

# John A. Logan College

## Board of Trustees Policy Manual

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### Article II - ByLaws and Internal Operations of the Board of Trustees

í XOrganization	2100
XElection, Terms of Office and Filling Vacancies	2110
XOfficers of the Board	2120
XProcedures for Election of Board Officers	2121
XBoard Committees	2130
XTrustee Emeritus	2140
î XMembership	2200
X Orientation of New Board Members	2210
X Compensation and Reimbursement of Board Members	2220
X Attendance at Conferences and Conventions	2230
ï XDuties	2300
X Duties of the Board of Trustees	2310
X Duties of Board Officers	2320
X Legal Counsel	2370
X Student Board Member	2380
ö XMeetings	2400
X Meetings of the Board	
X	







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Standing committees of the Board will be appointed by the Board Chair and shall not include more than two trustees.

Ad hoc committees will be appointed by the Board Chair and will be comprised of named individuals or positions but shall not include more than two trustees.

Board committees make recommendations directly to the Board, and shall be discharged upon completion of their assignment or at the end of the term of the Chair, whichever comes first. Before

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The John A. Logan College Board of Trustees may designate the status of Trustee Emeritus to a former trustee with service of eighteen (18) years or at its discretion. The benefits of Trustee Emeritus status include:

1. If a trustee emeritus desires, payment of lifetime membership for the Illinois Community College Trustees Association (ICCTA) or the Association of Community College Trustees (ACCT).
2. Receipt of College business cards indicating his/her status upon request.
3. The Trustee Emeritus will be invited to College functions and will be kept on the College mailing lists.
4. The Trustee Emeritus will receive a photograph taken with the President of the College at the time of the designation of status.

ADOPTED: JANUARY 24, 2012  
AMENDED: NOVEMBER 24, 2015  
REVIEWED: OCTOBER 12, 2015  
LEGAL REF.:  
CROSS REF.: BOARD POLICY 7370

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The Board of Trustees and college staff will assist each newly elected member with understanding the Board's functions, policies, and procedures prior to taking office.

The orientation process will include:





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Board members are encouraged to attend conferences to enable them to better perform their duties as Board members.

ADOPTED     AUGUST 6, 1974  
AMENDED     JANUARY 22, 2008  
REVIEWED    OCTOBER 2007; OCTOBER 12, 2015  
LEGAL REF:  
CROSS REF:

The duties of the Board of Trustees are to submit to the Board the following

3. To publish annually a financial statement

### Duties of the Chair

1. Preside at all meetings of the Board.
2. Arrange with the President the content and order of business at Board meetings.
3. Establish standing and ad hoc committees and members thereto, make special appointments as necessary and call for performance reports on a timely basis.
4. Disband committees upon performance of their tasks.
5. Consult with and advise the President on major problems.
6. Act as the legal representative of the Board and perform such duties as are imposed by law or Board action.
7. Establish and maintain relationships with the press, governmental units, and the public, acting as official spokesman for the Board.
8. Serve as a catalyst in initiating evaluation of top administrative performance on a regular basis.
9. Ensure that the Board has adequate information and time to deliberate on appropriate Board topics.

The chair shall have full rights of discussion and voting.

### Duties of the Vice Chair

In the absence of the chair, the vice chair shall perform the duties and responsibilities of the chair.

### Duties of the Secretary

The secretary shall be a member of the Board and shall be elected at the organizational meeting of the Board.

The secretary of the Board of Trustees shall:

1. Be responsible for Board correspondence.
2. Perform the duties usually pertaining to the office.
3. Attend board agenda review meetings with the President if the chair or vice chair are unable to attend.
4. In the absence of the chair and vice chair, the secretary shall perform the duties and responsibilities of a chair.

If the secretary is absent from any regular or special meeting or refuses to perform these duties, a member of the Board shall be appointed secretary pro tempore.

Duties of the Chair Pro Tempore

In the event that the chair and vice chair, and secretary are absent from the Board meeting or unable to perform their duties, the Board shall elect a chair pro tempore. The Board may authorize a chair pro tempore to continue performing these duties as long as the chair and vice chair, and secretary are unable to perform their duties.

