

## ***2.0 Board of Trustees***

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<b>Subject</b>	<b>Operational Base</b>
<b>Policy Number</b>	<b>2.1</b>
<b>Officer Responsible</b>	<b>Board of Trustees</b>

**Policy Statement:**

The Lincoln Land Community College Board of Trustees is a body politic and corporate entity legally known as “Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon and Scott, State of Illinois,” and consisting of all or parts of the territory in all or parts of such counties. The term “District” as used herein shall mean the Board of Trustees, its members and its authorized management representatives. The College of the district is commonly known as Lincoln Land Community College.

Members of the Board of Trustees have authority only when acting as a Board legally in session. No individual member or committee of the Board shall have the power to act on behalf of the Board, unless specifically and legally authorized to do so by action duly taken by the Board.

Lincoln Land Community College is accredited by the Higher Learning Commission. Various programs (where required) also are accredited.

Lincoln Land Community College is recognized by the Illinois Community College Board and is therefore eligible to receive state funding support.

**Subject**                                      **Affirmation of Board Role and Duties**  
**Policy Number**                            **2.2**  
**Officer Responsible**                    **Board of Trustees**

**Policy Statement:**

Lincoln Land Community College Board of Trustees hereby agrees to abide by the following affirmation of Board Role and Duties.

*I promise to fulfill my role by*

1. Studying my legal responsibilities.
2. Advising, counseling, and supporting but not undercutting or second-guessing the President.
3. Informing the President immediately of any concerns regarding performance, conduct, or style that, in the opinion of the Board, require the President's attention.
4. Participating fully in evaluations of the performance of both the President and the Board.
5. Supporting and counseling the Board chairperson.
6. Supporting the quest for excellence.
7. Defining and regularly reexamining the College mission.
8. Insisting on adequate orientation for new members of the Board.
9. Striving to put the good of society and the college district above all else.

*I promise to decide policy on the basis of law, logic,  
and reliable information by*

1. Insisting that the President keep all Board members fully informed about vital issues facing the College and the Board.
2. Asking the President to present the Board with documented recommendations on all issues requiring Board decisions.
3. Studying Board materials submitted to the Board by the President.
4. Asking for presidential analysis of critical comments by faculty members, students, and others and suggesting that critics use channels before coming to the Board.
5. Insisting that the President provide opportunities for the Board to hear from various college and community constituencies.

*I pledge loyalty to the board by*

1. Respecting each Board colleague.
2. Protecting confidential material.
3. Supporting all Board decisions, even those I did not favor initially.
4. Insisting that the chairperson alone speak for the Board when it is not in session.
5. Fostering trustee development activities with my presence and budgetary support.
6. Listening to the needs of all constituencies and refusing to function as the agent for special interests or for partisan political groups.
7. Avoiding personal statements that might be construed as commitments on

behalf of the Board.

8. Contributing to a Board environment in which controversial issues are presented fairly and in which the dignity of each individual is recognized and protected.
9. Avoiding public utterances or actions that would discredit the Board and undermine public confidence in the College or damage its reputation.
10. Providing the Board and the President with appropriate advance notice of my absences or my plans to resign or seek another position.
11. Resigning whenever I am unable to fulfill my duties for more than a twelve-week period.

*I promise to avoid all conflicts of interest by*

1. Apprising the Board of any possible conflict of interest at the earliest opportunity.
2. Refraining from voting on any issue in which I have a financial interest or on any issue on which I have given my professional advice to the College or Board.
3. Suggesting that the Board use a third party rather than seeking my professional opinion on matters falling within my area of expertise.
4. Refusing to use my position on the Board for the financial gain of my family, business partners, personal friends, or myself.
5. Refusing to represent any single constituency on the Board.
6. Refusing to request that the College hire any individual.

<b>Subject</b>	<b>Composition, Powers and Duties of the Board of Trustees</b>
<b>Policy Number</b>	<b>2.3</b>
<b>Officer Responsible</b>	<b>Board of Trustees</b>
<b>Last Reviewed</b>	<b>4/22/09</b>

**Policy Statement:**

The Board shall consist of seven members elected by voters of the District in accordance with the Act\* and a student member who shall be elected by the student body to serve a one-year term.\*\* Such duties and powers as enumerated are not exclusive and the Board may exercise all other duties and powers, not inconsistent with the Act,\* that may be requisite or proper for maintenance, operation and development of the College.

