](#), [B3013](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 2C

Policy Statement

As the Board's primary employee, the President shall provide the Board with information and recommendations that assist the Board with performing its oversight and fiduciary functions. The President will not permit the Board to be inadequately informed.

Accordingly, the President shall not:

1. Neglect to submit monitoring data (as noted in the *B1002 Monitoring College Effectiveness and B2003 Monitoring President Effectiveness* policies) in a complete, timely, accurate, and understandable fashion.
2. Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Fail to advise the Board, if in the President's opinion, the Board is not in compliance with Governance Process and Board Delegation of Authority policies.
4. Fail to advise the Board, if in the President's opinion, the Board (or individual Trustees) encroach on College activities that are the responsibility of the President.
5. Present information that is knowingly misleading, inaccurate, or incomplete and does not consider supporting and opposing points of view.
6. Fail to deal with the Board as a whole except when (a) fulfilling Trustee requests for information or (b) responding to officers or committees as duly charged by the Board.
7. Fail to report, in a timely manner, an actual or anticipated noncompliance with any policy of the Board, federal law, state law, or local ordinance.
8. Fail to communicate with the Board as a whole on matters relating to the Board's oversight and fiduciary roles.
9. Fail to notify the Board of Trustee of information requests as noted in Board Procedure B4000.01
10. Fail to provide a mechanism for official Board approved communications.



Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor grammatical edits; added monitoring expectations.	Board of Trustees





Policy

Policy Title: Partnerships/Grants/Contracts
Policy Type: Board - Executive Limitations
Responsible: President
Related Policies: [B2001](#), [B2002](#), [B2203](#)
Linked Procedures: None
Related Laws: None
Related Standards: None
HLC Criterion: 2A & 5B

Number:B3011

Policy Statement

The President shall not enter into any formal or informal partnership, grant, or contractual arrangement that fails to emphasize the accomplishment of Board Strategic Outcome policies, avoid unacceptable operational activities or protect the College’s fiscal integrity or public image.

Without limiting the foregoing statement, the President shall not:

1. Accept gifts or grants which obligate the College to make significant, long-term expenditures of funds or other resources, other than those created by the gift or grant, or which are not in the best interest of the college.
2. Enter into arrangements that have stipulations which could result in the funds being used in imprudent, unlawful or unethical ways.
3. Fail to ensure gifts are used in the manner agreed upon with the donor.
4. Enter into arrangements that fail to assess and consider an applicant’s capability to produce appropriately targeted, efficient results.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor grammatical edits; the term “Means” clarified as “Operational Activities”	Board of Trustees





Policy

Policy Title: Strategic Planning
Policy Type: Board - Executive Limitations
Responsible: President
Related Policies: [B1002](#), [B2001](#), [B2002](#), [B2203](#)
Linked Procedures: None
Related Laws: None
Related Standards: None
HLC Criterion: 5C

Number:B3012

Policy Statement

The Board clearly articulates the College's purpose on behalf of the community through the Board's Strategic Outcome statements. The Board delegates to the President the responsibility for developing and implementing a strategic plan designed to achieve the Board's Strategic Outcomes.

The President, in performing this responsibility, shall interpret the Board's Strategic Outcomes, and develop an inclusive and collaborative strategic planning process that identifies initiatives and resources needed for employees to achieve the Board's Strategic Outcomes. The strategic plan shall support the College's Mission, Values, and Vision and ensure College priorities are aligned with the achievement of the Board's Strategic Outcomes. The strategic plan will include initiatives that are, in the President's expertise, most likely to achieve the Board's Strategic Outcomes within the parameters of the Board's Executive Limitations policies. Strategic plan initiatives shall be established within the context of HLC requirements, best practices, and emerging trends.

The Board, in collaboration with the President, shall periodically monitor the College's progress on achieving the strategic plan's initiatives to strengthen the alignment between Board expectations and employee effort and improve institutional effectiveness. Additionally, the Board and President shall monitor changes in critical assumptions underpinning the strategic plan, which may prompt revisions to the strategic plan. The College's strategic plan will be publicly available on the College's webpage.

Furthermore, for the purpose of ensuring the Board's Strategic Outcomes remain relevant for the Community, the Board, in collaboration with the President, shall engage in a comprehensive strategic plan development process that examines, refreshes, and/or confirms the College's mission, vision, and values at least once every five years.



Accordingly, the President shall not fail to develop and implement a strategic plan that:

1. Supports and aligns with the Board’s Strategic Outcomes.
2. Is based on the College’s Mission, Values, and Vision statements.
3. Allocates resources in alignment with the College’s Mission, Vision and the Board’s Strategic Outcome priorities.
4. Links College processes for assessment of student learning, evaluation of operations, planning and budgeting.
5. Is comprehensive and includes cycles of evaluation based on data.
6. Considers the College’s current capacity including the availability of resources.
7. Considers critical assumptions about the future, including without limitation, the possible impact of fluctuations in revenue sources, enrollment, the economy and federal, state and local support.
8. Anticipates emerging factors, such as technology, demographic shifts, and globalization.
 - a. Results from a collaborative development process that actively engages internal and external stakeholders.
 - b. Ensures continuous improvement of the plan’s effectiveness through a monitoring system that includes reports to the Board on the College’s progress towards realizing the plan’s KPAs and any changes in critical assumptions.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor Grammatical Edits; Added language to ensure mission, vision, value analysis.	Board of Trustees





Policy

Policy Title: Sustained Presidential Leadership

Number:B3013

Policy Type: Board - Executive Limitations

Responsible: President

Related Policies: [B2001](#), [B2002](#), [B2203](#)

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 2C

Policy Statement

Since the Board delegates administrative and operational authority to the President in the *B2001 Delegation to the President* policy, the Board has an interest in ensuring that Presidential services and responsibilities continue in the event the President is unable to perform the duties outlined in the *B2002 President Accountability* policy. In such an event, the Board will need to determine if an interim or permanent President replacement is necessary by conducting a special meeting or at the next regularly scheduled meeting.

To help the Board plan for this contingency and expedite the decision-making process, the President shall not fail to ensure that the College's CAO, CSSO, and/or CFO are familiar with the current strategic and operational initiatives being conducted and can substantially perform the duties outlined in the *B2002 President Accountability* policy.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Minor Grammatical Edits	Board of Trustees





Board Bylaws

Title: Article I – Governance **Number:** B4000
Type: Board – Bylaws
Responsible: Board Chairperson
Related Policies: None
Linked Procedures: [B4000.01](#), AXXXX.XX Policy Development, AXXXX.XX Policy Numbering
Related Laws: [110 ILCS 805](#)
Related Standards: None
HLC Criterion: 2C, 5A, 5B, 5C

Section 1 – Governance Commitment

The Board shall govern the College in accordance with the Illinois Constitution, the Illinois Community College Act, Higher Learning Commission Accreditation standards, bylaws, and within the principles of policy governance.

As elected fiduciary representatives of the college community, the Board shall be accountable for the College’s performance. The Board will establish policies that communicate appropriate Strategic Outcomes and Executive Limitations; and ensure monitoring and accountability measures are clearly identified and reported. The frequency of reporting and the methods for monitoring and accountability are determined by the Board.

Since the President operates the College as the Board’s primary employee, the Board has a direct interest in ensuring that the President is successful. To that end, the Board will communicate to the President clear performance expectations with an emphasis on how those expectations will be monitored and evaluated. These performance expectations shall be communicated through Board policy and/or resolution. To ensure the Board’s performance expectations are clearly understood, consistent, and fulfilled, the Board shall communicate solely with the President.

Trustee requests for information, including existing reports, shall be made to the President and in accordance to the Board Information Request Procedure B4000.01.

Strategic Outcome policies describe the College’s purpose and impact on the Community and contain three critical components: 1) which programs & services are to be provided; 2) for whom; and, 3) the value to the community.

Consistent with policy governance principles, administrative and operational decisions of the College are “*Operational Activity*” decisions. As such, the Board empowers the President to make all Means decisions. While not an exhaustive list, “*operational activities*” (administrative and operational) decisions may include: personnel matters, financial planning, purchasing, programs, services, curricula, and internal organizational structure. Further, the Board acknowledges the Strategic Outcome and Means distinction is critical to the College’s success. The Board is not charged with producing a particular Strategic Outcome, only with defining them. The President is solely responsible for producing the Board’s defined Strategic Outcomes and deciding what *operational activities* to use.



To strengthen the President's accountability to the Board, the Board will establish Executive Limitations on *operational activity* decisions. Board defined Executive Limitations will provide the President clear direction about which *operational activity* decisions are unacceptable to the Board. Unless otherwise noted in Executive Limitations, the President has full authority to make any *operational activity* decision the President deems necessary to accomplish the Board's Strategic Outcomes.

The Board recognizes that Executive Limitations potentially limit creativity and may increase the cost of producing the Board's Strategic Outcomes. As such, the Board will endeavor to minimize the number of Executive Limitations. Executive Limitations shall focus on practices, activities and decisions that may be imprudent, illegal and/or contrary to commonly accepted business practices and professional ethics.

Section 2 – Governing Principles

Consistent with accreditation expectations and best practice, the Board shall govern using the principles outlined in policy governance. As such, the Board will govern with an outward and futuristic vision focusing primarily on the benefits the College contributes to the community, which are defined in the Board's Strategic Outcome statements. In addition, the Board will direct its efforts at creating and sustaining the College's mission and vision in ways that achieve the Board's Strategic Outcomes. Further, the Board will delegate the *Means* to achieve the Strategic Outcome to the College's President.

To accomplish this, the Board will:

1. Execute the powers designated by the Illinois Community College Act and all other applicable federal and state laws.
2. Operate in all ways mindful of its trusteeship and its fiduciary and statutory obligations to the public. It will allow no officer, individual, trustee, or committee of the Board to prevent the fulfillment of this commitment.
3. Act in the best interest of the College.
4. Commit to the pursuit of excellence through the use of continuous quality improvement practices.
5. Demonstrate uncompromised professionalism and ethics in the course of its work.
6. Enforce upon itself whatever discipline is needed to govern with excellence. Actively engage in continuous development which will include orientation of new Trustees with the Board's governance process, periodic Board discussion of process improvement, regular policy review, Board self-assessment, review of related literature, and conference attendance.
7. Collaborate and share all information among all Trustees on matters of substance related to their governance role. No Trustee shall be in sole possession of information related to the Board's governance role.
8. Strive, to the greatest extent possible, to reach consensus on all decisions.
9. Direct, control and inspire the College's vision through the careful establishment of the broadest organizational policies reflecting the Board's values and perspectives.
10. Be solely responsible for excellence in governing.
11. Engage in Board policy development in collaboration with the President.



