

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 vice-chairperson 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*

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.

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Reviewed: 1/24

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

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