



QUICK SURVEY RESULTS

Process for Board Inquiries

May 6, 2022

A total of 23 colleges/districts responded to ICCTA's Quick Survey on PROCESS FOR BOARD INQUIRIES.

1. WHAT IS THE PROCESS FOR BOARD INQUIRIES AT YOUR INSTITUTION? DO THEY CONTACT:

President -- 16

DuPage

Elgin

Illinois Central

Illinois Valley

Kankakee:

Inquiries go through the President's Office.

Kaskaskia

Kishwaukee

Lake Land

Moraine Valley

Morton

Oakton:

At Oakton, Board inquiries are supposed to come to the President or the Board Chair (who will then contact the President). This is not currently written into policy, but the board is currently reviewing board policies and procedures for best practices and this is an area that might be included in future policy/procedure.

Richland

Shawnee

South Suburban

Southeastern

Spoon River

Board Chair -- 1

Harper

President and Board Chair -- 3

Danville, Heartland, Joliet

Leadership Team -- 0

Anyone they want -- 2

Lewis and Clark, Southwestern

Other -- 1

Sauk Valley:

They contact: A. President; B. Board Chair; or C. Leadership Team. If they contact C, the team leader puts me, the president, into the loop.

2. DO YOU HAVE A POLICY THAT OUTLINES THE PROCEDURE?

Yes -- 7 (see attached for rules and policies)

Harper, Illinois Central, Joliet, Kaskaskia, Moraine Valley, Morton, Shawnee

No -- 16

Danville, DuPage, Elgin, Heartland, Illinois Valley, Kankakee, Kishwaukee, Lake Land, Lewis and Clark, Oakton, Richland, Sauk Valley, South Suburban, Southeastern, Southwestern, Spoon River

COMMENTS:

- Danville: We do have an email for the Board (trustees@dacc.edu). That email goes to the Secretary to the Board.
- DuPage: While the normal protocol is for the COD Board to work through its Chairman and then the President to obtain answers to trustee questions, sometimes the President's Special Assistant consolidates the responses to multiple trustee questions and responds on behalf of the President (e.g., questions related to multiple items in a monthly Board meeting agenda packet).
- Elgin: We do everything we can to have the Trustees come directly to Dr. Sam with questions. Any question that is posed – ALL trustees are provided with the response so that all are aware of the inquiry and the response. This has been the practice for many years. We have no set written policy regarding this.
- Heartland: At Board meetings, each agenda item contains Contact info (name, title, phone) of the person who can answer questions about that topic.
We also email trustees monthly to solicit Board agenda items from our trustees (which is a type of process for handling their inquiries); they are asked to email their items to the Board Chair and the Recording Secretary.
- Illinois Central: While this is the policy, the Board is able to directly communicate with the Executive Cabinet. If they have questions of anyone below that level, they are to channel their requests through the President.
- Kaskaskia: The following sentence appear in both of the attached bylaws:
The President shall serve as the channel of communication between the Board and all subordinate administrative officers and personnel of the internal College organization.
- Morton: Additionally, Board inquiries are made to the Board of Trustees email: Trustees@morton.edu.
- Richland: Our Trustees direct questions to the President, but there is no policy, it just happens naturally.
- Sauk Valley: It's all rather relaxed and completely appropriate at Sauk, in part, because the Board members do a great job of not micromanaging.
- Southeastern: The board asks the president for info. The President and staff provide info to board.
We follow HLC approved BOT governance policy aligned with ACCT and other sources for good governance.
So, no, BOT members do not run around campus searching for "eggs." As my BOT chair reminds all board members, each one of them is just 14% of one vote. Equal info, equal vote.

For more information, please contact:

Illinois Community College Trustees Association

401 E. Capitol Avenue, Suite 200 • Springfield, IL 62701

217-528-2858

www.communitycolleges.org



01.29.00 SPECIFIC REQUESTS BY BOARD MEMBERS

Any request by a Board member for information which requires extensive staff research or possible future Board action requires approval of the majority of the Board to initiate administrative action on the request.

Illinois Central College

Section 4. Communication with the Board

The President shall serve as the channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization.