12. Hold itself accountable by monitoring and discussing the Board's process and performance regularly. To this end, the Board will conduct an annual self-assessment, the results of which shall be used for the improvement of their work individually and collectively. Self-monitoring will include comparison of Board activity and discipline to the Governance process and the Board Delegation of Authority policies.
13. Determine the Strategic Outcomes based on the external needs of community stakeholders. To this end, the Board will work with the President to adopt processes and employ practices that allow for broad input from community stakeholders to obtain input on issues related to the development and/or improvement of the Strategic Outcome policies.
14. Benchmark the College's performance against other comparable institutions in order to develop or improve Strategic Outcome policies.
15. Encourage and consider diverse viewpoints.
16. Act as a whole Board; thereby, cultivating a sense of group responsibility. Trustees have no individual authority to govern the College or direct the President or staff. The Board may use the expertise of individual Trustees to enhance the work of the Board as a body, but may not use it as the sole basis for Board action.
17. Establish broad policy that reflects the vision and values of the Board and focuses on the long term needs of the community rather than the internal operational aspects of the College.
18. Support and empower the President to achieve the Strategic Outcomes by defining their respective roles in job descriptions and delegating operational authority to the President.
19. Empower the President with full discretion for determining and executing the *operational activities* within the bounds of Executive Limitations as communicated by the Board. The Board will respect and support all *operational activity* decisions that conform to policy.
20. Not engage in administrative decisions related to *operational activities*.
21. Ensure the College is making adequate progress towards achieving the Board's Strategic Outcomes by reviewing timely monitoring reports and evaluating the President's performance.
22. Act only through its bylaws, written policies, resolutions and in accordance with applicable laws and criterion established by its accrediting bodies.



Section 3 – Board Authority and Responsibility

The legislative responsibilities of the Board are defined in [110 ILCS 805/3](#). In addition, the Board shall not be bound in any way by any action or statement on the part of any individual Trustee or employee, except when such statement or action is in pursuance of specific instructions by the Board.

As a collective body, the Board fulfills its Governance commitment by overseeing the operations of the College and assuring its conformance with applicable laws using established governing principles. The Board represents the voice of the Community (i.e. the citizens and business interest located throughout the Shawnee Community College service area) and acts in the public's best interest. The Board recognizes that its role is uniquely distinguishable from the responsibilities of the President, which is to administer college operations.

To achieve their oversight role, the Board's primary responsibilities are to:

1. Serve as the official governance link between the College and the Community at large.
2. Establish, clarify, and adapt the College's purpose, mission, and vision in ways that reflect the needs of the Community through Strategic Outcome statements.
3. Provide strategic leadership by enacting written governing policies that address Strategic Outcome, Executive Limitations, Governance Processes, and Delegation of Authority categories.
4. Ensure the adoption of policies and statutorily prescribed procedures as required by law.
5. Conduct its business in compliance with the Illinois Community College Act, the Illinois Open Meetings Act and other applicable laws.
6. Select and employ a President. Delegate administrative authority for the College to the President, support the President and evaluate the President's performance.
7. Make decisions in the areas in which the Board has limited Presidential authority as defined in Executive Limitations.
8. Ensure the College engages in effective planning.
9. Monitor the performance of the College's programs and services to ensure they meet the Board's prescribed Strategic Outcomes.
10. Ensure the College has access to adequate financial resources and provide fiduciary oversight.
11. Establish tuition and fees.
12. Levy and collect taxes as authorized by law.
13. Engage in professional development activities to continuously improve the Board's competency as a governing unit.
14. Act with ethical integrity and within all legal requirements.
15. Enhance the College's public image.
16. Serve as an advocate for the College to federal, state, and local governing bodies and other public and private entities that may assist in furthering the mission of the College.
17. Approve and implement a Community and College engagement strategy that is jointly prepared by the President and the Board Chairperson.



18. Assess the Board's own processes and performance annually. Self-assessment will include comparison of Board activity and adherence to policies in the Governance Process and Delegation of Authority categories as it relates to the attainment of the Board's Strategic Outcomes.

Section 4 – Policy & Bylaw Creation and Review

College policies are guiding or governing principles, formally approved by the Board in furtherance of the College's mission and values. Policy does not include procedures used to implement the policy. College Bylaws describe the structure, organization, operation, Board responsibilities, and Trustee responsibilities in conducting formal business matters at Board meetings.

Policies & Bylaws shall be:

1. Presented in a common format.
2. Formally approved by the Board.
3. Maintained centrally, electronically accessible and available in hard copy.
4. Linked electronically to applicable procedures, where they exist, for implementing the policy or bylaw.
5. Reviewed and updated annually.

Division of Responsibility – Policies

The Board is responsible for adopting policies for the oversight of the operation of the College. The responsibility for formulating policy shall be divided as follows:

1. Broad strategic, value-based policies are the responsibility of the Board.
2. The Board will set policy in the areas of: Strategic Outcomes, Delegation, Executive Limitations, and Bylaws.
3. Administrative rules, guidelines and procedures for employees to follow in implementing College policies are the responsibility of the President and will be provided to the Board for informational purposes and available on the web.
4. Specific tactical decisions and procedures to be established in accordance with the administrative rules and/or guidelines are the responsibility of the operation units, or positions designated by the President.

Responsibility for Bylaws

Bylaws are a special kind of policy that describes how the Board intends to operate. The Board is responsible for adopting bylaws for the oversight of the operation of the Board.

Standard Format for Policies

Policies shall follow an established consistent format per Exhibit A.

Standard Format for Bylaws

Bylaws shall follow an established consistent format per Exhibit B.

Initiating Policy

Policies shall be initiated in accordance with the Procedure for initiating a policy.



Board Policy Action

In order to ensure public transparency and accountability, newly proposed Board policies, and substantive changes to existing policies shall be presented at a properly noticed public Board meeting for at least two readings before they may be acted upon. The purpose of the first reading is to present the proposed policy or substantive change to the public and allow for comment. After the first reading, and prior to second reading, the public and additional college stakeholders may provide additional input to the President, which may result in revisions to the proposed policy or substantive change. The purpose of the second reading is to provide final public comment and Board action.

In an emergency, the Board may act upon a new policy proposal or a substantive change at the first reading by a supermajority of the quorum vote. In this situation, policy adoption is considered provisional and shall not become final until the conclusion of the second reading and final action. Revisions to a provisionally approved policy may be proposed between provisional and final adoption.

As part of the Board's ongoing policy review responsibility, revised policies that do not substantially change the intent or direction of the policy may be adopted after first reading at the discretion of the Board. In addition, the Board empowers the President to make non-substantive changes to policy without Board action when clarity is needed to reflect changes in college operations. The President will present any non-substantive change to Board policy at the next regularly scheduled Board meeting.

After the first reading, any proposed policy can be removed from consideration or rejected by a majority vote at the next properly noticed Board meeting.

Unless otherwise noted, policies may only be acted upon by a majority vote of the trustees constituting a quorum at a properly noticed public Board meeting.

In rare instances where the Board, at its discretion, may need additional information about a particular policy or substantive change, it may choose to have additional readings beyond a second reading.

Harmony with Law & Collective Bargaining Agreements

All policies will comply with applicable law. If any policy (or portion thereof) is found to be in conflict with applicable law, the policy or conflicting provision will be temporarily suspended. The elements of the policy that are not in conflict with the law shall continue to be in effect as long as the policy's intended purpose can still be achieved. Subsequently, the policy will be revised to comply with the law.

If any policy (or portion thereof) is found to be in conflict with Collective Bargaining Agreements through the grievance and/or arbitration process, the Collective Bargaining Agreement shall supersede the policy. In this situation, the policy may be revised to be consistent with the collective bargaining provision.

Supersedes Prior Policies

Policies adopted by the Board shall supersede all previous versions and related procedures.



Communication

New and amended policies shall be communicated and be accessible through the College's website.

Policy Rights

Policies are not contractual in nature and are not intended to create any contractual, liberty and/or property rights. Policies may be changed and/or repealed at the sole discretion of the Board.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
06-15-23	Means updated to Operational Activities, Minor Grammatical Edits, Review Cycle Identified as Annually	Board of Trustees





Procedure

Title: Board Information Request

Number: B4000.01

Type: Board

Responsible: President

Related Policies: B2000 Unity of Control

B4000 (Section 1) Governance Commitment

B4000 (Section 3) Board Authority & Responsibility

B4001 (Section 1) Trustee Roles

Linked Procedures:

Related Laws: [110 ILCS 805](#)

Related Standards: None

HLC Criterion: 2C, 5A, 5B, 5C

Statement

The Board has the right to receive information regarding College operations in order to perform its duty as an oversight body and make policy decisions. Moreover, individual Trustees have the right to receive information in order to perform their duties as trustees.

These procedures are designed to ensure the Board receives complete, accurate, and consistent information in a timely manner. Except for situations that are pre-determined and mutually agreed upon by the President and Board, the Board or any individual Trustee will direct information requests to the President. The President may (in their discretion) direct College employees to respond directly to Board or Trustee requests.

Requests for information are made in two ways:

1. By Board Action/Resolution or
2. By individual Trustees in the performance of their duties as defined by the Illinois Community College Act and the Trustee Roles Board Policy.

Requests for information can be categorized as follows:

1. Existing Information - documents or reports that are already prepared.
2. Customized Information - documents or reports that need to be modified to meet the needs of the Board or a Trustee, which requires staff effort to prepare.
3. New Information - the development of a document or report, to meet the needs of the Board or a Trustee, where data from one or more sources requires significant staff effort to collect and prepare.



The process for Board requests is:

1. By Board action or resolution.
2. If the request is made for existing information, the President will provide the information to the Board as soon as it is practical to do so or within five business days from the properly noticed meeting in which the request was received.
3. If the request is for customized or new information, and deemed reasonable and feasible by mutual consent of the Board and President, the President will provide the Board with a projected timeframe for the completion of the information within five business days from the properly noticed meeting in which the request was received.
4. In the event the President needs additional information from the Board to respond to the Board's request for customized or new information, the President may contact the Chair for clarification and a revised timeline for completion may be established.
5. In the event unforeseen circumstances arise or changing priorities impact the President's ability to provide the customized or new information within the agreed upon timeframe, the President will notify the Board and will provide a revised time for completion.
6. The Board may withdraw a request for customized or new information by Board action or resolution at any properly noticed meeting.

The process for individual Trustee requests is:

1. A written request is made to the President.
2. If the request is made for existing information, the President will provide the information to all Trustees as soon as it is practical to do so or within five business days from receipt of the request.
3. If the request is for customized or new information, the President will acknowledge the receipt of the request in writing to all Trustees for the purpose of facilitating transparency and communication among all Trustees.
4. If the request is for customized or new information, and deemed reasonable and feasible by the President, the President will provide the information to all Trustees in a timeframe agreed to by the Trustee and President. If the President decides that the request for customized or new information is not reasonable and/or feasible, the President will direct the requesting Trustee, if they choose to pursue the request, to make the request at the next properly noticed Board meeting so that the Board can have input on the request. In the event unforeseen circumstances arise or changing priorities impact the President's ability to provide the customized or new information within the agreed upon timeframe, the President will notify all Trustees and will provide a revised time for completion.
5. If the Board deems an individual trustee request for customized or new information is not reasonable and/or feasible, the Board may (at a properly noticed meeting) act to delay, suspend and/or direct the President not to respond to the request.
6. The Trustee may withdraw a request for customized or new information at any time and in writing.