*Legal Citation:*

\* 110 ILCS 805/6 through 3-7

\*\*110 ILCS 805/3-7.24

<b>Subject</b>	<b>By-Laws</b>
<b>Policy Number</b>	<b>2.4</b>
<b>Officer Responsible</b>	<b>President</b>

**Policy Statement:**

Corporately, the Board shall consist of seven members elected by the voters of the District in accordance with the Act, \* and a student member who shall be elected by the student body to serve a one-year term. The student member shall have an advisory, non-binding vote in accordance with Policy 2.5, but shall have all of the other privileges of membership including the right to make and second motions and to attend executive sessions.

*Legal Citation:*

\* 110 ILCS 805/3-6 and 3-7

<b>Subject</b>	<b>Meetings, Board of Trustees</b>
<b>Policy Number</b>	<b>2.5</b>
<b>Officer Responsible</b>	<b>President</b>

**Policy Statement:**

All meetings of the Board, including the executive session portion of any meeting, shall be conducted in accordance with the Open Meetings Act. All Board actions shall be taken in open session.

Types of Meetings

*Regular Meetings:* At the beginning of each calendar year the Board shall establish and post on the College website a schedule of regular meetings which shall convene on the fourth Wednesday of each month at the hour of 5:00 p.m. in the Stephens Room at the College, except as the Board may otherwise designate from time to time. If a change is made to a regular meeting date or location, the College shall give at least 10 days' notice of such change by posting a notice on the College website and in designated area of Menard Hall. The College Public Relations and Marketing Office will notify news media of such change.

*Organizational Meetings:* Following any election for membership on the Board, the Chair shall convene the new Board on or before the 28<sup>th</sup> day after the election and conduct the election for Chair, Vice Chair and Secretary. The new Chair, Vice Chair and Secretary shall each serve two-year terms.

*Special Meetings:* Special meetings may be called by the Chair or by any three members of the Board. Notice of any special meeting shall be given at least 48 hours in advance; shall be in writing stating the time, place, and purpose of the meeting; and shall be given to Board members in accordance with the Act. Public notice of any special meeting shall be posted on the College website and in a designated area of Menard Hall. The College Public Relations and Marketing Office will notify news media of special meeting. No business shall be transacted at special meetings other than that which pertains to the purpose of the special meeting as set forth in the notice.

*Adjourned Meetings:* A meeting of the Board may be adjourned and reconvened at a later date. The requirement of public notice of a reconvened meeting shall not apply when the reconvened meeting is held within 24 hours of the adjourned meeting, or an announcement of the time and place of the reconvened meeting was made at the adjourned meeting and there is no change in the agenda.

*Emergency Meetings:* In the event of an emergency, the Board may convene an emergency meeting provided that notice of such emergency meeting shall be given as soon as practicable prior to the holding of such meeting by posting a notice on the College website and in designated areas of Menard Hall. The College Public Relations and Marketing Office will notify news media of such meeting.

## Conduct of Meetings

*Order of Business: Agenda* The order of business at any meeting shall be as set forth in the agenda prepared by the President in cooperation with the Chair. Such agenda may include a consent agenda with a variety of items designated for one Board motion and vote. Upon the request of any Board member, any item(s) shall be removed from such consent agenda. No item requiring a roll call vote shall be included on the consent agenda. Any Board member may place an item on the written agenda by notifying the President or Chair not less than two weeks prior to the meeting. The President shall cause the agenda to be distributed to Board members and the Board attorney and shall otherwise cause the agenda to be posted on the College website at least 48 hours in advance of the meeting. District residents who shall desire to have a matter placed upon the agenda and considered by the Board at any meeting shall notify the President's Office of their request. See Board Policy 2.7

*Rules of Order:* Except as may be otherwise provided by Board policy, the conduct of Board meetings shall be governed by *Roberts Rules of Order*.

*Quorum:* A majority of the voting members of the Board present in person shall constitute a quorum.

*Attendance via Audio or Video Conference:* A quorum being physically present, a member who is prevented from attending due to personal illness or disability, family or other emergency, employment purposes or the business of the College may attend via audio or video conference upon approval of those members physically present.

*Voting:* The vote on any of the following measures shall be by roll call: budgets or budget amendments, collectively bargained contracts, election of Board officers when there is more than one candidate, financing or lease-purchase arrangements, personnel actions, property tax levies, ratification of emergency expenditures, and real estate transactions. The voting method on any other measure shall be determined at the discretion of the Board Chair, provided, however, that any Board member may specifically request a roll call vote on any measure. Except as may be otherwise provided by statute, contract, or policy, a majority of the members voting on any measure shall determine the outcome thereof.



