

## PREFACE

This policy manual is the official document of the Board of Trustees and provides a common guide for employees of the college, students and the general public. The manual sets forth the authority, administrative organization and procedural methods by which the Board acts and functions. These policies and procedures reflect legal restrictions and obligations of the Board to facilitate the operation of the college and make possible the best instructional services for our students and the district community. These policies do not supersede action of the Board recorded in the board meeting minutes and are subject to amendment by the Board of Trustees.

### History

In 1966, the Illinois Community College District #518 was created by a majority vote of the residents of the district. The original Board of Trustees members were elected in a special election held Nov. 19, 1966. The Board was organized on Nov. 25, 1966, and the district began operating as one of the Class I public community colleges of the state of Illinois. The college district was officially named Carl Sandburg College by action of the Board of Trustees on Aug. 17, 1967.

### Governing Board authority

The Carl Sandburg College Board of Trustees derives its authority from the Illinois Public Community College Act as approved by the 74th Illinois General Assembly on Jul. 15, 1965, and as added to and amended by legislative action.

### Entity-procedural capacity

The college district is a body politic and corporate by the name of "Board of Trustees of Community College District No. 518, Counties of Knox, Warren, Henderson, Mercer, Stark, Fulton, Hancock, Schuyler, Henry and McDonough, and State of Illinois," and by that name may sue and be sued in all courts and places where judicial proceedings are held.

### Legal basis for operation

As a public body, regulated by state laws, and more particularly by the Illinois Public Community College Act as approved by the General Assembly on Jul. 16, 1965, and as added to and amended by legislative action, the Board of Trustees is subject to certain restrictions set out in this act under the classifications of Duties and Authority. The Board has the powers enumerated in the Illinois Public Community College Act. This enumeration of powers is not exclusive, but the Board may exercise all other powers not inconsistent with the Illinois Public

## PREFACE & INTRO

---

Galesburg campus: 2400 Tom L. Wilson Boulevard, Galesburg, IL 61401 | p: 309.341.2518 | f: 309.344.1395  
Carthage campus: 305 Sandburg Drive, Carthage, IL 62321 | p: 217.357.3129 | f: 217.357.5312

Community College Act, that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the Board.

<sup>1</sup>See 110 ILCS 805/3-11 Illinois Public Community College Act

<sup>2</sup>See 110 ILCS 805/3-21 through 110 ILCS 805/3-29 and 110 ILCS 805/3-31 through 110 ILCS 805/3-47  
Illinois Public Community College Act 7/97

*Original: 7/97*

*Reviewed: 1/24*

*Revised: 1/24*

## PREFACE & INTRO

---

Galesburg campus: 2400 Tom L. Wilson Boulevard, Galesburg, IL 61401 | p: 309.341.2518 | f: 309.344.1395  
Carthage campus: 305 Sandburg Drive, Carthage, IL 62321 | p: 217.357.3129 | f: 217.357.5312

# POLICY 1: POLICIES & PROCEDURES

Policies of Carl Sandburg College are adopted by the Board of Trustees under authority granted by the legislature of the state of Illinois\*. The Board is the governing entity of the Carl Sandburg College District. In this role, the Board retains authority to enact, rescind or modify all policies governing the district.

## Definitions

- **Policies:** General authorizations and instructions determined by the Board of Trustees and typically delegated to the administration for implementation.
- **Procedures:** Operational details necessary to implement policies, and other responsibilities of the various units and functions of the college; approval is required at the administrative level.

## Initiation

The policy formulation process may be initiated either by the Board of Trustees or by the various college constituencies (e.g., administration, faculty, staff and/or students).

## Policy formulation & review

All proposed policies must follow this process prior to enactment:

- a) Complete a [policy change request form](#), and attach proposed redlined changes to the policy/procedure.
- b) Share the proposed changes during the president's Cabinet meeting for discussion and internal approval.
- c) The proposed policy/procedure may be referred to legal counsel for comments, which will be discussed among the Cabinet to determine necessary modifications.
- d) Once internally approved, the proposed procedure may be implemented, or the policy may be submitted to the Board via the president's recommendation.

## Interim policies

The Board of Trustees recognizes there may be policy situations that require an immediate response. When such circumstances arise, as determined by the president or Board of

Trustees, the president is hereby authorized to develop an interim policy and present it to the Board of Trustees at the next regular or special meeting. If approved, the interim policy will be implemented and, concurrently, the president can share for discussion with Cabinet as appropriate.