The following guidelines will be observed:

1. Trustee request for information shall be limited to information related to their role as individual trustees as noted in the *Trustee Roles* policy and shall not use the services of College staff to conduct investigations, perform research, or obtain information for personal purposes.
2. In situations other than those predetermined by the Board and President, if a Trustee contacts an employee for information, the employee will refer the matter to the President or Cabinet-level supervisor. The purpose is to ensure the Trustee receives a timely, accurate, and complete response.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption - Updated from previous policy manual.	Board of Trustees
06-15-23	Reviewed, no recommended edits	Board of Trustees





Board Bylaws

Title: Article II - Trustee Expectations

Number: B4001

Type: Board - Bylaws

Responsible: Board Chairperson

Related Policies: None

Linked Procedures: None

Related Laws: [110 ILCS 805](#); [10 ILCS 5](#); [5 ILCS 120](#)

Related Standards: None

HLC Criterion: 2C, 5A, 5B, 5C

Section 1 - Trustee Responsibilities

The Board functions as a collective body; no Trustee has individual authority to act on behalf of the Board. The success of the Board depends on each individual Trustee, the duly elected representatives and voice of the College's community, to exercise their legislative responsibility in a positive way.

To that end, in the execution of their Board responsibilities, individual Trustees will:

1. Increase their knowledge of college operations, community needs, and social/economic trends to improve their decision-making competence and strengthen community commitment.
2. Act in a way that inspires confidence, builds public trust, and is consistent with the best interest of the College.
3. Focus on the mission of the College.
4. Act in an ethical and responsible manner.
5. Participate at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions, and volunteer for ad hoc committees or other Board tasks.
6. Understand and support the Board governance concepts, Board policies, and Board operations.
7. Develop and maintain an in-depth knowledge of the community and its needs.
8. Maintain a working knowledge of the College's organization, programs and services, facilities, and budget.
9. Become well informed about major initiatives of the College.
10. Engage in Board and self-development activities designed to promote Board effectiveness.
11. Engage in new Trustee orientation development activities.
12. Present a positive image of the College to the community.
13. Respect President-Employee relationships by not engaging in internal individual or collective interests. It is also improper for students, faculty, administrators or other employees of the College to submit to the unofficial demands of individual Trustees or seek the participation of individual Board members in the daily administration and operation of the College, or solicit or use individual Trustees to promote personal or collective constituent goals.
14. Respect the collective decisions of the Board.



15. Refer questions regarding college staffing and operations to the President.
16. Serve as an informed volunteer to participate in legislative events and promote the College's legislative agenda as recommended by the President.
17. Attend community and College events, when willing and able, in accordance with a schedule that is jointly prepared by the President and Board Chairperson.

Section 2 – Trustee Qualifications

Candidates for election to the Board must be a resident elector in the Shawnee Community College District 531 for at least one year immediately preceding the election. In addition, a candidate must be eighteen (18) years of age or older at the time of his or her election or appointment. If a Trustee ceases to reside in the Community College District during the Trustee's term of office, the Trustee must resign from service

Section 3 – Number of Trustees

Seven (7) Trustees shall be elected at large from the Board of Community College District Number 531, Counties of Union, Alexander, Massac, Pulaski, Johnson, and parts of Jackson, State of Illinois.

Section 4 – Term of Office

Each Trustee of the Shawnee Community College Board shall be elected during the Consolidated Election for a term of six (6) years.

Section 5 – Election of Trustees

The Consolidated Election of Trustees of the Board shall be nonpartisan and shall be held in odd-numbered years in the time and manner provided in the General Election Law. [10 ILCS 5/1-1 et seq.](#)

The Secretary of the Board shall be the Local Election Officer as determined by the Illinois General Election Law.

Trustees of the Shawnee Community College Board shall be elected in the manner provided by state law in [Chapter 110 Section 805/3-7](#) of the Illinois Public Community College Act.

Section 6 – Student Trustee

Consistent with [110 ILCS 805/3-7.24](#), an annual election will be held to elect a non-voting student member of the Board. The election will be decided by a simple majority of those voting in the election. All candidates must be full-time students (12 hours) and in good academic standing. The Student Board member will serve a one-year term beginning in May.



Section 7 - Installation of Trustees

All Trustees shall be required to file with the Board Secretary, prior to assuming office, an Acceptance of Office and Affidavit of Eligibility in the following forms:

I, _____, having been elected to the office of Student Trustee of Shawnee Community College District 531 in the County of Pulaski, in the State of Illinois, DO SOLEMNLY SWEAR OR AFFIRM, that I will support the Constitution of the United States of America and the Constitution of the State of Illinois and will faithfully discharge the duties of the office of Student Trustee to the best of my ability.

I, _____, having been elected to the office of Trustee of the Board Shawnee Community College District 531 in the County of Pulaski, in the State of Illinois, DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of the United States of America and the State of Illinois and will faithfully discharge the duties of the office of Trustee to the best of my ability.

Section 8 - Trustee Orientation

The Board Chairperson and President will assist each newly elected Trustee with becoming familiar with and understanding the Board's functions, duties, responsibilities, policies and procedures before the Trustee assumes office.

The orientation process, which shall be the primary responsibility of the Board Chairperson, shall include:

1. Guidance in completing Attorney General's Electronic Open Meetings Act Training within 90 days of being elected or appointed ([5 ILCS 120/1.05](#) Training) and filing of certificate of completion.
2. Instruction explaining the role of a Trustee.
3. Review of all Board policies and procedures.
4. Explanation of the Illinois Community College Trustees Association (ICCTA) and encouragement to participate in ICCTA sponsored activities.

In addition, each newly elected Trustee will be provided with the opportunity, in either a structured or unstructured forum, to meet with the College President and other administrators and members of the staff, the College attorney, and other members of the Board, to familiarize and orient the new members on matters including Trustee legal and ethical responsibilities and duties; trusteeship; College fiscal and administrative structure and operation; policy governance; shared governance and collective bargaining.

Section 9 - Trustee Development

The Board is committed to the continuing development and education of each Trustee. Each Trustee shall be encouraged to attend Board Retreat(s) as scheduled, the Southeast Regional Trustees Association meetings, and in Illinois Community College Trustees Association Seminars.



Section 10 – Vacancy

Whenever a Trustee vacancy occurs, the Board shall appoint an individual to fill the vacancy within 60 days. The Board will advertise and solicit applications for the vacancy. The individual appointed shall serve until a successor is elected and certified at the next Consolidated Election in accordance with [Sections 22 17 and 22 18 of the Election Code](#).

Section 11 – Compensation

Trustees shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service.

Section 12 – Code of Ethics

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Trustees. All decisions and actions of the Board are to be made for the purpose of advancing the best interest of the College. Furthermore, Trustees are fiduciaries of the College and, as such, owe a duty of loyalty to the College and community.

Accordingly, Trustees at all times shall:

1. Govern with responsibility for the public trust, the citizens of the Shawnee Community College District, the future of the College, and the benefit of current and future students.
2. Act in a personal and professional manner that protects the reputation and integrity of the College and avoids the appearance of impropriety.
3. Act in ways that protect the College's financial, personnel, and tangible assets.
4. Act in good faith reasonably, competently, and prudently.
5. Avoid conflicts of interest.
6. Act in a manner that is consistent with the purpose of the College.
7. Act in a manner that supports the Board's policy governance commitment.
8. Act in a manner that supports the successful performance of Board and Trustee responsibilities identified in other Board policies.

To facilitate a climate that supports these activities, the following: defines a set of professional and ethical values; establishes a code of conduct; and defines conflict of interest.

Professional & Ethical Values

The Board recognizes that it has a responsibility to act in an ethical and legal manner. From the Board's perspective, acting ethically means observing standards of right and wrong, good and bad. Further, ethics addresses what individual Trustees ought to do to fulfill their moral obligation as a fiduciary for the Community. Acting in a legal manner means complying with the laws and regulations that apply to the College and elected officials. As such, ethics refers to moral responsibilities and goes beyond legal considerations. Acting ethically and legally involves more than understanding what the right thing is to do; it means that one must perform in ethical and legal ways.



To those ends, the Board recognizes the values of trustworthiness, respect, responsibility, fairness, caring, and citizenship as central to their role as community representatives and adopts these values as an ethical framework to conduct business.

In terms of trustworthiness, the Board wants to be viewed by the community as trustworthy (i.e. people believe in what we do). Components of being trustworthy require individual Trustees to act with honesty, integrity, reliability, and loyalty. Being honest means acting with sincerity, truthfulness, straightforwardness, and avoiding deception. Further, Trustees shall avoid violating confidentiality, being uncivil, or making promises that they might not be able to keep. Integrity refers to “wholeness.” A Trustee who has integrity is consistent in decision-making and behavior, and bases their behavior on a core set of ethics or values. Reliability means Trustees honor their commitments. Ethical Trustees spend the appropriate time each week to perform the job well. Loyalty means protecting and promoting the interests of the community. A Trustee’s primary loyalty is to the College and the public good.

In terms of respect, components include civility, courtesy, decency, autonomy, and tolerance. Civility and courtesy are particularly important when engaging in discussions with others with whom there is disagreement. Autonomy means that others are empowered to make decisions for themselves. Tolerance means acknowledging and considering others’ perspectives on College matters.

In terms of responsibility, the Board must make decisions and choices and be accountable for those. Responsible Trustees do not shift the blame to others. Responsible Trustees do the best they can by being diligent, careful, prepared, and informed. In addition, perseverance is critical in that Trustees must follow through, and finish tasks that they promised to do. Responsibility also involves self-restraint, prudence, and recognizing the importance of setting a good example. Responsible Trustees exercise appropriate restraint in their public communications because people view them as representatives of the College.

The components of fairness involve equality, impartiality, openness, and using due process. Exhibiting fairness involves using open and impartial processes for gathering and evaluating information, so that even those who disagree with a decision can understand how it was made. It means seeking equity and avoiding favoritism or prejudice.

In terms of caring, the Board is genuinely concerned about the welfare of others. Trustees, as public officials, care about the common good and welfare of the community. Trustees are often asked to care about many different people–community members, students, faculty, and others. Benevolence as a trustee involves seeking the well-being of the entire community. Challenges arise when decisions must be made for the benefit of the public welfare that may not meet the needs of specific groups. Caring Trustees understand those challenges and realize their role requires focusing on the public good. Because Trustees care about the broader community, they care about being ethical, respectful, responsible, and trustworthy.

Finally, citizenship involves how Trustees behave as part of a community. Ethical citizens obey laws and contribute to the community through service and leadership. Citizenship is concerned with the future health and welfare of society. Trusteeship is



an expression of civic leadership. The ethics of trusteeship reflects good citizenship practices.

Code of Conduct

The Board commits itself and its members to ethical and professional conduct. In conjunction with the Board's defined responsibilities, Trustee defined responsibilities, and other policies as appropriate, the following guidelines for conduct will be observed:

1. Trustees must maintain unconflicted loyalty to the interests of the citizens of the College service area. This accountability supersedes any conflicting loyalty that a Trustee might have as an advocate or supporter of specific interest groups, or a member of other boards, or as an employee of other organizations. This accountability supersedes the personal interest of any Trustee acting as an individual consumer of College services.
2. Trustees shall avoid situations that violate the conflict of interest portion of this policy.
3. Trustees shall not use their position to obtain employment by the College.
4. Trustees shall not use their position to provide services or goods to the College that benefit themselves, their family members or business partners without Board approval.
5. No Trustee may apply for full-time employment at the College or receive consulting contracts from the College until twelve months after termination of duties as a Trustee.
6. Trustees will refrain from publicly criticizing the President, any College employee, or any College Trustee.
7. Trustees will communicate, both verbally and in writing, in a professional and respectful manner.
8. Trustees will not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
9. Trustees will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for the processing of complaints or grievances within the College.
10. Trustees shall not violate confidentiality including discussions, which occur at legally held, closed meetings of the Board. Additionally, Trustees will respect confidentiality as appropriate to issues of a sensitive nature or protected by law.