*Minutes* Complete and accurate minutes of each meeting shall be kept, and shall record the date, time, and place of the meeting, the members of the Board recorded as either present or absent, a general description of all matters proposed, discussed, or decided, and a record of any votes taken, including the name of the person making and seconding each motion. If so requested by a Board member, such member's reason for making a particular vote will be recorded in the minutes. Minutes shall be maintained in the President's Office and shall be posted on the College website within seven days of approval and remain posted for at least one year. The minutes shall constitute the official record of all proceedings of the Board. Copies of all such minutes shall be placed on file in the college Learning Resource Center. Other persons may request and receive copies of all such minutes in accordance with the provisions of the Act. \*

Minutes of that portion of any meeting closed to the public shall be maintained in a separate file by the President or designee and shall be available for public inspection only after the Board has determined that it is no longer necessary to maintain confidentiality in respect to all or any portion of such minutes. The Board shall also maintain a verbatim recording of that portion of any meeting closed to the public. The Board shall review the executive session minutes, or any portion thereof shall be made available for public review. Minutes of any meetings closed to the public shall be available only after the Board shall determine that it is no longer necessary to protect the public interest or the privacy of an individual by keeping such minutes confidential.

*Student Trustee: Advisory, Non-Binding Vote:* In accordance with the Act\*\* and in order to provide students with the maximum opportunity to participate in college governance and represent student interests on the Board of Trustees, there shall be a Student Trustee selected by the student body. The Student member shall be limited to one one-year term beginning on or about April 15 of each year. The Student member shall have all of the privileges of membership, including the right to make and second motions and to attend executive sessions, other than the right to vote. However, the Student Trustee shall be authorized to cast an advisory, non-binding vote on all matters coming before the Board on which a vote is taken. Such vote shall be recorded in the Board minutes. With prior approval of the Board, the student member may attend conferences and meetings on behalf of the Board. Approved conference/meeting registration, travel and lodging expenses shall be paid or reimbursed by the College.

*Legal Citations:*

\* 110 ILCS 805/3-22.3

\*\* 110 ILCS 850/3-7.24



<b>Subject</b>	<b>Public Participation/Communicating with the Board of Trustees</b>
<b>Policy Number</b>	<b>2.7</b>
<b>Officer Responsible</b>	<b>Board of Trustees</b>

**Policy Statement:**

Any organization or individual may address the Board in person during such portion of each regular meeting reserved for the hearing of citizens. Unless otherwise authorized by the Chair, public comment shall be limited to items on the meeting agenda. The amount of time allotted for an item shall not exceed 15 minutes, and the amount of time allotted to any individual shall not exceed 5 minutes.

Any member of the public wishing to address the Board in respect to a non-agenda item must present a written request to the President's Office at least 48 hours in advance (excluding weekends and holidays) of the meeting at which the address is proposed. Such request must provide a brief summary of the matter to be presented and the name or names of the persons who expect to appear. Upon receipt, the President's Office shall transmit such information to the Board Chair. The Board Chair may reject any request reasonably determined to be unrelated to College business or Board duties and responsibilities. In the event of rejection, the requesting party may present comments in writing to the President's Office, and such comments shall then be promptly transmitted to the President and all Board members.

Written correspondence may be directed to the Board by sending such correspondence to the President's Office, Lincoln Land Community College, 5250 Shepherd Road, P.O. Box 19256, Springfield, Illinois 62794-9256.



- The College will “direct pay” airline tickets, hotel expenses and registration fees when sufficient notice is provided.
- Travelers will request the governmental rate offered by the hotel when requesting lodging. College-issued identification will be provided upon request of a Board Member.
- Original receipts, when available, are required for reimbursement of college-related expenses (this requirement does not apply to meals if the Per Diem option is selected). The purchase of alcoholic beverages will not be reimbursed.
- Those traveling with students must also follow established procedures for field trips, athletic travel and/or student organization travel.

#### *Before Traveling*

Trustees will contact the President’s office to request the pre-travel estimated expenses section of the travel form be completed and submitted for approval. Out-of-state travel requires Board of Trustees approval.

#### *Vehicular Travel*

- Reimbursement of mileage for use of a personal vehicle in furtherance of College business will be at the most recently established IRS rate and will be reimbursable from the Board Member’s home.
- Parking and toll charges will be reimbursed with documentation.
- Parking tickets and other traffic violations will not be reimbursed.
- When driving for college business, mileage reimbursement is limited to the cost of a 14-day advance purchase airfare to the destination.

### *Rental Cars*

- Rental cars will be reimbursed when deemed economical for group travel and with either Board Chair or Board of Trustees approval.
- The collision damage waiver and personal accident insurance on rented vehicles are reimbursable expenses.

