



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY

TITLE:	Board of Trustees Code of Ethics
CODE:	2003
DATE ADOPTED:	March 20, 1991
DATE REVIEWED:	July 1991; May 2004; April 2020
DATE AMENDED:	August 1991; May 2004; July 2015; May 2020

I. CODE OF ETHICS

A. As a trustee of Community College District #522, I recognize that:

1. The citizens of District #522 have entrusted me with responsibility for the performance of Southwestern Illinois College in fulfilling its mission to serve the community by providing quality educational programs and services in response to community needs.
2. This trust requires that my words and actions as trustee be guided by and reflect my personal integrity, ethics and values.
3. To effectively perform its function, the College must be concerned with the best interest of each and every student, regardless of who the student is, or what the student's background may be.
4. The future welfare of individuals, and of this district, state and nation, will be affected by the quality of education the College provides in response to the needs of learners.
5. It is through its educational programs the College performs its mission. It is therefore important the Board be knowledgeable about the educational programs and evaluate them in terms of institutional goals.
6. The authority of the Board is derived from State statute which delineates the parameters of that authority, and the relation of the Board to those state agencies and governmental bodies which share responsibility for governance of the College.
7. My participation is an element of citizenship without financial income or patronage. It is a commitment of citizenship to the democratic system.

B. As a trustee of Community College District #522, it is my responsibility to:

1. Keep in mind the mission and goals of the College and use them as the basis for all decisions.

2. Devote time, thought and study to the duties and responsibilities of trustee so that I may render effective and creditable service.
3. Work with other Board members in a spirit of decency, harmony and cooperation in spite of differences of opinion that arise during vigorous debates of issues.
4. Recognize that only the Board by formal action can exercise its legal authority.
5. Base my personal decision upon all available facts in each situation and vote my honest conviction, unswayed by partisan bias of any kind.
6. Make clear to other trustees any significant disagreement with action that is being considered.
7. Abide by and uphold the final majority decision of the Board.
8. Remember that as an individual I have no legal authority, and conduct my relations with the local citizenry, the college staff and the media accordingly.
9. Act on behalf of the Board, or in the name of the Board or the district, only when prior authority has been granted by the Board.
10. Resist every temptation and outside pressure to use my position as a board member to benefit either myself or any other individual or agency apart from the total interest of the college.
11. Accept responsibility for establishing the policies by which the College is to be administered and leave the administration of the educational programs and the conduct of College business to the President and designated staff.
12. Support state and national educational associations which serve the best interests of the College.
13. Reject action that is merely expedient and that might have a detrimental effect on the fulfillment of the long-range goals or mission of the College.
14. Abide by all statutes and legislation which pertain to my responsibilities as trustee.
15. Aggressively abstain from all forms of personal remuneration or patronage that may develop as a result of my association with Southwestern Illinois College.
16. Refrain from utilizing college facilities, equipment or employee services for personal gain.

II. STATE OFFICIALS AND EMPLOYEES ETHICS ACT

Southwestern Illinois College employs a state-mandated process that defines, monitors, and acts on the ethical behavior of its employees. Such a process has been in place when the College was considered as a state agency and is now adapted to its status as a unit of local government.

- A. The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the “Act” in this Section) are hereby adopted by reference and made applicable to the officers and employees of the District to the extent required by 5 ILCS 430/70-5.
- B. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act by any officer or any employee of the District is hereby prohibited.
- C. The offering or making of gifts prohibited to be offered or made to an officer of employee of the District is hereby prohibited.
- D. The participation in political activities prohibited under the Act, by any officer or employee of the District under the Act, is hereby prohibited.
- E. For purposes of the Section, the terms “officer” and “employee” shall be defined as set forth in 5 ILCS 430/70-5(c).
- F. The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.
- G. This Policy does not repeal or otherwise amend or modify any existing policies which regulate the conduct of District officers and employees. To the extent that any such existing policies are less restrictive than this Policy, however, the provisions of this Policy shall prevail in accordance with the provisions of 5 ILCS 430-70-5(a).

III. REPORTING

Suspected violations of this policy should be reported to the Board Attorney who serves as the College Ethics Officer. The College Ethics Officer will first discuss the violation with the Board Chairman to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board Chairman may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board Chairman [or committee] and may include a recommendation to the Board to censure the trustee. If the Board Chairman is perceived to have violated the policy, the Vice Chairman of the Board is authorized to pursue resolution.

Individuals making the report may be informed of the progress of the review as appropriate. An employee may not be retaliated against for disclosing suspected ethical violations.