Conflict of Interest

The Board recognizes that effective College governance is promoted by attracting Trustees who give of their valuable time and effort for the benefit of the College. The Board functions best when Trustees are drawn from varied backgrounds and are engaged community members. The Board respects the right of Trustees to participate in outside business, financial, service, and other activities. This presents the opportunity for occasional conflicts between a Trustee's personal interest and the interest of the Board/College.

Generally, a conflict of interest is any personal, professional, political, or material financial interest that is (or is reasonably likely to appear) materially adverse to the interests of the College and/or compromises the Trustee's independent judgment. A



conflict of interest may also exist in those instances where the actions of a Trustee involve a personal gain or advantage for the Trustee or immediate family member.

Conflicts of interest can arise from one's employment or from one's business and personal relationships, as well as from other causes. The Board believes that mutual interests or possible conflicts of interest may not necessarily prevent the Trustee from performing their duties if appropriate disclosures are made and adequate precautions are taken. Accordingly, Trustees must at all times avoid any conduct that would constitute a conflict of interest between their own interests and the interests of the institution, including avoiding any conduct that would create a material risk of compromising the integrity or damaging the reputation of the College. Moreover, Trustees should avoid situations in which external associations and interests could compromise or reasonably appear to compromise the College's business decisions. Accordingly, each Trustee shall act in a manner consistent with his or her responsibilities to the College, and make full disclosure of any relationship, position or interest that is in conflict with his or her duties as a Trustee and College fiduciary.

It is not the intent of this policy to prevent the College from contracting with corporations or businesses because a Trustee or an immediate family member is an employee of the outside entity. The policy is designed to prevent placing a Trustee in a position where his/her interest in the College and his/her interest in his/her place of employment (or other indirect interest) might conflict and to avoid the appearance of conflicts.

Guidelines for Addressing Conflicts of Interest

The Board shall use the following guidelines and process to address a Trustee's actual or perceived conflict of interest.

- A. **Definitions** - As used in this policy, the following terms shall have the following meanings:
 1. **Conflict of Interest**
 - a. A conflict of interest is a situation in which:
 - i. A Trustee has a personal, professional, political, or material financial interest that is (or is reasonably likely to appear) materially adverse to the interests of the College and/or compromises the Trustee's independent judgment. An interest is considered "materially adverse" if it can be reasonably expected to impair the individual's ability to consider, recommend or carry out an appropriate course of action as a result of the individual's other interests or responsibilities.
 - ii. A Trustee's actions result or reasonably appear to result in a personal gain or advantage to the Trustee or an immediate family member. For the purpose of this policy, the terms "gain", "advantage", and "benefit" include direct and indirect methods.
 - iii. A Trustee or any member of the Trustee's immediate family has a material financial interest as owner, investor, officer, director, Trustee, partner, employee, contractor, consultant, or recipient of a gift with any entity (person, firm, corporation, or organization) that



- supplies or receives funds, goods, services, or required approvals to or from the College, or proposes to do so in the foreseeable future.
- iv. A Trustee has a continuing relationship with another College or with any other entity engaged in the delivery of postsecondary educational services such that the relationship may influence the exercise of the Trustee's professional judgment on behalf of the College.
 - v. A Trustee or any member of the Trustee's immediate family stands to benefit professionally or in a material financial way as the result of Board action on any matter.
- b. The following is a non-exhaustive, illustrative list of potential conflicts of interest:
- i. Soliciting, either directly or indirectly, any contract or service between the College and any third party of which a Trustee, or members of their immediate families, are owners, partners, members, employees or have any substantial interest, financial or otherwise.
 - ii. Holding, either directly or indirectly, a material financial interest in an outside entity that competes with services offered by the College.
 - iii. Holding, either directly or indirectly, a material financial interest in an outside entity that provides goods and/or services to the College.
 - iv. Any activity which interferes, either directly or indirectly, with the performance of the Trustee's responsibilities.
 - v. Any direct or indirect activity that constitutes nepotism. As defined herein, "nepotism" includes but is not limited to recommending, offering or entering into any contract with an immediate family member or any other action which could materially (or otherwise directly or indirectly) benefit an immediate family member.
 - vi. Using the College's resources for personal benefit, for the benefit of an immediate family member, friend, or for the benefit of an outside entity (e.g. using the institution's space, equipment, and/or College employees, without the written approval of the President).
 - vii. Disclosing, either directly or indirectly, confidential or proprietary College information for personal gain, gain of an immediate family member, or gain through a third party.
 - viii. Performing College services (e.g. teaching, counseling, administrative, etc.) as a full-time employee or independent contractor.
 - ix. Soliciting or accepting a gift, monetary loan, good, service, or any item of value which tends to influence the manner in which the Trustee performs their official duties.
 - x. Extending a gratuity or special favor to a Trustee or employee of the College under circumstances which might reasonably be interpreted by a disinterested person as an attempt to influence the individual in the performance of his or her duties.
2. Immediate Family Member - A Trustee's immediate family includes the Trustee's spouse or domestic partner; the Trustee's child, adopted child, stepchild, foster child, step-relations, in-laws, brother, sister, parent, grandparent, grandchild or the respective spouse of any of the foregoing,



- aunt, uncle, niece, nephew or first cousin; and any other person residing within the Trustee's household.
3. Material Financial Interest – A financial interest is presumed to be a material financial interest if it entails:
 - a. Any ownership or investment interest (including stock, options, a partnership interest or any other ownership or investment interest) valued at more than \$10,000, except equity in a publicly traded company amounting to less than a five percent ownership interest in the company.
 - b. Receipt of non-dividend compensation (including salary, consulting or professional fees, royalty payments or other remuneration) of more than \$10,000 in any 12-month period, or the expectation of such compensation in the future.
 - c. Receipt of real property, personal property, intellectual property or any other interest valued at \$10,000 or more.
 - d. A position of real or apparent authority in an outside entity, such as director, officer, Trustee or partner. A Trustee is not deemed to have a material financial interest in a publicly-traded entity solely by reason of an investment in that entity by another publicly-traded entity, such as through a mutual fund, of which the Trustee does not control investment decisions.
 4. Gift – A gift is any item, whether money, goods or services, of greater than nominal value received directly or indirectly by a Trustee from any entity that supplies or receives funds, goods, services, or required approvals to or from the College, or proposes to do so in the foreseeable future. A gift can include the positive difference, if any, when the amount paid by a Trustee for an item is subtracted from the item's fair market value. A gift can take the form of a loan on less than arm's length terms. Ordinarily, a gift valued at \$100 or less shall be considered a gift of nominal value.

B. Trustee Obligations

1. Disclosure of Conflicts of Interest – A Trustee who has a known material financial interest in, or other potential conflict of interest relating to a pending or proposed matter before the Board shall promptly disclose to the Board the existence of the interest and other material information that the Trustee may have regarding the transaction or arrangement.
2. Participation in Decision-Making – A Trustee shall promptly recuse themselves from any participation, direct or indirect, with respect to any matter as to which they have a conflict of interest. A Trustee who has recused themselves from participation in a matter is precluded from participating in debate or discussion as to that matter as well from decision-making with respect to such matter. Additionally, a Trustee shall not participate in a matter while a determination of a conflict is under review as noted in the process below.
3. Annual Disclosure Form (Statement of Economic Interest) - Each Trustee shall annually sign and submit a statement to the Board Finance Committee Chairperson disclosing all known material financial interest as required by law. Trustees are required to sign and submit an updated form when circumstances change.



4. Gifts – Trustees shall not encourage or accept gifts, favors or gratuities for themselves or for immediate family members from any individual or entity that to the Trustee’s knowledge has, or seeks to have, a business relationship with the College. Any Trustee that receives a gift greater than nominal value shall submit a Gift Disclosure Form to the Board Secretary prior to next regularly scheduled Board meeting.
5. Appropriation of College Opportunities – Trustees shall inform the Board of business opportunities that may be of interest to the College instead of taking the opportunity to further their personal business interest.
6. Confidentiality – Trustees may not use confidential information acquired as a result of service to the College for any purpose unrelated to College business or provide such information to any third party without the consent of the Board. Wrongful use of College information includes, but is not limited to, use or disclosure of information to engage, invest or otherwise participate in any business, project, venture or transaction other than through the College.

C. Process for Resolving Conflicts of Interest

1. The Chairperson of the Board’s Finance Committee shall review annual disclosure statements and any other disclosed or reported conflict to determine whether a material financial interest has been disclosed. If a material financial interest is disclosed or if the Chairperson of the Finance Committee has reason to believe that a conflict of interest exists, the Chairperson of the Finance Committee shall promptly obtain from the interested Trustee any additional information that the Finance Committee Chairperson believes may be informative.
2. The Finance Committee Chairperson shall review the matter and determine whether there is a conflict of interest. If the Finance Committee Chairperson determines that a conflict of interest exists, they shall so advise the interested Trustee. If the Finance Committee Chairperson or the interested Trustee believes that further assistance is needed, the matter may be referred to the Board Chairperson.
3. If the Finance Committee Chairperson or the Board Chairperson is the interested Trustee, the matter shall be referred to the Board. In addition, if the Finance Committee Chairperson and the Board Chairperson are immediate family members, as defined above, then the matter shall be referred to the Board Vice Chairperson.
4. If a conflict of interest determination is referred to the Board Chairperson, it shall be the obligation of the Board Chairperson to determine whether a conflict of interest exists. If the matter cannot be resolved between the Board Chairperson and the interested Trustee, the Board Chairperson shall refer the matter to the Board.
5. If a conflict of interest determination is referred to the Board, the Board shall decide whether a conflict of interest exists. The Board may question the interested Trustee, and the interested Trustee shall have an opportunity to address the Board as to whether there is a conflict.
6. In all instances in which either the Finance Committee Chairperson, the Board Chairperson, or the Board is called upon to determine whether a



conflict of interest exists, the presumption shall be that there is a conflict of interest and the presumption shall not be rebutted unless there is clear and convincing evidence that such a conflict does not exist.

7. If it is determined that a conflict of interest exists, then the interested Trustee shall not participate in Board discussion of the matter, shall not speak to individual Trustees about the matter before or during the meeting, and shall not cast a vote (abstain) on the matter. The minutes of the Board meeting shall include the notation that, with respect to that particular matter, the affected Trustee did not participate in discussion and did not vote (abstained) because of a disclosed conflict of interest.
8. Whenever the Board holds a meeting at which a Trustee's interest in a matter is disclosed, a determination regarding the existence of a conflict of interest is made, or a matter with respect to which a Trustee has a conflict of interest is considered, the Board's consideration of these issues shall be reflected in the minutes of the meeting.
9. No transaction or action undertaken by the College shall be void or voidable, or may be challenged as such by an outside party, by reason of having been undertaken in violation of this Policy or the principles set forth herein.