### *Airline Travel*

- Airline travel will be at coach, economy class or the lowest logical fare. Board Members may upgrade their class of air service at their own expense.
- Travelers will be allowed to retain the frequent flyer miles.
- If a ticketless option is used, a copy of the itinerary or a copy of the airline confirmation will suffice as documentation.
- LLCC will reimburse the airline fee charged for checking one bag and the airline fee charged for one carry-on item (if applicable).

### *Lodging*

- Payment or reimbursement for lodging will be limited to the number of days necessary to attend the approved meeting/conference.
- Payment for an extra day's lodging will be allowed if the lodging cost is less than the additional cost of airline ticketing on a subsequent day.
- Any additional expenses due to a spouse or travel companion will be the responsibility of the Trustee.
- Reasonable tips for luggage handling will be reimbursed.
- Room upgrades, early check-in fees, late check-out fees, childcare, movie rentals, dry cleaning, non-business-related personal phone calls, and other personal items or services will not be reimbursed.

### *Meals*

Trustees will be reimbursed for the reasonable actual cost of meals. The U.S. General Services Administration (U.S. GSA) Per Diem Rates may be used as a guideline for reasonableness.

- Reimbursement will be for the reasonable actual cost of the meals plus reasonable gratuity.
- Original receipts are required when available.
- The cost of alcoholic beverages will not be reimbursed.
- Breakfast is reimbursable for travel before 8:30 a.m.
- Dinner is reimbursable for travel after 5:00 p.m.
- If a receipt is not available, the reimbursement amount will be the amount for the applicable meal per the U.S. GSA per diem rates.

### *Post-Travel Reimbursement Process*

- Upon completion of the travel activity, Trustees shall forward the original receipts, when available, to the President's office for completion of the post-Travel section of the Travel Form and subsequent approval.
- The Business Office will issue a check within two weeks of receipt of approved travel documentation. The College will reimburse a Trustee for any late fees or interest incurred by the failure of the Business Office to make such timely payment.

### *Other Expenses*

- Trustees shall be reimbursed for reasonable expenses incurred in conjunction with their services. An original receipt, along with an explanation of the purpose of the expense and the names of other persons for whom costs were incurred, must be included with the request for reimbursement.
- If a spouse or travel companion accompanies the Trustee, the College will only pay for expenses associated with the Trustee.

### *Special Considerations*

- The College understands that there may be rare instances in which exceptions to these procedures may need to be considered in order to meet special circumstances.
- Last minute bookings or changes to an itinerary are strongly discouraged.
- A request for an exception to these procedures must be documented, explained, and authorized by either the Board Chair or the Board of Trustees.

### *Incidental Expenses*

Defined by the U.S. GSA as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

### *Entertainment*

No reimbursement will be made for any type of entertainment expense as defined by the Local Government Travel Expense Control Act (Public Act 99-0604) as enacted or amended.

### *Maximum Allowable Reimbursement*

Any expenses that exceed the maximum allowable reimbursement amounts may be reimbursed. To be reimbursed for expenses exceeding the maximum allowable reimbursement amounts, the amounts must be documented, explained and authorized by either the Board Chair or the Board of Trustees.

<b>Subject</b>	<b>Amending Board Policy, Board of Trustees Policy</b>
<b>Policy Number</b>	<b>2.9</b>
<b>Officer Responsible</b>	<b>Board of Trustees</b>

**Policy Statement:**

Board policies may be adopted, revised, or repealed as considered desirable in the judgment of the Board. Any such adoption, revision, or repeal shall not be voted upon until the next regularly scheduled meeting after formal presentation to the Board in writing. A majority vote of the whole Board shall be required for the adoption, revision, or repeal of these policies.



<b>Subject</b>	<b>Board of Trustees Development</b>
<b>Policy Number</b>	<b>2.10</b>
<b>Officer Responsible</b>	<b>Board of Trustees</b>

**Policy Statement:**

Members of the Board are committed to improving their knowledge of the community college philosophy in general and governance in particular. As such, they commit to attendance at professional conferences, seminars, and meetings that pertain to their duties and powers to the extent allowed by their own personal and professional schedules.

**Subject**                                **Vacancies, Board of Trustees**  
**Policy Number**                        **2.11**  
**Officer Responsible**                **Board of Trustees**

**Policy Statement:**

Upon notice that a vacancy exists on the Board of Trustees, the following steps will take place in order to fill such vacancy:

1. The Chair of the Board shall announce promptly that such vacancy exists.
2. Following such announcement, the Chair shall cause notice of such vacancy to be published in a newspaper of general circulation within the district. Such notice shall occur at least 20 days prior to the meeting during which the vacancy is sought to be filled.
3. The Chair also shall cause a news release announcing such vacancy to be sent to all media outlets normally provided news releases by the College.

