

# ICCTA

Illinois Community College Trustees Association

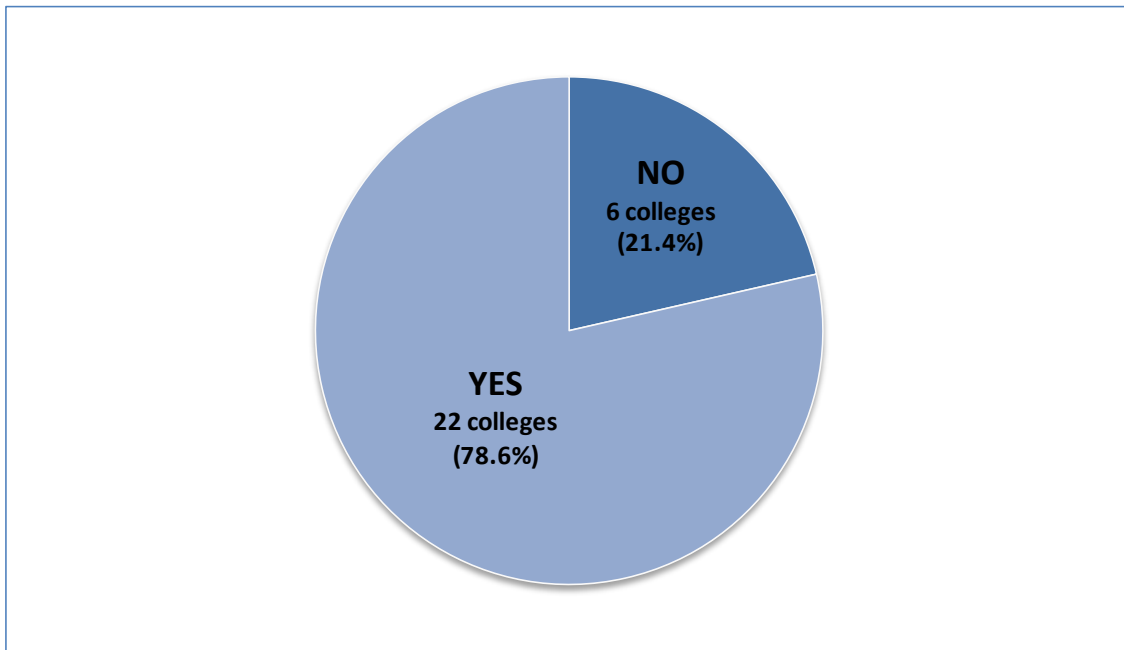
## QUICK SURVEY RESULTS

### Employee Start Dates

November 7, 2022

A total of 28 colleges/districts responded to ICCTA's Quick Survey on EMPLOYEE START DATES.

**IS BOARD APPROVAL REQUIRED BEFORE A NEW HIRE MAY BEGIN WORK AT YOUR INSTITUTION?**



#### **YES -- 22**

- DuPage: Board approval is only required for administrators and permanent full-time faculty.
- Elgin: Faculty, yes / Other circumstances, yes / Board ratifies the personnel report each month
- Harper: Administrative and faculty positions require Board approval before officially starting their employment at Harper. All other hires are given provisional approval, meaning their offer letters stipulate that all hiring is subject to formal Board approval.
- Illinois Valley: Full-time faculty and administrators require board approval ahead of time. All Support Staff are listed in the Items for Information section of board agendas after the person has begun working for us. Part-time faculty appointments may be approved by the board after they've begun their teaching assignments.
- Joliet: Admin & faculty
- Kankakee: Full-time faculty and administrators may begin the day after Board approval, except for special action by the Board authorizing earlier employment, pending Board approval. All other employees, including supportive staff, and professional/technical staff may begin working, pending Board approval.
- Kaskaskia: Yes, all 30-hour positions and above must be approved by the BOT.  
<https://policies.kaskaskia.edu/Documents/f0575942-d729-4782-839c-3a7010610a52>

- Lake County: Approval is required for administrative/professional, full-time faculty, and specialist staff. Classified come forward after the probationary period.
- Lake Land: It depends on the position. Board approval prior to a new hire start date is required for full-time positions but not required for part-time employees or student workers (e.g. College Work Study students).
- Lewis and Clark: Board Policy 201.2(b) is where we base our practice of Board approval before start date. However, Robbins Schwartz believes the policy could use some clarifying language. Regardless, approval before start date is the requirement of the Board.

Board Policy 201.2--RESPONSIBILITIES OF THE BOARD

The responsibilities of the College Board may be broadly summarized as follows:

- a. to select and appoint a President who will be the chief administrative officer of the College and will perform the executive functions of the Board;
- b. to appoint all other College personnel;
- c. to consider and take appropriate action in all matters of policy relating to the welfare of the College;
- d. to establish the principal objectives and policies of the College;
- e. to hold, preserve and monitor the investments of District assets;
- f. to provide adequate funds for the efficient operation of the College;
- g. to serve as the Board of Appeals for students, employees, and citizens of the district on matters of policy and policy interpretation; such review being made after all normal and proper procedures through administrative lines have been followed and exhausted.
- h. to otherwise fulfill the duties of the Board as prescribed by the Illinois Community College Act.

- Lincoln Land: Only Administrative staff and faculty have to be approved by the board before starting work.

Lincoln Trail

McHenry

- Oakton: Board approval is required for administrative hires and full time faculty hires but not for adjunct faculty or staff positions.

- Prairie State: Only for full-time faculty and administrators

- Richland: Only if they are director level or above

Sandburg

- Sauk Valley: 404.01 Appointment of College Staff  
 Administrative staff and full-time instructional faculty shall be recommended by the President subject to the approval of the Board of Trustees.  
 Support and professional/technical staff shall be interviewed and recommended for appointment by their appropriate supervisors. Salary recommendations shall be reviewed by the Chief Human Resources Officer, and all support and professional/technical staff appointments shall be subject to the approval of the President.  
 All appointments shall be within prescribed budgetary provisions and in accordance with classifications, wage rates, and schedules. Exceptions to the above shall require specific Board action.

- Shawnee: Yes, for Full-Time employees

- Southeastern: Appointment 4001  
 Following employment by the Board of Trustees, the faculty member appointed will receive a condition of employment as specified and included in the Southeastern Illinois College Education Association (SICEA) bargaining agreement. Prior to assuming their duties all full-time faculty members will file an official transcript of all college work with the Office of the President. Also, to be filed is the I-9 form verifying U.S. citizenship and the Proof of Oral English Language Proficiency.

Southwestern

Triton: There are exceptions. The President may temporarily hire an individual as needed, until the next Board of Trustees meeting, and Vice Presidents may hire temporary hourly employees.

**NO -- 6**

Heartland: For general staff, it is presented to the board as an agenda item. I am not sure if VP positions would have to go before the Board for approval before the start date.

John Wood: This was a requirement but no longer are we following that practice.

Logan: We have over the last year removed the restriction of having BOT approval before the start date. Our offers now state the start date with the statement that the final approval will be approval at the next BOT meeting. "This offer is contingent upon passing results of a background check and is also contingent upon Board of Trustees approval and execution of an employment contract/CBA."

Malcolm X: We now have authorization to hire as long as they meet pre-employment guidelines which include passing a background check and drug testing.

Parkland: They are informed that Board approval is not a given but a choice to start prior is available. Most have. Maybe 1-2 in the last 5 years have waited.

Spoon River

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*For more information, please contact:*

**Illinois Community College Trustees Association**

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