Policy Violations

Failure to comply with any provision of this Code of Ethics policy may result in corrective action as deemed appropriate by the Board Chairperson or the Board.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption - Updated from previous policy manual.	Board of Trustees
06-15-23	Minor Grammatical Edits, Procedures for Board Organization, Orientation, Development, and Vacancy added.	Board of Trustees





Procedure

Title: Board Organization

Number: B4001.01

Type: Board

Responsible: President

Related Policies: B2000 Unity of Control

B4000 (Section 1) Governance Commitment

B4000 (Section 3) Board Authority & Responsibility

B4001 (Section 7) Installation of Trustees

B4002 (Sections 1-4, Sections 8&9) Board Leadership & Organization

Linked Procedures:

Related Laws: [110 ILCS 805](#)

Related Standards: None

HLC Criterion: 2C, 5A, 5B, 5C

Statement

Following each election and canvass, the new board shall hold its organizational meeting on or before the 28th day after the election (110 ILCS 805/3-8). Within five working days after the convening of the newly elected board or the new board as provided in Section 3-8 of the Act, the chair of the board of trustees shall certify in writing to the ICCB that the board of trustees has been organized. The certification shall include the name of the chair, vice chair, and the secretary and state the time and place of regular meetings. If the board, by resolution, establishes a policy for the terms of office to be one year, instead of the normal two years, or provides for the election of officers for the remaining one year, a copy of this resolution shall also accompany the certification (Administrative Rules of the Illinois Community College Board, Section 1501.202).

These procedures are designed to ensure Board organization.

1. Student Trustee: Student members shall serve a term of one year beginning on April 15 of each year, except that the student member initially selected shall serve a term beginning on the date of selection and expiring on the next succeeding June 30.
2. All Trustees: All Trustees will complete an Acceptance of Office and an Affidavit of Eligibility.

The process for Board Organization include:

1. Resolution to Accept the Consolidated Election Results
A certified copy of the election results is received from the Pulaski County Clerk and Recorder.
A declaration of election results is red by the Board Secretary.
2. Adjournment of the previously elected Board (Sine Die)
The term of the new Board commences after the old Board adjourns Sine Dine (e.g., final adjournment without expectation of future action).
3. Call to order of the newly elected board



4. Board Organization
5. Appointment of a Temporary Officer
Each officer shall hold his/her position until Board again reorganizes. This language provides the opportunity for Trustee(s) to serve as temporary officers until the Board elects new officers.
6. Administering Oath of Office and Seating of Newly Elected Trustees
The Temporary Secretary administers the Oath of Office.
The Board reorganizes.
7. Election of Board Officers
Office of the Chairperson
Office of the Vice Chairperson
Office of the Secretary
8. Consideration of Appointment of Board Delegates
Liaison to Professional Associations
Liaison to Saints Foundation
9. Consideration of Appointment of Board Committees
Board Finance Committee
Ad Hoc Board Committee(s)
10. Adopt Resolution to Confirm the Schedule of Regular Board Meetings
11. Adopt Resolution to Accept the Rules, Regulations, & Action of Prior Boards
12. Declaration on Discharge of Duties (Board Resolution)
13. Adopt Ceremonial Resolution Honoring Exiting Trustee(s)

Change Log

Date of Change	Description of Change	Governance Unit
6.15.23	Added Procedure	Board of Trustees





Procedure

Title: Trustee Orientation **Number:**B4001.02
Type: Board
Responsible: President
Related Policies: B2000 Unity of Control
 B4000 (Section 1) Governance Commitment
 B4000 (Section 3) Board Authority & Responsibility
 B4001 (Section 8) Trustee Orientation
Linked Procedures:
Related Laws: [110 ILCS 805](#)
Related Standards: None
HLC Criterion: 2C, 5A, 5B, 5C

Statement

Every voting member of the Board shall complete a minimum of four hours of professional development leadership training (during the first, third and fifth year of their term) to cover such topics as (but not limited to):

1. Open Meetings Law
2. Community College & Labor Law
3. Freedom on Information Law
4. Contract Law
5. Sexual Violence on Campus
6. Financial Oversight/Accountability/Audits/Fiduciary Responsibility

Trainings may be provided by an association established for the purpose of training Community College District Board Trustees or by other qualified providers approved by the State Board.

Change Log

Date of Change	Description of Change	Governance Unit
6.15.23	Added Procedure	Board of Trustees





Procedure

Title: Trustee Development **Number:** B4001.03
Type: Board
Responsible: President
Related Policies: B2000 Unity of Control
 B4000 (Section 1) Governance Commitment
 B4000 (Section 3) Board Authority & Responsibility
 B4001 (Section 9) Trustee Development
Linked Procedures:
Related Laws: [110 ILCS 805](#)
Related Standards: None
HLC Criterion: 2C, 5A, 5B, 5C

Statement

The Board is committed to the continuing development and education of each Trustee and Trustees are encouraged to attend scheduled Board Retreats and any related association meetings.

Requests for attendance include:

1. A written request to the President.

Change Log

Date of Change	Description of Change	Governance Unit
6.15.23	Added Procedure	Board of Trustees





Procedure

Title: Trustee Vacancy **Number:** B4001.04
Type: Board
Responsible: President
Related Policies: B2000 Unity of Control
 B4000 (Section 1) Governance Commitment
 B4000 (Section 3) Board Authority & Responsibility
 B4001 (Section 10) Trustee Vacancy
Linked Procedures:
Related Laws: [110 ILCS 805](#)
Related Standards: None
HLC Criterion: 2C, 5A, 5B, 5C

Statement

The election of the members of the Board shall be nonpartisan and shall be held at the time an in the provided in the general election law. However, when a vacancy occurs, the remaining members shall fill the vacancy within 60 days after the vacancy occurs.

The provisional Trustee appointed within 60 days, shall serve until the next regularly scheduled consolidated election.

The process for filling a vacancy:

1. An advertisement seeking applications to serve as an appointment member of the Board is placed in local periodicals.
2. Candidates should have the ability and time to fulfill the responsibilities of being a Trustee:
 - Fully participate in the work of the Board, attending all board meetings and key college events as time permits, studying and discussing policy issues, and participating in trustee education programs;
 - Be knowledgeable about the communities served by the college and be willing to act on behalf and for the benefit of those communities;
 - Engage in balancing the needs of many diverse groups and be able to contribute to and build consensus, and;
 - Contribute to effective board functioning and support the authority of the board as a whole.
3. Resumes and cover letters are received and are reviewed by the Board.
4. The Board Chair recommends appointment of provisional Trustee after interviewing applicants.
5. The provisional Trustee takes the Oath of Appointment at the next regularly scheduled Board meeting.

Change Log

Date of Change	Description of Change	Governance Unit
6.15.23	Added Procedure	Board of Trustees





Board Bylaws

Title: Article III – Board Leadership & Organization

Number: B4002

Type: Bylaws

Responsible: Board Chairperson

Related Policies: None

Linked Procedures: None

Related Laws: [110 ILCS 805](#)

Related Standards: None

HLC Criterion: 2C, 5A, 5B, 5C

Section 1 – Officer Positions

As required by [110 ILCS 805](#) of the Illinois Community College Act, the officers shall be Chairperson, Vice Chairperson, and Secretary. In addition, the Board will designate a Trustee to serve as the Board Finance Committee Chair. The officers must be duly elected Trustees. Officers will be elected in accordance with the bylaws and applicable law.

Section 2 – Duties of Chairperson

The Chairperson is the Chief Officer of the Board. The Chairperson shall:

1. Be a duly elected member of the Board.
2. Ensure the integrity of Board processes.
3. Lead the Board in the development, implementation, assessment, and improvement of Board goals related to governance process and Strategic Outcome policies.
4. Set a positive servant leadership tone for all Trustees to follow.
5. Speak on behalf of the Board as its primary public spokesperson regarding Board decisions and in special circumstances that are specifically authorized by the Board as a whole.
6. Represent the Board, or ensure Board representation, at official events.
7. Ensure Board and individual Trustee actions are consistent with applicable law, Board bylaws, and Board policy.
8. Confer with the President in the development of Board agenda to gain timely and proper Board consideration of items requiring Board attention.
9. Preside over all meetings of the Board.
 - Ensure all meetings of the Board are conducted in an efficient and effective manner and in accordance with the bylaws and applicable law.
 - Stimulate Trustee discussion on issues and decisions.
 - Ensure discussion and deliberation at the Board meetings focuses on issues and decisions, which according to Board policy, belong to the Board, not the President.
 - Ensure deliberation at Board meetings on issues and decisions are orderly, fair, open, and thorough.
 - Attempt to develop Trustee consensus on Board decisions.
10. Call emergency and special meetings of the Board.



11. Ensure Board and Trustee compliance with the provisions in the Governance Process and Delegation of Authority policies.
12. Not make decisions regarding implementation of the Strategic Outcomes and Executive Limitations policies. Such implementation is reserved for the President.
13. Communicate the Board's decisions to the President. Since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.
14. Ensure Trustees are informed of current and pending Board issues and processes.
15. Appoint Trustees to committees established by the Board and disband committees upon completion of their charge.
16. Appoint Trustees to temporary positions as required.
17. When necessary, take corrective action to ensure the Board and/or individual Trustees follow Board policy and established protocols.
18. Support and meet with the President on a regular basis to enhance communication, clarify Board direction as it relates to policy, and strengthen the Board-President relationship.
19. Prepare a College and Community events schedule in collaboration with the President.
20. Ensure Trustees are informed of Board issues and processes.
21. Ensure that all newly elected Trustees engage in Trustee orientation activities.
22. Ensure Board participates in Board development activities.
23. Ensure Board participates annually in self-evaluation activities.
24. Ensure Board regularly evaluates the President.
25. Sign documents on behalf of the College as required.
26. Perform other duties as may be prescribed by law or authorized and directed by the Board.

Section 3 – Duties of Vice Chairperson

The Vice Chairperson shall:

1. Be a duly elected member of the Board.
2. Serve as the interim Chairperson in the event that the Chairperson is unable to serve. The interim Chairperson shall have the same duties and authority to act as the Chairperson.
3. In the event the Chairperson becomes unable to serve on a permanent basis, the Board shall elect a permanent replacement to serve the remainder of the Chairperson's term at its next publicly noticed Board meeting.
4. Perform other duties as may be prescribed by law or authorized and directed by the Board.



Section 4 – Duties of Secretary

The Secretary shall:

1. Be a duly elected member of the Board.
2. Work with the President's office to ensure that all Board meetings are properly noticed as required by the Illinois Open Meetings Act.
3. Work with President's office to produce minutes for all Board meetings. Sign Board approved minutes of all Board meetings.
4. Work with President's office to maintain Board records and documents.
5. Work with the President's office to ensure appropriate information and public documents are available on the College's website.
6. Preside as the Chairperson at any Board meeting in the event both the Chairperson and the Vice Chairperson are unable to serve.
7. Serve as the local election official as determined by the Illinois General Election Law.
8. Perform other duties as may be prescribed by law or authorized and directed by the Board.