BOARD POLICIES

DIVISION I. Board of Trustees	POLICY NUMBER 1.36.00 [1]
CATEGORY 1.36.00 Board Requests for Information	DATE Adopted: 10/1994 Revised: 11/12/1996, 1/19/2000, 6/2015, 6/2019

1.36.00 BOARD REQUESTS FOR INFORMATION

In making decisions in the best interests of the College, the Board of Trustees (Board) need appropriate access to College files and records necessary to make informed decisions. Such access should clearly be related to the Board decision making process. The Board must maintain appropriate confidentiality of any files reviewed in conformance with applicable state and federal law, as well as the Higher Learning Commission and the Illinois Community College Board. The President shall consult with appropriate legal counsel in providing access to files. The Chairperson of the Board shall be advised of the activity. The following procedures will be observed in providing the Board access to College files:

- All requests to access College records are to be made directly to the President of the College reasonably in advance of when the record review is being sought.
- Requests shall be in writing, specifying the records to be reviewed.
- Reviews shall take place on campus in a location to be determined by the President and in the presence of an appropriate staff member responsible for the file.
- A file access control form shall be completed for each review. Copies of the access control form shall be maintained in the record reviewed by the President and furnished to the Board.
- No materials shall be removed from the records being reviewed.
- No copies shall be made of materials contained in personnel files, student files, or files otherwise exempt from disclosure under the Illinois Freedom of Information Act. Copies of other materials may be made up to a limit of 100 pages in any 12 month period. Any copies requested in excess of this number will be at the expense of the individual Board member. A reasonable time period will be provided for the College to provide the requested copies.
- Access to student files will be restricted in accordance with the Family Educational Rights and Privacy Act as amended or as otherwise applicable by law.

Further, the Board shall adhere to all guidelines and obligations regarding accreditation requirements for the Higher Learning Commission are met. This includes, but is not limited to, the following:



BOARD POLICIES

<p>DIVISION I. Board of Trustees</p>	<p>POLICY NUMBER 1.36.00 [2]</p>
<p>CATEGORY 1.36.00 Board Requests for Information</p>	<p>DATE Adopted: 10/1994 Revised: 11/12/1996, 1/19/2000, 6/2015, 6/2019</p>

- The Board shall act sufficiently autonomous to make decisions in the best interest of the College and to assure its integrity.
- The Board’s deliberations shall reflect priorities to preserve and enhance the College.
- The Board shall review and consider the reasonable and relevant interests of the College’s internal and external constituencies during its decision-making deliberations.
- The Board shall preserve their independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties when such influence would not be in the best interest of the College.
- The Board shall delegate day-to-day management of the College to the administration and expect the faculty to oversee academic matters.

In exercising its functions as the governing body of the College, the Board of Trustees shall at all times remain fully accountable for its duty as the ultimate fiduciary of the College.



BOARD OF TRUSTEES COMMUNICATION BYLAW

Board Bylaw: 1.2120
Policy Number:
Subject Area: Board of Trustees Bylaws
Approved Date: 01/25/2021

The President shall serve as the channel of communication between the Board and all subordinate administrative officers and personnel of the internal College organization.

Communications among Board members, including e-mail communications, are

governed by the Illinois Open Meetings Act, and the prohibitions in that Act are the same, whether communication is face to face or by email or other electronic means. Board members and College employees may use email to send messages or forward information to each other, either on an individual or group basis, but shall not discuss College business in a "chat room" setting that involves three or more Board members, or in any other manner that violates the Illinois Open Meetings Act.

Approval History: Replaces Communication with the Board 1.554; Email Communication Among Board Members 1.900, Approved February 19, 2004



COLLEGE PRESIDENT BYLAW

Board Bylaw: 1.4000

Policy Number:

Subject Area: Board of Trustees Bylaws

Approved Date: 01/25/2021

The President of the College shall be the Chief Executive Officer of the College. He shall be appointed by the Board and operate the College within the framework of Board policies.

The College Organizational Chart is developed by the President of the College. Changes to the Organizational Chart at the Dean level shall be approved by the Board.

The President shall serve as the channel of communication between the Board and all subordinate administrative officers and personnel of the internal College organization.

The successful operation of any community college is the maintenance of sound and harmonious work relationships between boards of trustees and presidents.

The following ethical considerations are recommended as a means of establishing and maintaining a sound board/president relationship.

