



**SOUTHWESTERN ILLINOIS COLLEGE  
DISTRICT 522**

**BOARD POLICY**

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<b>TITLE:</b>	<b>Position Description - Board of Trustees</b>
<b>CODE:</b>	<b>2004</b>
<b>DATE ADOPTED:</b>	<b>March 20, 1991</b>
<b>DATE REVIEWED:</b>	<b>Sept 2016; April 2020</b>
<b>DATE AMENDED:</b>	<b>Sept 2016; May 2020</b>

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**I. FUNCTIONS**

The Board of Trustees of Southwestern Illinois College, established under the Illinois Public Community College Act, is comprised of seven elected citizens plus a non-voting student member elected by the student body. The Board of Trustees represents the interests of the public within the boundaries of Community College District #522.

The members serve as a unit to adopt and enforce policies and rules for the financing, governance, operation and administration of the College.

**II. DUTIES AND POWERS**

Statutory limits of the duties and powers of the Board of Trustees are outlined in the Public Community College Act. The Board may not delegate or relinquish its overall responsibility for results nor any portion of its accountability.

The Board will:

- A. Appoint the President of the College who shall be the chief administrative officer of the College and the executive officer of the Board.
- B. Adhere to Public Act 99-693, which limits outgoing boards of trustees from amending or entering into a new employment agreement with a president, chancellor, or CEO prior to a new board being sworn in.
  - 1. The limitation begins 45 days prior to the Tuesday following the first Monday in April in odd-numbered years, (i.e. election day), until the first organizational meeting of the new board.
  - 2. Emergency exception provides for an exception following an outgoing board to act during the 45 day period prior to an election if a “reasonable emergency” arises that would require approval of a new or amended employment agreement.

- a. Such an emergency approval will terminate on the 60<sup>th</sup> day after the first organizational meeting of the new board, unless the new board reaffirms by resolution the new or amended employment agreement.
  - b. A “reasonable emergency” is defined as “any imminent need to maintain the operations or facilities of the community college district so long as the need is due to circumstances beyond control of the board.”
- C. Delegate to the President all administrative duties and responsibilities for the development, implementation and modification of procedures to carry out the Board's policies, rules and actions.
- D. Annually evaluate the President's overall and specific performance.
- E. Exercise as an exclusive right, approval authority over all duties and powers authorized by the Illinois Public Community College Act. Judiciously review and act upon such matters as shall be recommended by the President.
- F. Dedicate itself to long-range planning as an on-going project.
- G. Review periodically the organizational structure of the College, its financial management and the operation of major components of the College.
- H. Exercise as an exclusive right, all other powers not inconsistent with the Illinois Public Community College Act that may be requisite or proper for the efficient and effective development, operation and maintenance of the College.

### **III. RELATION TO OTHERS**

- A. The President of the College - The Board of Trustees will judiciously recognize and support the President as the chief line of communication between the Board and the internal and external College community. In this capacity as the Board's liaison, the President will regularly advise the Board of such activities and will be guided by the policies, rules and financial budgetary guidelines established by the Board.
- B. The Chairperson of the Board shall:
- 1. Be elected by the Board from among its members and shall be the presiding officer of the Board meetings.
  - 2. Be recognized as the chief coordinator between the Board and the President keeping both fully informed of all pending activities.
  - 3. Appoint all ad hoc committees to work directly with College staff members as designated by the President.
- C. The Illinois Community College Board (ICCB) - The Illinois Community College Board provides general state-wide planning, coordination, and leadership for the public community colleges of Illinois. The ICCB is responsible for state-wide studies along with reviewing and

approving various requests from the colleges including instructional and public service programs and services, site selections, construction projects and state financial support. The ICCB also grants recognition to the public community colleges in accordance with their policies and procedures.

Most contacts with the ICCB are through the president of the college. Trustees, through the Illinois Community College Trustees Association, often serve on committees of the state board.

- D. The Illinois Board of Higher Education (IBHE) – This is the state agency designed to coordinate the State’s institutions of higher education. The individual college boards do not have many direct contacts with the IBHE. Considerations of interest or importance to most or all of the state community colleges are processed through the Illinois Community College Board.
- E. The Capital Development Board (CDB) – This is the state agency designed to supervise all construction projects at public installations. In this capacity this board occasionally has dealings with the local boards of trustees. Such things as acquisition of site, selection of architect and type of buildings needed are all decisions to be made by the local board in conjunction with and subject to the counsel and approval of the CDB.
- F. The Bureau of the Budget (BOB) – This is the state’s office of finance and receives suggestions and recommendations from the IBHE and the ICCB regarding funding for the public community colleges. Legislation enacted by the General Assembly regarding community college funding is reviewed by the BOB before presentation to the governor for signature. Local district boards of trustees have little, if any, contact with the BOB. Usually staff officers of either the ICCB or the ICCTA directly confront the BOB in matters affecting the public community colleges.
- G. The Illinois Community College Trustees Association (ICCTA) – ICCTA acts as an advisory body to the ICCB and confers on matters of policy and funding with the IBHE, ICCB and BOB. The ICCTA in conjunction with the ICCB and the Illinois Council of Community College Presidents develops and supports legislation of value to the community college system in the state. A member of the Southwestern Illinois College Board of Trustees is appointed by the chairperson as a representative to ICCTA to serve with representatives of each of the other Illinois community colleges.