Section 5 – Duties of the Board Finance Committee Chair

The Board Finance Committee Chair shall:

1. Be a duly elected member of the Board.
2. Work with the President and CFO to ensure the Board performs its financial oversight duty within the Policy and Executive Limitation parameters established by the Board. The President may delegate this responsibility to the CFO.
 - Review the College's financial monitoring reports.
 - Share appropriate and timely financial information with the Board to assist with financial oversight.
 - Share appropriate and timely information with the President to clarify the Board's financial expectations regarding Strategic Outcome policies.
 - Ensure annual budget supports the Board's Strategic Outcome policies and goals.
 - Ensure annual budget supports the College's strategic and long-term plans.
 - Ensure the President notifies the proper city and township assessing officers of Board approved tax levies.
 - Recommend fiscal policy to the Board, as needed to ensure the College's financial integrity and sustainability.
3. Keep informed of legal and regulatory developments relating to the Board's financial oversight duty.
4. Perform other duties as may be prescribed by law or authorized and directed by the Board.



Section 6 – Duties of Trustee Liaison to Professional Associations

The Trustee Liaison to Professional Associations shall:

1. Be a duly elected member of the Board.
2. Work with the Board Chairperson and President to identify Board development opportunities.
3. Serve as an ambassador by attending ACCT, ICCTA, AACC, AGB, and other professional meetings & conferences and casting votes, as appropriate.
4. Communicate with Trustees throughout the year on issues and developments within each professional organization relating to professional development, legislative analyses, and general alerts.
5. Participate in legislative advocacy activities at both the State and Federal level, including Lobby Day, building relationships with local legislators, and communicating Board position on issue of interest.

Section 7 – Board Committees

As noted in the Governing Principles policy (Article I, Section 2 of Bylaws), the Board shall govern as a whole. However, the Board may create standing or ad-hoc committees to assist the Board with its work. A standing committee may be established when the Board determines that ongoing tasks are needed to inform their decision-making as it relates to their oversight and policy governance duties. An ad-hoc committee may be established when the Board determines that special purpose tasks of limited duration are needed to inform their decision-making as it relates to their oversight and policy governance duties.

As it relates to all committees, the following principles will be observed:

1. Committees will be used sparingly and will not interfere with authority that the Board has delegated to the President.
2. The Board shall define the committee charge, which at a minimum, defines the purpose, responsibilities, composition, and terms.
3. Committees shall conduct their work in a manner that is consistent with the Illinois Open Meetings Act.
4. No more than three Trustees can serve on a committee at any time.
5. The President will serve in an ex-officio role to all committees, except in situations specifically limited by the Board.
6. In the event that the Board determines it needs professional skills from one of the College's employees to inform its work, the President will assign the appropriate employee(s) to assist the committee with their work.
7. The Board shall not create committees for the purpose of advising the President or the College's employees.
8. College employees cannot serve on Board Committees.
9. When appropriate to the committee's task, its members may include persons from the community.
10. Generally, committees will conduct studies, present their research, make recommendations via oral or written reports, and provide policy alternatives for Board consideration.



11. Committees act in an advisory capacity only and cannot make decisions on behalf of the Board, except when formally given such authority for specific and time-limited purposes.
12. Committees do not exercise control or authority over the College's employees.
13. Committees do not exercise control or authority over the President except when formally given such authority from the Board as noted above.
14. Committee requests for information will follow the Board Information Request procedure.

As it relates specifically to a standing committee, the following will be observed:

15. Appointments shall be made by the Board at its bi-annual organizational meeting.
16. Individual Trustee participation will generally be on a two-year rotational basis, unless they have a professional skill set that Board deems appropriate for a continuous term appointment.
17. A committee charge, defining the mission/purpose and the scope of responsibility for the committee, will be approved at the time of appointment.

Currently, the Board has one standing committee called the Finance Committee.

As it relates specifically to an ad-hoc committee, the following will be observed:

18. The Board Chairperson will appoint the members and assign the role of committee chair;
19. Ad-hoc committees will be dissolved after completion of their work.
20. A committee charge, defining the mission/purpose and the scope of responsibility for the committee, will be approved at the time of appointment.

Section 8 - Election of Officers

The Board shall reorganize by electing new officers in each odd-numbered year, at the first regular or special meeting of the Board following the completion of the canvas of the vote cast at the Consolidated Election held on the first Tuesday in April.

Section 9 - Terms of Office

Each officer shall hold his/her position until the Board again reorganizes.

Section 10 - Vacancy of Officers

An office will be deemed vacant upon the death of a member or upon his/her resignation of or removal from office.

Section 11 - Removal of Officers

An officer may be removed from his/her office by the affirmative vote of the majority of the regular voting members of the Board.



Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption - Updated from previous policy manual.	Board of Trustees
06-15-23	Minor Grammatical Edits	Board of Trustees





Committee Charge

Committee Name: Finance

Committee Type: Board – Advisory

Mission/Purpose: The Finance Committee (FC) shall ensure fiscal stability and long-term economic health of the College by recommending fiscal policies and strategies aimed at attaining the Board’s Strategic Outcomes and supporting the College’s mission. Further, the FC oversees the work of the external and internal auditors, reviews proposed financing activities as recommended by the Chief Financial Officer (CFO), reviews major building and renovation projects, and recommends actions to the Board. Finally, the FC will review significant financial matters related to the integrity of senior management, including conflicts of interest and adherence to standards of business conduct as required by College policy.

Scope of Responsibility: The FC shall:

1. Implement a long-term financial plan that includes (at a minimum) a tuition, tax levy, investment, capital improvement, and debt management strategies.
2. Monitor the College's Composite Financial Index (CFI) score and recommend strategies to ensure performance is within range for public institutions as defined by the Higher Learning Commission.
3. Review the annual budget for alignment with the long-term financial plan and the Board’s Strategic Outcomes.
4. Receive and review finance, budget, capital improvement, and risk management monitoring reports.
5. Review the College’s annual risk management plan and recommend recommended tort fund levy.
6. Hire an investment advisor, review investment performance, and recommend investment policy for Board action.
7. Direct the College’s annual audit by:
 - a. Participating in the auditor selection process and recommending an external auditing firm to the Board for consideration.
 - b. Assessing the external auditor’s process for identifying and responding to key audit and internal control risks.
 - c. Reviewing the accuracy of financial reporting and the adequacy of financial disclosure with the auditor.
 - d. Reviewing the appropriateness and effectiveness of internal control systems and internal audit functions with the auditor.
 - e. Monitoring compliance with state and federal regulations and any other laws relevant to the College’s activities with the auditor.
 - f. Considering compliance with all related-party transaction disclosures or conflict of interest disclosures.



8. Coordinate the investigation and evaluation of serious allegations of financial misconduct or conflict of interest.
9. Review the FC Charge annually and recommend improvements to the Board.

Policy Responsibility: General, Institutional Effectiveness, Communications & Public Relations.

Reporting: The FC reports to the Board. The Board will consider all recommendations made by FC and endorse those that benefit the College.

Associated Committees: None.

Composition: 3 duly elected Trustees

Meeting Dates: Quarterly, as needed.

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption - Updated from previous policy manual.	Board of Trustees
06-05-23	Annual Review - No updates requested	Board of Trustees





Board Bylaws

Title: Article IV – Meetings

Number: B4003

Type: Bylaws

Responsible: Board Chairperson

Related Policies: None

Linked Procedures: None

Related Laws: [110 ILCS 805](#), [5 ILCS 120](#)

Related Standards: None

HLC Criterion: 2C, 5A, 5B, 5C

Section 1 – Compliance with Illinois Open Meetings Act

The following section shall constitute the structure, operation and responsibilities of Trustees as it relates to conducting formal business matters at Board Meetings.

Meetings of the Board shall be open to the public and in a place available to the general public in accordance with the Illinois Open Meetings Act (OMA) [5 ILCS 120/](#). All deliberations of the Board constituting a quorum shall take place at a meeting open to the public except when the Board meets in closed session as permitted by the OMA.

Section 2 – Definitions

As noted in the OMA, the Board may conduct a regular meeting, closed meeting, special meeting, and/or an emergency meeting. For the purpose of these bylaws, the following definitions apply:

1. **Meeting** – convening of the Board, at which a quorum is present, for the purpose of deliberating toward or rendering a decision on a public policy.
2. **Decision** – a determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill or measure on which a vote by the Board is required and effectuates or formulates public policy.
3. **Regular Meeting** – a meeting that appears on the Board’s annual schedule of meetings.
4. **Closed Session** – a meeting, or part of a meeting, that is closed to the public. The terms “*closed meeting*” and “*executive session*” are synonymous with closed session.
5. **Special Meeting** – a meeting, outside of the Board’s regular meeting schedule, called for the purpose of deliberating on Board related issues, which may include workshops, study sessions, retreats, or any other gathering that involves a quorum of the Board.
6. **Emergency Meeting** – a meeting, outside of the Board’s regular meeting schedule, called for the purpose of deliberating on a severe and imminent threat to the health, safety, or welfare of the College.
7. **Organizational Meeting** – Generally, part of the regularly scheduled meeting of the Board in May following certification of the Consolidated Election. This is the meeting where the Board elects new officers and makes committee assignments.



8. Legal Meeting - Any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business.
9. Board Committee Meeting - any meeting in which less than a quorum of Trustees is present and the purpose of the committee is authorized by the Board.
10. Quorum - Four (4) or more Trustees participating in a legal meeting for the purpose of discussing Board business. Except as otherwise provided in the OMA, a quorum of members of the public body must be physically present at the location of the meeting. [5 ILCS 120/2.01](#)
11. Majority of a Quorum - Three (3) Trustees participating in a legal meeting for the purpose of discussing Board business.

Section 3 - Provisions for All Meetings

As it pertains to all Board meetings the following provisions apply:

1. Meeting Location - All regularly scheduled Board meetings shall be held within the Shawnee Community College District in a location accessible to the public.
2. Attendance - Trustee participation in meetings will follow guidelines reflected in the Open Meetings Act. Electronic participation is allowed under certain conditions.
3. Quorum - A majority of the entire membership of the Board shall constitute a quorum to conduct business at all meetings of the Board. No act of the Board is valid unless voted at a legal meeting by a majority of the elected Trustees present and a proper record of the vote is made.
4. Transaction of Business - The Board shall transact all business at a legal meeting of the Board.
5. Citizen Participation - Consistent with [5 ILCS 120/2.06 \(g\)](#) of the OMA, individuals and groups are welcome to attend any regular, special, or emergency Board meeting. They may address the Board during the section of the agenda designated as Public Comments.

Three (3) minutes will be allowed for each presentation at the time an individual or group is given the floor by the Chairperson.

Persons attending a meeting may record or broadcast live proceedings of a public meeting in accordance with reasonable rules and regulations to minimize the possibility of disrupting a meeting or obstructing the ability of other members of the public to view or hear the proceedings.