The notices referenced in (2) and (3), above shall direct persons who wish to be considered for the vacancy to express their interest in writing to the Secretary of the Board by a specified date as determined by the Chair. Such date shall be approximately 7-10 days prior to the date of the meeting at which the vacancy is anticipated to be filled.

Candidates for the vacancy shall address the following in the written materials submitted to the Board:

- Reason for seeking the appointment;
- how the individual's qualifications will add to the composition of the Board in fulfilling its responsibilities to the District's citizens;
- experience in other areas which may enhance public policy or decision-making; and
- other topics as may be determined by the Board.

Materials received by the Secretary shall be duplicated and distributed to other members of the Board. All materials received shall be determined to be public records.

The Board may invite those candidates from whom more information is desired to be interviewed by the Board.

Such interviews may take place in Executive Session of the Board as permitted by law.

<b>Subject</b>	<b>Conflicts of Interest, Board of Trustees</b>
<b>Policy Number</b>	<b>2.12</b>
<b>Officer Responsible</b>	<b>President</b>

**Policy Statement:**

The Board of Trustees recognizes that its members should maintain the highest level of integrity in the performance of their duties as Board members. Accordingly, all members of the Board, including the Student Trustee, shall avoid any conflict of interest or appearance of impropriety.

Any member of the Board of Trustees who has a direct or indirect interest in any matter presented to the Board shall not participate in the discussion, decision, vote or proceedings of the Board in connection therewith.

Members of the Board of Trustees shall be subject to all provisions of the Illinois Public Community College Act or otherwise which pertain to interests in contracts and business in accordance with the Act. \*

*Legal Citation:*

\* 110 ILCS 805/3-48

**Procedure:**

The student member of the Board of Trustees may hold a “student worker” position concurrently with his/her term of office. However, the student trustee may not hold any position of student employment at the College that could present a conflict with the member’s role of representing the interest of the student body. Consequently, any student employment as a sitting student trustee shall be authorized in advanced by the Board of Trustees.

<b>Subject</b>	<b>Indemnification, Board of Trustees</b>
<b>Policy Number</b>	<b>2.13</b>
<b>Officer Responsible</b>	<b>President</b>

**Policy Statement:**

The Board shall be covered under the College's indemnity insurance policies, to indemnify and protect Trustees when damages are sought for alleged negligent or wrongful acts while acting in Board capacity. \*

*Legal Citation:*

\* 110 ILCS 805/3-29

<b>Subject</b>	<b>Legal Services, Board of Trustees</b>
<b>Policy Number</b>	<b>2.14</b>
<b>Officer Responsible</b>	<b>President</b>

**Policy Statement:**

The Board may appoint an Attorney who is not a member of the Board to serve at the pleasure of the Board. Such Attorney shall, upon the instructions of the Board or the President, render legal opinions, represent the District in legal proceedings, review and prepare legal documents, and attend meetings of the Board. The Board Attorney shall call the Board's attention to any action or proposed action which is contrary to federal, state or local laws, or to the policies of the College or the Illinois Community College Board, or to contracts between the College and any person, association, corporation, or governmental entity.

<b>Subject</b>	<b>Auditing Services, Board of Trustees</b>
<b>Policy Number</b>	<b>2.15</b>
<b>Officer Responsible</b>	<b>President</b>

**Policy Statement:**

The Board shall appoint an Auditor who is not a member of the Board to serve at the pleasure of the Board. Such Auditor shall be an accountant licensed to practice public accounting in Illinois and shall annually examine the District's financial statements as required by the Act. \*

*Legal Citation:*

\* 110 ILCS 805/3-22.1

<b>Subject</b>	<b>Treasurer Services, Board of Trustees</b>
<b>Policy Number</b>	<b>2.16</b>
<b>Officer Responsible</b>	<b>President</b>

**Policy Statement:**

The Board shall appoint a Treasurer who is not a member of the Board to serve at the pleasure of the Board as the lawful custodian of all District funds. \* The Treasurer shall be compensated for such services as the Board shall from time to time establish.

*Legal Citation:*

\* 110 ILCS 805/3-18

<b>Subject</b>	<b>Evaluation of the Chief Executive Officer</b>
<b>Policy Number</b>	<b>2.17</b>
<b>Officer Responsible</b>	<b>President</b>

**Policy Statement:**

The Board of Trustees shall evaluate the performance of the chief executive officer annually.