Duties of the Recording Secretary

The recording secretary shall perform all clerical duties of a secretary for the Board of Trustees.

Duties of the Treasurer

The treasurer of the Board of Trustees shall:

1. Be the only lawful custodian of college funds and shall keep all bonds, mortgages, notes, monies, and effects belonging to the college.
2. Receive taxes of the district and notify the collectors in writing accordingly, and reconcile district cash with bank records, reporting monthly to the Board.
3. To coordinate the opening, tabulation, and evaluation of all bids in advance of regular and special Board meetings.
4. Execute a bond as required by law.
5. Deliver to his successor in office all monies, books, papers, securities, and property which are in his control.

ADOPTED AUGUST 6, 1974  
 AMENDED JANUARY 22, 2008 (INCORPORATED FORMER BOARD POLICIES 2330, 2340, 2350, 2351, AND 2360);  
 NOVEMBER 24, 2015  
 REVIEWED OCTOBER 2007; OCTOBER 12, 2015  
 LEGAL REF 110 ILCS 5/3-10 THROUGH 110 ILCS 5/3-24  
 CROSS REF BOARD POLICY 2121, 2130

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The John A. Logan College Board of Trustees shall appoint legal counsel, who will serve at the pleasure

The John A. Logan College Board of Trustees shall have one member who is a student enrolled at the College. The student member shall be selected by ~~canvass~~ student referendum for a one year term beginning on April 15 of each year.

All candidates must reside within the John A. Logan College District; must be a John A. Logan College student enrolled for at least nine (9) hours; and may not be ~~at full~~ employee of John A. Logan College District 530.

The student member shall participate in all Board functions, including serving on Board committees, offering motions, attending executive sessions, and performing all other acts of ~~student~~ student member.

The student member is encouraged to attend the annual Illinois Community College Board Student Leadership Institute and ~~over~~ regular meetings of the Student Advisory Committee each semester.

The student member will be entitled to a tuition waiver (tuition ~~only~~ maximum of 15 hours per semester) during his/her term of office

To fill an unexpired term of a student Board ~~member~~ in the event of a vacancy, the student senate may recommend to the Board a qualified student to fill the remainder of the term.

A student board member may run for a second term of office. A student may serve only two years as the student board membe

ADOPTED AUGUST 6, 1974  
 AMENDED APRIL 1, 1980; JUNE 8, 1982; FEBRUARY 27, 1996; JANUARY 22, 2008; MARCH 23, 2010  
 REVIEWED OCTOBER 12, 2015  
 LEGAL REF: 110 ILCS 05/3-7.24  
 CROSS REF: ADMINISTRATIVE PROCEDURE 812

B. QUORUM

A majority of the voting membership of the Board shall constitute a quorum.

Trustees by tape, film, or other means. However, because of the necessity and desirability of conducting orderly meetings, the following rules are prescribed to govern the right of individuals to make such recordings:

1. Request to record public meetings at John A. Logan College must be received at least 24 hours in advance of the scheduled meeting.
2. Technical arrangements for such recordings must be arranged and in place at least one hour before the scheduled time of the meeting.
3. Only the normal lighting in the Board meeting room will be allowed.
4. Noisy equipment will not be allowed in the Board meeting room.
5. The number of persons required to operate such recording equipment will be restricted to three persons.

#### C. PARLIAMENTARY PROCEDURE

Unless otherwise provided, the Board will conduct all its meetings according to the latest edition of Robert's Rules of Order, Newly Revised, and use the procedure for governing board meetings where there are less than twelve (12) members present.

1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
2. There is no limit to the number of times a member can speak a question, and motions to close or limit debate generally should not be entertained.
3. Informal discussion of a subject is permitted while no motion is pending.
4. The chairman can speak in discussion without rising or leaving the chair, can make motions, and usually votes on all questions.

#### D. ORDER OF BUSINESS

The order of business at all regular meetings shall be:

- I. Call to Order
- II. Roll Call
- III. Approval of Previous Minutes
- IV. Financial Report
- V. Accounts Payable
- VI. Recognition of Guests
- VII. Opportunity for



XIII New Business

XIV. Announcements

XV. Adjournment

The order of business may be changed

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The Board meeting agenda with accompanying material for consideration and other pertinent information will be sent to each Board member ~~four~~ (4) working days prior to each meeting.