6. Consideration of Citizen Request for Agenda Items - Any citizen or representative of any organization may request that an item of business pertaining to the College be placed on the Board agenda for the next regularly scheduled Board meeting. Such request must be in writing and addressed to the President and the Board Chairperson. The item will be placed on the Agenda if it pertains to Board business and is related to Means (i.e. administrative and operational) activities, which are delegated to the President. Such requests must also include:
 - a. Name, address, and telephone number of person(s) submitting the request and the same of the organization or group represented, if any.
 - b. Statement of action to be requested of the Board and pertinent background information leading to the request.
 - c. Statement detailing the prior channels of communication that have been pursued with the President.
7. Administrative Support to the Board - The Board is responsible for preparing meeting agendas, posting all legal notices, keeping minutes, and maintaining records of all meetings. To assist the Board with these tasks, the President will provide the Board with administrative support which includes assistance with meeting coordination activities.
8. Rules of Order - The Board shall use the most current edition of Roberts Rules of Order as a general guide to conduct its meetings. The Board may deviate from these principles/guidelines, as needed, when they might be in conflict with the Board's bylaws and applicable law. A strict adherence to the precise parliamentary procedures identified in Robert's Rule of Order is not necessary. Questions regarding the application of these rules will be resolved by the Board Chairperson. The Board Chairperson, at their discretion, may consult with a parliamentarian.
9. Meeting Notice Content - At a minimum, a meeting notice must contain the College's name, address, phone number, date, time, and place for each meeting. In addition, a statement indicating where official minutes of the Board are stored and available for inspection must be included. Finally, the announcement must include the following Americans with Disabilities Act language:

"If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact the President's Office at 8364 Shawnee College Rd, Ullin, IL 62992, as soon as possible."



10. Minutes - Consistent with the requirements found in [5 ILCS 120/2.06](#) of the OMA, minutes shall be kept for all meetings. Minutes must contain:
- a. A statement of the time, date, and place of the meeting.
 - b. The Trustees present as well as absent.
 - c. Whether the minutes of the previous meeting were approved, as applicable.
 - d. A record of any motions and decisions made at the meeting and a record of all roll call votes, except closed session.
 - e. Purpose of a closed session, if applicable.
 - f. Corrections, if applicable.
 - g. The hours of meeting and adjournment.

Except for minutes taken during a closed session, all minutes are considered public record, open for public inspection, and must be available for review at the President's Office within 10 days after the minutes have been approved by the Board. Copies of the minutes shall be available to the public at the reasonable estimated cost for printing and copying and available on the College website.

In the event the Board votes to go into closed session, the purpose(s) of calling a closed session shall be entered into the minutes of the meeting at which the vote is taken.

11. Electronic Communications - All communications between and among Trustees related to College business are subject to the OMA. In addition, electronic devices, including personal electronic devices, cannot be used to circumvent the OMA. Electronic communications cannot be used for the purpose of deciding or deliberating towards a decision. This would include sequential communications forwarded to or among Trustees with respect to deliberations, opinions or matters which could result in a Board decision. Electronic communications include email, texting, messaging applications, and all forms of social networking. This applies before, during, and after a Board meeting.



Section 4 – Provisions for Regular Meetings

As it pertains to Regular Meetings, the following additional provisions apply:

1. *Calendar* - A schedule of regular meetings will be adopted by the Board at the November or December meeting. The schedule shall be publicly posted after it is adopted. [5 ILCS 120/2.03](#)
2. *Meeting Notice Timing* - A meeting notice shall be posted at least forty-eight (48) hours prior to the start of each scheduled meeting. [5 ILCS 120/2.02](#)
3. *Meeting Notice Location* - All meeting notices shall be posted at least forty-eight (48) hours prior to the start of the meeting at the District Office and on the College's website. [5 ILCS 120/2.02](#)
4. *Regular Meeting Changes* - Consistent with [5 ILCS 120/2.03](#) of the OMA, any intentional change to the regular meeting schedule shall be publicly posted at least ten days after the meeting in which the change is made. In this instance, the revised regular meeting schedule will be posted on the College website, outside of the River Room, outside of the Founders Room, outside of the Education Center, and in the Monday's Pub Newspaper of Anna, Illinois.
5. *Agenda* - The Board Chairperson, in consultation with the President, shall prepare an agenda for each Board meeting. Trustees may make a request to the Board Chairperson that items be placed on the agenda that relate to Board policy.

Meeting agendas will be provided to Trustees electronically unless a Trustee requests paper copies or the materials are not compatible with electronic delivery.

Generally, the agenda and supporting materials shall be provided to each Trustee at least one week prior to the day of a regular meeting. The agenda may be modified by a majority vote of the Trustees in attendance at the regular meeting.

6. *Recess and Reconvene* - Any meeting of the Board may be recessed to a specific time and place. Only items on the agenda of the recessed meeting may be acted upon at the time the meeting is reconvened (i.e. no new items can be added for consideration).

The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. [5 ILCS 120/2.02](#)

7. *Video Recording of Regular Meetings* - Consistent with [5 ILCS 120/2.05](#), all regular meetings of the Board may be visually and audibly recorded by any member of the community, participant, or any person attending the meeting.



Section 5 – Provisions for Special Meetings

As it pertains to Special Meetings, the following additional provisions apply:

1. *Scheduling* - a special meeting can be scheduled at any legal Board meeting. In addition, a special meeting can be scheduled by the Board Chairperson at any time.

Trustee requests for a special meeting shall be directed to the Board Chairperson for consideration. In this situation, the Board Chairperson will decide whether the Special Meeting should be scheduled. If the Board Chairperson decides that a special meeting is not warranted, then the Trustee may submit a motion to schedule a special meeting at the next regularly scheduled Board meeting.

2. *Trustee Notice* - All Trustees will be given at least a twenty-four-hour (24) notice prior to the start of a special meeting. This notice can be given by written electronic means or by hand-delivery to the Trustee's residence.
3. *Video Recording of Special Meetings* - Consistent with [5 ILCS 120/2.05](#), all special meetings of the Board may be visually and audibly recorded by any member of the community, participant, or any person attending the meeting.

Section 6 – Provisions for Closed Sessions

As it pertains to Closed Sessions, the following additional provisions apply:

1. *Calling for a Closed Session* - The Board can enter into a closed session for purposes identified in [5 ILCS 120/2](#) of the OMA. A majority roll call vote of Trustees at a legal open meeting is required.
2. *Topics* - Only topics specified in the vote to close under this section may be considered during the closed session.
3. *Materials* - Any materials distributed during a closed session will be collected.
4. *Minutes* - A separate set of minutes for closed sessions must be recorded and retained. Closed session minutes are not available for public inspection and will only be disclosed if required by law. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved. The Board may, upon motion, go into closed session to consider approving proposed minutes. Any action to approve the proposed closed meeting minutes must occur in an open session of a legal meeting.
5. *Action* - Consistent with [5 ILCS 120/2](#) of the OMA, no final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.



Section 7 – Provisions for Organizational Meetings

As it pertains to Organizational meetings, the following additional provisions apply:

1. *Timeframe* - Following the Consolidated Election, the Board shall conduct an organizational meeting as part of the Board's first scheduled meeting in May. Prior to conducting normal business, the Board shall elect Board officers, determine Board committee memberships, and determine liaisons/representatives to the Illinois Community College Trustees Association, the American Community College Trustees, Association of Community College Trustees, Association of Governing Boards, and any other organizations the Board believes appropriate.

If there is an instance where the results of Consolidated Election is certified and the first regularly scheduled Board meeting in May extends beyond the timeframe allowed (within 28 days of the election) by the Illinois Community College Act [110 ILCS 805/3-8](#), the Board will schedule a special meeting to organize prior to its regularly scheduled May meeting.

2. *Chairperson* - The meeting shall be called to order by the Board Chairperson of the preceding Board, who shall serve as the presiding Board Chairperson until the election of a new Board Chairperson. If the preceding Board Chairperson is no longer a member of the Board, the President shall serve as the presiding Board Chairperson until the election of a new Board Chairperson.

Section 8 – Provisions for Board Committee Meetings

As it pertains to Board Committee meetings, the following additional provisions apply:

1. *Notification* - If the purpose of any Board Committee is to perform a function on behalf of the Board, and conduct the meeting in accordance with the OMA (e.g. make recommendations, study issues, etc.), then the Committee shall follow the notification bylaw for regular and special meetings.

Section 9 – Provisions for Emergency Meetings

As it pertains to Emergency meetings, the following additional provisions apply:

1. *Notice* - If a majority of the Trustees serving on the Board agree that an emergency meeting is required and delaying the meeting for the purpose of providing notice would be detrimental to efforts to respond to the threat, then 48 hours prior notice to the public shall not be required. In this situation, the Board shall make paper copies of a public notice available to the public at the meeting and post on the College website as soon as practicable, prior to the meeting. [5 ILCS 120/2.02](#)
2. *Notice Content* - The notice must specifically state the circumstances that necessitated the emergency meeting.
3. *Communication of Emergency Meeting* - 5ILCS 120/2.02 provides for the notice of any emergency meeting be provided to a news medium. Public notice, except a meeting held in the event of a bonafide emergency, shall be given at least 48 hours before such meeting. Notice of an emergency meeting, shall be given as so as practicable.



Section 10 – Board Calendar

To accomplish their policy governance and oversight responsibilities, the Board shall adopt an annual schedule of meetings (i.e., Board Calendar) as part of its planning cycle. Trustees shall have an opportunity to identify policy issues to be considered throughout the year on each Board agenda.

The following guidelines will be used when developing the Board Calendar:

1. Strategic Outcome policies will be reviewed annually.
2. A Board & President Monitoring Effectiveness will be scheduled in April each year.
3. A progress review of strategic initiatives, including the College's five-year Strategic Planning model, will be scheduled semi-annually.
4. Board and Trustee professional development activities will be scheduled to promote continuous improvement and expertise.
5. A draft Board calendar, prepared by the Chairperson and President with input from Trustees, will be presented for Board consideration of adoption by December of each year. Once adopted, the Board calendar can be modified, at the discretion of the Board Chair and President, to respond to emerging needs/deadlines.
6. The Board's Annual or Comprehensive review should be completed prior to May of each year.
7. The Board's May organizational meeting will be included, as appropriate.
8. The President's Annual or Comprehensive review will be held no later than May of each year.
9. The presentation of College Monitoring Reports, as noted in the College Monitoring Policy, shall be included in the Board Calendar.
10. The Comprehensive review of the Board will be scheduled every four years starting in 2024. The Board will attempt to schedule the President's Comprehensive review in conjunction with the Board's Comprehensive review. The Board at its discretion can schedule a Comprehensive review of the President in any year.
11. The routine review of Board policies noted in Section-4 of Bylaw B4000, shall be included in the Board Calendar.
12. The College budget will be approved by the Board no later than September. However, the Board will strive to approve the budget by June. During the course of the fiscal year, revised budgets may be submitted to the Board for approval as necessary.
13. In years where HLC Accreditation visits are anticipated, a retreat for the purpose of preparing the Board for the visit shall take place approximately two weeks prior to the scheduled visit and will be included in the Board calendar.



Section 11 – Board Agenda

The Board Chairperson, in consultation with the President, shall prepare an agenda for each Board meeting. Trustees may make a request to the Board Chairperson that items be placed on the agenda that relate to Board policy. Meeting agendas will be provided to Trustees, electronically, unless a paper copy is requested or the materials are not compatible with electronic delivery. Generally, the agenda and supporting materials shall be provided to each Trustee by the Tuesday of the week preceding the regular meeting.

Any business matter or correspondence must be received by the President or Board Chairperson by noon, ten (10) workdays before the meeting in order to be included on the agenda. However, the Chairperson may present a matter of emergency business received after the deadline for inclusion on the agenda. In such instances, a supplement to the agenda should be sent to each Trustee if necessary and possible. The agenda may be modified by a majority vote of the Trustees in attendance at the regular meeting.