The President in dealing with the Board of Trustees should:

- Keep Board members informed fully regarding the state of the institution -- its strengths, opportunities for improvement, and progress toward achieving its objectives.
- Recommend to the Board for its consideration and approval those policies or policy changes considered important for effective operation of the college.
- Provide the Board with careful study and advice regarding all policy proposals initiated by the Board.
- Support Board decisions and exercise maximum effort to implement such decisions, even though they may have been made without or against his/her recommendation.
- Treat all members of the Board equally. Maintain a professional and evenhanded stance in the unhappy event of a division of the Board, or of unfriendly relations among Board members.
- Be sympathetic and understanding of the difficult position of Board members in representing the college's many publics, and assist them to the best of his/her ability to discharge their roles in effective fashion.
- Represent individual members of the Board in a professional and supportive manner to all factions of the public, even though the President may privately disagree with the stand or behavior of a Board member.
- Provide the Board with a professional and objective assessment of any opportunities noted to improve its operation and general functioning.
- Maintain strict neutrality regarding Board elections insofar as the public and staff are concerned.
- Avoid public utterances or actions which will discredit the Board, undermine public confidence, or otherwise serve to damage the image of the College.
- Work closely with the Board and particularly so with its Chairman so that the District will benefit from a strong and coordinated team approach.
- Provide maximum assistance to new members in their indoctrination to Board membership.
- Provide the Board with appropriate advance notice of plans to resign or seek another position.
- Avoid discussion with the public contractual difficulties or agreements regarding job separation that may have been reached with the Board of Trustees.

The Board of Trustees in dealing with the President should:

- Be sympathetic and understanding of the difficult position of the President in carrying out his/her leadership responsibilities amid the wants and concerns of students, faculty, staff, and general public.
- Seek his/her advice and counsel regarding matters of policy before making a final decision.
- Give him/her full confidence and support realizing that the chief executive needs this assistance if he/she is to perform with maximum effectiveness.
- Expect its Chairman to work particularly close with the President to promote and facilitate the best possible communication and cooperation between the Board of Trustees and the President.
- Inform the President immediately of any questions or concerns about the College or District so that appropriate follow-up actions may be taken.
- Help assure the orderly operation of the College by insisting that employees make use of established channels before bringing their concerns to the Board.
- Require that the interests and welfare of the entire District be considered before those of any special interest group.
- Assist him/her by supporting fully all Board decisions once they have been made, even though the vote may be divided.
- Inform the President immediately of any concerns regarding performance, conduct, or style that, in the opinion of the Board, require attention.
- Provide the President with adequate time to correct any deficiencies noted.
- Exert every effort to conduct discussions relating to contract termination in a professional manner, being always sensitive to the potential for damage to both the District and the President.
- Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the President.
- Give the President a reasonable period of time to find another position.

AUTHORITY FOR EMERGENCY

In the event of emergency situations not covered by specific policies and to which the Board cannot respond by calling an emergency meeting, the College President shall have the authority to take any appropriate action required. The action taken and the associated reasoning will be communicated to the Board at the next scheduled Board meeting.

ASSIST THE BOARD

The Administrative Office of the President is responsible for fulfilling the duties assigned to it by the Board and by Board officers. These duties include but are not limited to responsibilities listed in the By-laws and Policy Manual.

ACTING PRESIDENT

In order to ensure the continuity of College operations, the College President is authorized to designate a member(s) of the College staff as Acting President during the President's temporary disability or absence from the College. Notice of such a designation shall be given to the members of the Board of Trustees and the appropriate administrative staff.

If the President is unable to designate a member of the College staff as Acting President or if, in the discretion of the Board Chair, special circumstances warrant that an Acting President be named, the Board Chair is authorized to designate an Acting President. Notice of such a designation shall be given to the members of the Board of Trustees and the appropriate administrative staff. Such designation will remain effective until the Board can meet at a regularly scheduled or special meeting to ratify such designation or to authorize an alternate designation.

In the event of an emergency situation, if the President is not available, the Vice President of Administrative Services shall take responsibility for execution of the College Emergency plan, until the Board Chair makes a designation as outlined above.

This policy replaces the following policies: 1.550, President, Approved 9/16/2004; 2.05 Chief Executive Officer; 1.554 Communication with the Board, Approved; 1.556 Authority for Emergency Action, Approved 09/25/2017; 1.551 The Board/President Relationship, Approved; 1.552 Acting President, Approved October 10/28/2013, 09/25/2017; 1.555 Responsibility to Assist Board 1.555

Functions and Organization of the Board

Relations Between the Board and the President

Since the President is the chief executive officer of the college, all communications and recommendations from the staff of the college shall be conveyed through him/her to the Board. Should the Board wish information or opinions not made available by President, the Board shall request him/her to make arrangements for its provision. Communications from the Board to any and all members of the staff of the college shall be transmitted through the President. Individual Board members shall recognize that agreements with members of the college staff shall not be made and individual staff members shall recognize that agreements shall not be made without appropriate Board action.