Any business matter or correspondence should be received by the President of the College or chairman of the Board by noon ~~seven~~ (7) working days before the meeting in order to be included on the agenda. However, the chairman may present a matter of urgent business received after the deadline, but no later than 48 hours prior to the meeting, for inclusion on the agenda.

ADOPTED      AUGUST 6, 1974  
AMENDED      APRIL 1, 1980, JANUARY 22, 2008, NOVEMBER 24, 2015  
REVIEWED     OCTOBER 2, 2015  
LEGAL REF:  
CROSS REF:

The formulation and adoption of written policy shall be the basic method by which the Board will exercise its leadership in the operation of the College.

The formal adoption of policy shall be recorded in the minutes of the Board and in the Board Policy Manual. Only those written statements adopted and recorded shall be regarded as official Board policy. Policies may be adopted and/or revised by a majority vote of the Board, provided such changes are proposed at least one (1) regular Board meeting before the vote is taken.

The Board recognizes the principle that individuals affected by policy decisions should have a part in the policy development process. To accomplish this, roles are assigned to various constituent groups to assist in policy development. These roles are:

1. Board of Trustees Provides guidance and flexibility to the administrative staff in the development of policy proposals. The Board is the single participating and approving body of the College.
2. Board Policy Committee Recommends policy proposals to the Board of Trustees. Meets regularly to review policies and recommends needed updates to existing policies, deletion of obsolete policies, or
3. President Recommends policy to the Board and to the Board Policy Committee.
4. Administrative Staff (including the President) Develops policy recommendations and provides an opportunity for input from appropriate constituent groups on contract and negotiable items, salary schedules, fringe benefits, working conditions, faculty load and assignments, faculty duties and responsibilities, academic freedom, grievance, and faculty reduction policy.
5. Shared Governance Provides input to and advises the President and College administration regarding issues and concerns.
6. Students Participate in policy development through the Student Senate, standing College committees, and student representation on the Board of Trustees.
7. Community Members Through various committees and advisory groups, the College will provide an opportunity for community residents, businesses, state

The foregoing notwithstanding, the administration may make changes to policy language without prior written notice or reading under the following circumstances:

- a. in the event the title of a position at the College is changed, references in policies to that position can be changed to use the new title, so long as such change does not have any substantive effect on the policy;
- b. in the event of a change of policy number system or cross reference numbers, the numbers may be changed so long as no substantive change is made in the policy or its pot-0.001 Tc On6.5 (y)-7.5 (s)-

## Principles and Procedures for Effective Cooperation Between the College Board and President

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The establishment of the Board of Trustees in the College Board and the president work in an atmosphere of mutual trust and good will.

Principles basic to cooperation:

1. The Board will vest in the President the necessary authority and provide him with appropriate personnel to carry out the role of chief executive officer of the College and its total administration including accepting employee resignations on behalf of the Board of Trustees.
2. The Board will endeavor to give counsel and advice to the President regarding the administration of the school as it deems necessary or expedient, remembering always that Board members as individuals have no authority and only policies approved by the Board have force. The Board will adopt policy after receiving recommendations

## Principles and Procedures for Effective Cooperation Between the College Board and President

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10. The Board reserves unto itself all of its legal responsibilities for the operation of a good College including the right to reject any and all recommendations and the right to revise its policies, rules, and regulations from time to time to meet changing conditions.
11. Under the laws of the state of Illinois, the Board is the final authority on any controversial issue which cannot be resolved through the regularly constituted administrative channels. The Board is aware of and does recognize the right of judicial review.
12. The Board and the President shall have the educational welfare of the students of the College as basic criteria for evaluating any issue.
13. The Board, together with the President, has a moral obligation to provide such leadership and render such services as will give dignity to the teaching profession and learning process and will engender trust and confidence on the part of all citizens in American public higher education. It is their responsibility and obligation to work together for an increasingly effective program of education for all our people and insofar as is required of each to submerge personal ambition, prejudice, and desires to that end.

ADOPTED     AUGUST 6, 1974  
AMENDED     JANUARY 22, 2008