#### POLICY 1: POLICIES & PROCEDURES

---

Galesburg campus: 2400 Tom L. Wilson Boulevard, Galesburg, IL 61401 | p: 309.341.2518 | f: 309.344.1395  
Carthage campus: 305 Sandburg Drive, Carthage, IL 62321 | p: 217.357.3129 | f: 217.357.5312

### Exceptions to the review process

The Board of Trustees recognizes there may be matters brought to or initiated by the Board of Trustees that should not be subject to the review process. This includes, but is not limited to:

- a) Items that mandate Board of Trustees' action in accordance with state and federal laws, and the rules and regulations of the Illinois Community College Board.
- b) Board of Trustees' operating policies, bylaws and/or standing rules.
- c) Emergency situations that require immediate Board of Trustees' action.

### Review process after enactment

The Board regularly reviews all policies to determine if any changes are needed. Any policy made by the Board of Trustees may be suspended or changed by a majority vote of the Board members in attendance, which will be taken by roll call and entered in the minutes of the meeting, except that any policy change made by a majority vote of less than four members is subject to review at the next regular meeting of the Board. Members absent at a meeting in which a policy change is made by fewer than four votes will be notified in writing of such action.

### Procedures

When procedures are needed to implement Board policy, the president will approve such procedures and/or delegate authority to the appropriate staff to approve the procedures.

*\*See 110 ILCS 805/3-21 and 805/3-25 Illinois Public Community College Act.*

*Original: 4/84*

*Reviewed: 1/24*

*Revised: 2/11, 11/16, 1/24*

POLICY 1: POLICIES & PROCEDURES

---

Galesburg campus: 2400 Tom L. Wilson Boulevard, Galesburg, IL 61401 | p: 309.341.2518 | f: 309.344.1395  
Carthage campus: 305 Sandburg Drive, Carthage, IL 62321 | p: 217.357.3129 | f: 217.357.5312

## **POLICY 2: GOVERNANCE**

The policies and procedures of the college use a decision-making process involving employee consultation. Faculty will be consulted in areas such as curriculum, subject matter, faculty evaluation, academic standards and student affairs relating to these areas.

*Original: 4/84*

*Reviewed: 1/24*

*Revised: 3/11, 1/17, 1/24*

## **POLICY 3: QUORUM — MAJORITY VOTE**

A majority of full membership of the Board constitutes a quorum. When a vote is taken upon any measure before the Board, the majority of the members' votes on any measure before the Board when a quorum is present determines the outcome. One exception to the rule: Any policy change made by a majority vote of fewer than four members is subject to review at the next regular Board meeting. Members absent at a meeting where a policy change is made by fewer than four votes are notified in writing.

*110 ILCS 805/2-3 Illinois Public Community College Act  
110 ILCS 805/3-9 Illinois Public Community College Act*

*Original: 4/84*

*Reviewed: 1/24*

*Revised: 4/11, 1/17, 1/24*

---

## POLICY 4: BOARD OFFICERS, AUTHORITY & GOVERNING RESPONSIBILITIES

### Board officers

Illinois Public Community College District No. 518 Board of Trustees officers include a:

- **Chairperson:** Presides at all meetings and performs duties imposed by law or by the Board.
- **Vice-chairperson:** Serves in the chairperson's absence. If the chairperson and the vicechairperson are absent from any meeting, or are unable or unwilling to perform their duties, a chairperson pro tempore will be appointed by the Board from among the trustees.
- **Treasurer:**
  1. Ensures records required by the Board are kept in proper order.
  2. Accepts and deposits with authorized depositories all monies due the college, and makes any payments from those funds as are authorized by the Board.
  3. Invests or causes to be invested idle funds not currently required in the manner prescribed by an "act relating to certain investments of public funds by public agencies."
  4. Performs any duties required by the Board or by the Illinois Public Community College Act.
  5. Is responsible for the procedures related to disclosures under the securities laws.
- **Secretary:** If absent from any meeting, or unable or unwilling to perform the duties, a member of the Board will be appointed secretary pro tempore. Secretary duties include:
  1. Attending all board meetings except when excused.
  2. Properly notifying all members of regular and special meetings.
  3. Recording accurate minutes of all board meetings and sharing a copy of the meeting minutes to each member of the Board before each ensuing meeting.
  4. Properly maintain and safely store all records, documents and other important papers relating to Board action or responsibility.
  5. Perform such other duties as may be required by the Illinois Public Community College Act or by the Board of Trustees.

*110 ILCS 805/3-10 Illinois Public Community College Act  
110 ILCS 805/3-47 Illinois Public Community College Act*





#### POLICY 4: BOARD OFFICERS, AUTHORITY & GOVERNING RESPONSIBILITIES

## Board member authority

Members of the governing board have authority only when acting as a board in legal sessions. The Board is not bound by any action or statements by an individual Board member or employee, unless such action or statement is pursuant to specific instruction of the governing Board when legally convened. Action of such member(s) must be confirmed by the board.