Legal Reference: *Illinois Public Community College Act*
 110ILCS 805/3-26: Chief administrative officer, personnel and
 teachers – Appointment and salaries

Policy
 Adopted: 4/20/70
 Amended: 10/12/95
 Reviewed: 9/17/13

MORAIN VALLEY COMMUNITY COLLEGE
 Palos Hills, Illinois



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Communications with the Board by Employees through the President

NO. 8.24

SECTION: Institutional

PAGE: 1 of 1

The Board of Trustees welcomes any form of friendly and open communication from employees at the College and may solicit such communication from them from time to time. However, if the communication to the Board by any employee of the College relates specifically to the operation, administration or functioning of the College that is of significant concern, it is most appropriate for the employee to communicate that concern to the Board through the employee's chain of command culminating at the President, unless otherwise provided herein.

If the subject of the employee's communication is in his/her chain of command and/or if a person in the employee's chain of command has a conflict with the subject of the employee's communication, the employee may bypass the subject (person) of the communication and/or the conflicted person and transmit the communication to the next person in the employee's chain of command who is not the subject and/or conflicted, and if none, may transmit the communication directly to the Board Chair.

The President shall, upon receipt of said communication, present to the Board the employee's views, including dissenting ones, in areas and on issues of significant concern. The President shall notify senders that the communications have been forwarded to the Board.

If an employee, for whatever reason, does not wish to follow this path of communication and wishes to speak directly to a trustee on a matter of significant concern relating to the operation, administration or functioning of the College, the trustee may engage in a discussion within the following parameters:

1. The trustee shall not indicate an agreement or disagreement with the employee; and
2. The trustee shall make clear that he or she will report the conversation to the President or Board Chair.

The obligation of a trustee to report conversations to the Board Chair or President must be met within a reasonable and responsible time frame.

DATE APPROVED BY BOARD OF TRUSTEES: September 25, 2013; February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019



Board Bylaws

Title: Article I – Governance **Number:** B4001
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 “*Means*” decisions. As such, the Board empowers the President to make all Means decisions. While not an exhaustive list, “*Means*” (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 *Means* to use.



To strengthen the President's accountability to the Board, the Board will establish Executive Limitations on *Means* decisions. Board defined Executive Limitations will provide the President clear direction about which *Means* decisions are unacceptable to the Board. Unless otherwise noted in Executive Limitations, the President has full authority to make any *Means* 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:

- Execute the powers designated by the Illinois Community College Act and all other applicable federal and state laws.
- 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.
- Act in the best interest of the College.
- Commit to the pursuit of excellence through the use of continuous quality improvement practices.
- Demonstrate uncompromised professionalism and ethics in the course of its work.
- 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.
- 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.
- Strive, to the greatest extent possible, to reach consensus on all decisions.
- Direct, control and inspire the College's vision through the careful establishment of the broadest organizational policies reflecting the Board's values and perspectives.
- Be solely responsible for excellence in governing.
- Engage in Board policy development in collaboration with the President.



- 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.
- 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.
- Benchmark the College's performance against other comparable institutions in order to develop or improve Strategic Outcome policies.
- Encourage and consider diverse viewpoints.
- 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.
- 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.
- 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.
- Empower the President with full discretion for determining and executing the *Means* within the bounds of Executive Limitations as communicated by the Board. The Board will respect and support all *Means* decisions that conform to policy.
- Not engage in administrative decisions related to *Means*.
- 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.
- 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:

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



- 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:

- Presented in a common format.
- Formally approved by the Board.
- Maintained centrally, electronically accessible and available in hard copy.
- Linked electronically to applicable procedures, where they exist, for implementing the policy or bylaw.
- Regularly reviewed within a 5-year timeframe.

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:

- Broad strategic, value-based policies are the responsibility of the Board.
- The Board will set policy in the areas of: Strategic Outcomes, Delegation, Executive Limitations, and Bylaws.
- 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.
- 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





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

