

ICCTA

Illinois Community College Trustees Association

QUICK SURVEY RESULTS **Board-Related Expense Budgets**

November 22, 2022

A total of 23 colleges/districts responded to ICCTA's Quick Survey on BOARD-RELATED EXPENSE BUDGETS.

HIGHLIGHTS:

- ❖ 100% of responding colleges have budgeted for board-related expenses.
- ❖ All but one college uses a group budget for board expenses.
- ❖ When allocated funds are exhausted, colleges transfer money from other budgets, identify contingency resources, or stop spending.
- ❖ Every college has adopted restrictions on board-related expenses.

1. DOES YOUR COLLEGE BUDGET HAVE A LINE ITEM FOR BOARD-RELATED EXPENSES?

YES -- 23

- Black Hawk, Danville, DuPage, Elgin, Harper, Heartland, Illinois Valley, John Wood, Joliet Junior, Kankakee, Kaskaskia, Kishwaukee, Lake Land, Oakton, Parkland, Prairie State, Richland, Sauk Valley, Shawnee, Southeastern, Southwestern, Spoon River, Triton

NO -- 0

COMMENTS

- Elgin: The Board has a budget number that includes board-related expenses. More than just a line-item.
- John Wood: Board of Trustees has a budget they work from every year.

2. IF SO, DO YOUR TRUSTEES EACH HAVE THEIR OWN BUDGET LINE, OR DO THEY SHARE A GROUP BUDGET?

INDIVIDUAL BUDGET -- 1

- Southwestern

GROUP BUDGET -- 22

- Black Hawk, Danville, DuPage, Elgin, Harper, Heartland, Illinois Valley, John Wood, Joliet, Kankakee, Kaskaskia, Kishwaukee, Lake Land, Oakton, Parkland, Prairie State, Richland, Sauk Valley, Shawnee, Southeastern, Spoon River, Triton
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3. IF THEY HAVE THEIR OWN BUDGET LINE, IS THE DOLLAR AMOUNT DIVIDED EVENLY AMONGST ALL?

YES -- 1

- Southwestern

COMMENTS

- DuPage: Group budget so dollar amount is not evenly divided
 - Elgin: The Board shares the entire Board budget.
 - John Wood: No one individual has any single budget line
 - Joliet: Chair & Vice have an additional amount for ACCT/ICCTA.
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4. CAN MONEY BE RE-ALLOCATED FROM ONE TRUSTEE LINE ITEM TO ANOTHER?

YES -- 10

- Elgin: We can re-allocate from one line to another in the Board's budget should that be necessary.
- Joliet
- Kankakee
- Kishwaukee
- Oakton
- Parkland
- Prairie State
- Shawnee: Money can be reallocated from one line to another for BOARD budget.
- Southeastern
- Triton

NO -- 1

- Southwestern
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5. WHAT HAPPENS WHEN THE ALLOCATED FUNDS ARE USED UP?

- Black Hawk: That has not occurred as long as I can remember.
 - Danville: Based on need, additional funds would be transferred in from other budget line items.
 - DuPage: A budget transfer could cover costs if the expenses are approved by the Board
 - Elgin: We transfer from another line in the Board's budget if possible.
 - Harper: The Board stays within their aggregated budget.
 - Heartland: Consult with the President and VP of Finance for additional funds.
 - Illinois Valley: The amount is used as an assumption for the next year's budget.
 - John Wood: Operate within the budget, if something comes up unexpected, budget and planning committee reviews the college budget if necessary.
 - Joliet: See above.
 - Kankakee: If allocated funds were used up, the Board would no longer incur expenses.
 - Kaskaskia: If it would happen, we would look in budget for President's Office for available funds.
 - Kishwaukee: The budget would be strategically analyzed for appropriate funding transfer
 - Lake Land: We have not run into the allocated funds going over but we do have a contingency fund for the President to allocate as he wishes.
 - Oakton: If additional funds are needed, the president works with the CFO to identify contingency funds
 - Parkland: Has not yet happened in 20 years.
 - Prairie State: Money from a contingency fund can be used.
 - Richland: If money gets used up, we work to find another line item to cover.
 - Sauk Valley: Has never happened
 - Shawnee: Money can be transferred from other Cost Centers, if available, and deemed necessary.
 - Southeastern: We typically just stay under budget or stop spending.
 - Southwestern: It depends on circumstances/usage.
 - Spoon River: When budget funds are expended, the budget is at zero until the next budget year.
 - Triton: Planning is such that this does not happen.
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6. DO YOU HAVE ANY RESTRICTIONS ON BOARD-RELATED EXPENSES?

YES -- 23

- Black Hawk
- Danville: No alcohol
- DuPage: All budget items have to be voted on by the Board so the only thing that doesn't pass is alcoholic beverages with a meal.

- Elgin
- Harper
- Heartland: Same as employees
- Illinois Valley
- John Wood: No alcoholic beverages can be purchased
- Joliet
- Kankakee
- Kaskaskia: Please see the attached policy and procedure regarding travel.
- Kishwaukee: There are restrictions in our travel policy which lists specific expenses are non-reimbursable
- Lake Land
- Oakton: The Board adheres to the College's policies for travel and professional development expenditures.

- Parkland
- Prairie State
- Richland
- Sauk Valley
- Shawnee: All Board/Trustee related expenses must follow all College purchasing policies and procedures.

- Southeastern
- Southwestern
- Spoon River: Board-related expenses do not cover or include alcohol.
- Triton College: The same rules/restrictions are followed as with any other budget line.

NO -- 0

7. ADDITIONAL COMMENTS

- Black Hawk: BOT expenses follow our financial procedures manual and the IL Community College Act.
- Elgin: Most of the Board's budget is spent on ACCT and ICCTA attendance and Board meeting expenses.
- Harper: Board expenses are included as a monthly agenda item in the Board packet.
- Illinois Valley: Travel policies and procedures apply equally to everyone.
- Kankakee: KCC's Board complies with all requirements of the Local Government Travel Expense Act.
- Kaskaskia: <https://policies.kaskaskia.edu/Documents/e71fdd6b-32e7-44f4-94bb-b27bbaf4fb58> and <https://policies.kaskaskia.edu/Documents/f1bf8a9c-9d6d-44a9-ba00-9ac51f535f00>
- Kishwaukee: <https://kish.edu/about/leadership/board/policy-manual/pdfs/ch2/2.13.28.pdf#search=travel%20policy>
- Lake Land: https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policies/0212.pol.pdf
- Oakton: Please contact Beatriz Sparks at bsparks@oakton.edu for Board policies
- Richland: The Trustee Budget is one bucket. There are different line items in that bucket (travel, supplies, meeting expenses, etc.). If one Trustee chooses to travel more than another, we use up what is there. Each Trustee does not have a specified amount. If money gets used up, we work to find another line item to cover.

- Sauk Valley: <https://www.svcc.edu/about/board-policy/100/103.02.html>
- Spoon River: The Board's budget process is clearly defined in Board Policies, which can be provided.

For more information, please contact:

Illinois Community College Trustees Association

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