## Board governing responsibilities

The Board duties, as outlined in the Public Community College Act, include:

1. Performing services necessary to the college's operation under Sec. 1501.203 of System Rules of the Illinois Community College Board.
2. Establishing broad general college administration policies.
3. Selecting and appointing the president of the college.
4. Approving the annual budget.
5. Approving the expenditure of all funds as prescribed in purchasing procedures.
6. Appointing or dismissing employees upon recommendation of the president.
7. Fixing the rate of compensation for all employees who are not on a salary schedule.
8. Reviewing and approving all salary schedules.
9. Considering and acting upon college program and curricular offerings.
10. Considering and acting upon all recommendations of the president in policies pertaining to the welfare of the college.
11. Considering and acting on recommendations of the president on all matters related to construction, maintenance, and operation of the physical structure and grants of the college, and on the acquisition of equipment and supplies.
12. Requiring such reports from the president as deemed necessary.
13. Providing for an annual audit of all funds handled under the authority of the college in accordance with law and generally accepted accounting procedures.
14. Approving the establishment of lay advisory committees as deemed necessary to implement curricular or vocational programs.
15. Serving as court of final appeal for students, staff and citizens of the college district. The Board serves in this same capacity for faculty in matters not related to collective bargaining.
16. Investing any surplus funds in securities, which meet the requirements of the Illinois Public Community College Act and which provide for the most attractive rate of investment possible.

*Original: 4/84*

*Reviewed: 1/24*

*Revised: 6/11, 8/11, 1/12, 2/15, 1/17, 2/17, 3/17, 1/24*

## **POLICY 5: ORGANIZATIONAL MEETINGS & PUBLIC NOTICE**

Following each election and canvass, the new Board holds its organizational meeting on or before the 28th day following the election. At the organizational meetings, the chairperson, or, if absent, the president of Carl Sandburg College or acting chief executive officer of the college convenes the new board, and conducts the election for chairperson, vice chairperson and secretary. The Board then proceeds with its organization under the newly elected Board officers, and fixes a time and place for its regular meetings. It then begins the discharge of its duties.

At the beginning of each calendar or fiscal year, the regular board meeting schedule will be posted publicly to share the dates, times and places of the meetings. An agenda for each regular meeting is posted online, at the college's administration office and at the location where the meeting will be held at least 48 hours in advance of the meeting.

The college supplies a notice of its regular meetings, and any special, emergency, rescheduled or reconvened meetings to any news medium that has filed an annual request for such notice.

Special meetings of the Board may be called by the chairperson or by any three members of the Board by giving notice in writing, stating the time, place and purpose of the meeting, as follows:

- Via USPS mail 48 hours before the meeting
- Via personal service 24 hours before the meeting
- Via email 24 hours before the meeting

*See ILCS 805/3-8 Illinois Public Community College Act.*

*See ILCS 120/2.02 Illinois Open Meetings Act.*

*Original: 4/84*

*Reviewed: 1/24*

*Revised: 7/11, 11/16, 1/24*

POLICY 5: ORGANIZATIONAL MEETINGS & PUBLIC NOTICE

## **POLICY 6: BOARD COMMITTEES**

The Board of Trustees has only one standing committee: The committee of the whole. Individual Board members may be delegated quasi-official supervising functions in areas of special interest, but they have no legal authority to act for the Board.

Special committees may be established for fact-finding or service purposes. Their actions are subject to approval by the Board as a whole and will be disbanded as soon as their specific task is completed.

The president of the college, with the approval of the chairman of the Board of Trustees, may call meetings of special Board committees and will attend all committee meetings and board meetings, except when the president's employment or salary is under consideration.

*Original: 4/84*

*Reviewed: 1/24*

*Revised: 9/11, 2/17, 1/24*

POLICY 6: BOARD COMMITTEES

## POLICY 7: MEETING MINUTES

A record of all transactions of the Board will be recorded in official minutes kept by the secretary as permanent official record. The minutes are open to inspection by the public; however, there is no obligation to provide copies of the minutes unless requested through due legal process. Minutes of closed sessions are not open to inspection by the public until and unless the Board authorizes their release.

The minutes include each motion, who made the motion, who seconded the motion, and the vote, which will be by voice.

Any individual voting against a proposition may state their reasons and request those reasons be part of the permanent official record.

*Original: 4/84*

*Reviewed: 1/24*

*Revised: 1/07, 4/10, 10/11, 2/17, 1/24*

POLICY 7: MEETING MINUTES

## **POLICY 8: OPEN & CLOSED MEETINGS**

All Board of Trustees meetings are open to the public except closed sessions as delineated in the Illinois Open Meetings Act.