In general, Agendas should be organized around the following order of business:

1. Call to Order
2. Pledge of Allegiance
3. A Few Moments of Voluntary Prayer & Reflection
4. Roll Call (Attendance)
5. Approval of Agenda & Addendums
6. Recognition of Guests & Public Comment
7. Communications
8. Monitoring Reports & Board Policy Review
9. Approval of Consent Agenda
10. Shared Governance Updates
11. Presentations, Discussion, and Action Items
12. Executive Session
13. Executive Session Action Items
14. Trustee Comments
15. Adjournment

The order of business may be changed by the Chairperson. These modifications may be overruled by a majority vote of the Trustees.

Section 12 – Voting

The Board will act, by voting, on each motion presented. As it pertains to voting, the following provisions apply:

1. *Methods of Voting* –
 - o *Roll Call* – A roll call vote may be requested by a Trustee by stating “*I move a roll call vote be taken.*”

If a roll call vote is requested, the name of each Trustee is called and their response is recorded in the minutes. The Board Secretary will conduct roll call voting in alphabetical order starting with the first letter of the last name of Trustees present. For subsequent roll call votes, the



Board Secretary will rotate the call order (i.e., the Trustee who voted first on the previous roll call vote will next vote second in order and the Trustee who voted last will next vote first in order with all other Trustees rotating their voting order in like manner, including the Student Trustee).

Roll call voting is generally used for Trustee attendance, adoption of formal resolutions, adoption of policy, approval of threshold expenditures, and adoption of controversial motions.

2. Abstention - If a Trustee wishes to abstain, they answer “*present.*” Abstentions are not considered a vote; thus, they are not recorded except in cases where a record of quorum must be established or in cases where a conflict of interest is present.
3. Tie - A tie vote shall cause a motion to be defeated.
4. Secret Ballot - No action may be taken by secret ballot at any meeting.
5. Electronic Voting - Electronic voting is not permitted.
6. Results - The result of all votes (i.e., motion adopted or motion defeated) should be announced by the Chairperson and recorded in the minutes.
7. Action - The Chairperson will state any action to be taken as a result of the vote. This may include declaring what will or will not be done or assigning tasks to complete the action on the motion adopted. Any action taken or assignments made shall be recorded in the minutes.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption - Updated from previous policy manual.	Board of Trustees
12-05-22	Edited to Reflect Actual Practice	Board of Trustees
06-15-23	Minor Grammatical Edits, Consent Agenda Edits	Board of Trustees





Procedure

Title: Organizational Meeting

Number: B4003.01

Type: Board

Responsible: President

Related Policies: B2000 Unity of Control

B4000 (Section 1) Governance Commitment

B4000 (Section 3) Board Authority & Responsibility

B4001 (Section 7) Installation of Trustees

B4002 (Sections 1-4, Sections 8&9) Board Leadership & Organization

Linked Procedures:

Related Laws: [110 ILCS 805](#)

Related Standards: None

HLC Criterion: 2C, 5A, 5B, 5C

Statement

Following each election and canvass, the new board shall hold its organizational meeting on or before the 28th day after the election (110 ILCS 805/3-8). Within five working days after the convening of the newly elected board or the new board as provided in Section 3-8 of the Act, the chair of the board of trustees shall certify in writing to the ICCB that the board of trustees has been organized. The certification shall include the name of the chair, vice chair, and the secretary and state the time and place of regular meetings. If the board, by resolution, establishes a policy for the terms of office to be one year, instead of the normal two years, or provides for the election of officers for the remaining one year, a copy of this resolution shall also accompany the certification (Administrative Rules of the Illinois Community College Board, Section 1501.202).

The process for Board Organization include:

1. Resolution to Accept the Consolidated Election Results
 - A certified copy of the election results is received from the Pulaski County Clerk and Recorder.
 - A declaration of election results is red by the Board Secretary.
2. Adjournment of the previously elected Board (Sine Die)
The term of the new Board commences after the old Board adjourns Sine Dine (e.g., final adjournment without expectation of future action).
3. Call to order of the newly elected board
4. Board Organization
5. Appointment of a Temporary Officer
Each officer shall hold his/her position until Board again reorganizes. This language provides the opportunity for Trustee(s) to serve as temporary officers until the Board elects new officers.



6. Administering Oath of Office and Seating of Newly Elected Trustees

- The Temporary Secretary administers the Oath of Office.
- The Board reorganizes.

7. Election of Board Officers

- Office of the Chairperson
- Office of the Vice Chairperson
- Office of the Secretary

Good evening. From a parliamentary procedure perspective, the term of the 29th Assembly of the Shawnee Community College Board of Trustees commences after the 28th Board adjourns Sine Die (see-nay de-ay). Once Sine Die happens, technically, all previous Trustees who have not been elected to serve on the new Board, cease to be a member of the Board. Further, all Board Officer positions are considered vacant.

In this situation, consistent with the Illinois Public Community College Act (110 ILCS 805/3-8), which states, the president of the community college (or acting chief executive officer of the college) shall convene the new board, and conduct the election for chairman, vice chairman, and secretary. In addition, technically, new Trustees must take their oath before they can be seated as voting members of the Board.

To these ends, serving a term from April 20-- through March 20--, I convene (and call to order) the 29th Assembly of the Shawnee Community College Board of Trustees.

To facilitate the Board Organization process, I appoint Trustee _____ as the Temporary Board Secretary.

Secretary _____, please administer the oath of office and seat:

- Trustee
- Trustee
- Student Trustee

Secretary _____, please take roll call for the newly seated 29th assembly of the Shawnee Community College Board of Trustees.

Board Policy Bylaw B4002, Sections 8 & 9 informs the Board Officer Selection process.

At this time, I open the floor for nominations for the office of Chairperson. When making the nomination, please state you name for the record and your nomination. I recognize Trustee___, Trustee_____ would you please state your name for the record and your nomination?"

Trustee NOMINEE do you consent to the nomination? Yes No

Trustee NOMINEE has been nominated for the office of Board Chairperson, are there additional nominations?

[CONTINUE until there are no further nominations]

Hearing no further nominations, nominations for the office of Board Chairperson are closed.



May I have a second motion to nominate and elect Trustee NOMINEE to the office of Board Chair.

Any discussion?

Secretary _____ would you please take a roll call vote? Motion carries.

Congratulations Chairperson .

Mr./Ms. Chairperson, would you prefer me to continue officiating the election of Vice Chair and Secretary or would you prefer to officiate?

If more than one nominee is presented, Secretary Moore would you please take a roll call vote for Trustee NOMINEE to be elected to the office of OFFICE?

Trustee NOMINEE-1 received __ votes for the office of OFFICE.

Trustee NOMINEE-2 received __ votes for the office of OFFICE.

[REPEAT for all nominees]

Trustee ___ received the majority of the votes. May I have a motion and second to accept the results of the vote?

Any discussion? Secretary _____ would you please take a roll call vote? Motion carries.

Congratulations OFFICE HOLDER.

8. Consideration of Appointment of Board Delegates

The Board Chairperson appoints delegates to external professional organizations and the Saints Found as part of the Board's organizational process.

- Liaison to Professional Associations
- Liaison to Saints Foundation

9. Consideration of Appointment of Board Committees

The process and principles for appointment Board Committees are noted in B4002, Section 7.

- Board Finance Committee
- Ad Hoc Board Committee(s)

10. Adopt Resolution to Confirm the Schedule of Regular Board Meetings

According to 110 ILCS 805/3-8, the Board "*shall fix a time and place for its regular meetings.*" The statute also states, "*Public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year.*"

11. Adopt Resolution to Accept the Rules, Regulations, & Action of Prior Boards

Illinois statute 110 ILCS 805/3-8 requires the Board to "*enter upon the discharge of its duties*" during its organizational meeting. Essentially, this is a legal phrase that suggests the Board must declare how they intend to operate.



12. Declaration on Discharge of Duties (Board Resolution)

The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes are not allowed during the taking of a roll call vote. Roberts Rules of Order will be followed for general procedural guidelines but will not be adopted. When voice votes are taken, any Trustee may ask for a roll call vote on that issue.

13. Adopt Ceremonial Resolution Honoring Exiting Trustee(s)





Board RESOLUTION

2

DECLARATION OF ELECTION RESULTS

The Board of Trustees of Shawnee Community College District #531 hereby states:

WHEREAS on _____, an election was held for the purpose of electing ___members to the Board of Trustees in the counties or portions of counties within Shawnee Community College District #531, namely the counties of Alexander, Jackson, Johnson, Massac, Pulaski, and Union, and;

WHEREAS Julie Hancock, Pulaski County Clerk and Recorder, is the Election Authority for Shawnee Community College District #531, and has certified the official ballot for the office of Trustee and candidates for that office and;

WHEREAS Julie Hancock, will certify the official election results and will provide a tabulation of the votes cast in the various counties and precincts within Shawnee Community College District #531 at the election held on April 4, and;

WHEREAS Julie Hancock, in her tabulation of votes cast will include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Julie Hancock will certify that the following votes were tabulated for two, full six-year terms:

- Trustee
- Trustee

and;

WHEREAS Julie Hancock will certify that Trustee and Trustee were elected as trustees to serve a full term and;



THEREFORE, the Board of Trustees of Community College District #531 hereby accepts the official results of the ____election as provided by Julie Hancock, Pulaski County Clerk and Recorder, and Election Authority, and further declares that TRUSTEE and TRUSTEE were duly elected to serve full terms as Trustees.

ADOPTED THIS ____ Day of _____.

Chairman, Board of Trustees
Shawnee Community College

ATTEST:

Secretary, Board of Trustees
Shawnee Community Colleges





Oath of Office Student Trustee

I, _____, having been elected to the office of **Student Trustee** of **Shawnee Community College District 531** in the County of Pulaski, in the State of Illinois, DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of the United States of America and the Constitution of the State of Illinois and will faithfully discharge the duties of the office of **Student Trustee** to the best of my ability.

SIGNED and SWORN on this ____ day of _____.

Student Trustee Name

Chairman, Board of Trustees
Shawnee Community College

ATTEST:

Secretary, Board of Trustees
Shawnee Community Colleges





Oath of Office Trustee

I, _____, having been elected to the office of **Trustee** of the **Board of Shawnee Community College District 531** in the County of Pulaski, in the State of Illinois, DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of the United States of America and the Constitution of the State of Illinois and will faithfully discharge the duties of the office of **Trustee** to the best of my ability.

SIGNED and SWORN on this ____ day of _____.

Trustee Name

Chairman, Board of Trustees
Shawnee Community College

ATTEST:

Secretary, Board of Trustees
Shawnee Community Colleges





Board RESOLUTION

Year.month.date

DECLARATION ON DISCHARGE OF DUTIES

BE IT RESOLVED by the Board of Trustees of Shawnee Community College District No. 531, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes are not allowed during the taking of a roll call vote. Roberts Rules of Order will be followed for general procedural guidelines but will not be adopted. When voice votes are taken, any Trustee may ask for a roll call vote on that issue.

ADOPTED THIS ____ Day of _____

Chairperson, Board of Trustees
Shawnee Community College

ATTEST:

Secretary, Board of Trustees
Shawnee Community Colleges



Change Log

Date of Change	Description of Change	Governance Unit
6.15.23	Added Procedure	Board of Trustees