### **Open meetings**

The public will be given an opportunity to address the Board at any regular official meeting in regard to any item. The Board does not obligate itself to receive or act upon new items introduced at a board meeting and which are not on the regular agenda.

All public requests for consideration of any topic must be received by the president of the college at least 24 business hours before the meeting. The Board reserves the right to determine the amount of time for any and all public comments.

### **Closed meetings**

Closed sessions of the Board of Trustees are held in accordance with the Illinois Open Meetings Act. Notice of a request for a closed session will be given in advance of a board meeting.

*Original: 4/84*

*Reviewed: 1/24*

*Revised: 1/07, 4/10, 11/11, 10/15, 12/11, 3/17, 1/24*

POLICY 8: OPEN & CLOSED MEETINGS

## POLICY 9: FIREARMS & WEAPONS

Carl Sandburg College is committed to the public safety of the campus. The following policy pertains to firearms and weapons on campus:

1. Weapons and firearms of any kind — except as provided by the Illinois Concealed Carry Act, 430 ILCS 66/65(a-5) (3) and 66/65(b)\* — are not allowed on any college property. College employees are not allowed to carry any weapons while conducting college business either on college property or otherwise with certain exceptions (see 2 below).

Any weapon defined in 720 ILCS 5/24-1 (Unlawful Use of Weapons) or 720 ILCS 5/33A-1 (Use of Dangerous Weapons) is prohibited from being carried on Sandburg campuses.

*\*This is consistent with 430 ILCS 66/65(a)15, banning the concealed carrying of weapons on property owned or controlled by public or private community colleges, colleges or universities. The possession of a valid firearm permit or concealed-carry permit does not exempt students or employees from the provisions of this policy.*

2. Firearms and weapons are allowed on college property and in connection with college business under the following circumstances:
  - a. The weapon or firearm is carried by an:
    - i. On-duty law enforcement officer required to carry a weapon or firearm as a condition of employment
    - ii. Enforcement officer from an external agency conducting official business at the college.

The exceptions to the prohibitions of weapons do not apply to off-duty law enforcement officers at the college, including off-duty law enforcement officers attending classes as students.

- b. Instructors of authorized courses and activities where weapons are the subject of training and classroom activities. Students enrolled in courses where weapons are the subject of training and classroom activities are subject to the requirements of this policy and may not carry or handle weapons outside the supervision of the course instructor.
- c. The weapon or firearm is used in connection with sanctioned classes, athletics or recreational sports practices, games, matches, tournaments or events at the college when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols, archery, etc.).

:



POLICY 9 FIREARMS & WEAPONS

- d. The use of simulated weapons or firearms in connection with college-related theatrical productions.
- e. Persons granted permits or exceptions by the chief Public Safety officer, provided the requirements of the Illinois Concealed Carry Act are met.

*Original: 11/13*

*Reviewed: 1/24*

*Revised: 6/17, 1/24*

POLICY 9 FIREARMS & WEAPONS

## **POLICY 10: DIVERSITY & INCLUSION**

Carl Sandburg College is a community of lifelong learners that welcomes, values and respects diversity. The college fosters a climate of mutual respect that celebrates diversity and inclusion by embracing our similarities as well as our differences. The college stands for tolerance, nondiscrimination and cultural sensitivity. We demonstrate this commitment by serving students, faculty, staff and community members with fairness and equality.

*Original: 3/16*

*Reviewed: 1/24*

*Revised: 6/17, 1/24*

POLICY 10 DIVERSITY & INCLUSION

## POLICY 11: CONFLICT OF INTEREST

Except as permitted under applicable law, any member of the Board of Trustees, or any college participant in a project, cannot participate in an administrative decision regarding a project if the decision is likely to benefit that person or a member of their immediate family. The Board will not permit any person participating in a project to use their position for a purpose that is — or gives the appearance of being — motivated by a desire for a private financial gain for the person.

A conflict of interest arises when there is a financial or other interest in the firm selected for an award by:

- An employee, officer or agent
- Any member of that person's immediate family
- That person's partner
- An organization which employs, or is about to employ, any of the above or has a financial interest in the firm selected for award.

No solicitation or acceptance of gratuities, favors or anything of monetary value should be accepted from contractors/subcontractors.

The college holds itself responsible for enforcing its standards of conduct, taking appropriate action on individual infractions, and, in the case of financial conflict of interest, informing the granting body if the infraction is related to the award.

*Original: 6/16*

*Reviewed: 1/24*

*Revised: 6/17, 1/24*

:

POLICY 11 CONFLICT OF INTEREST

: