



CHAPTER 1	SECTION NO.
Board of Trustees	1.03
REFERENCE	<i>Adopted: October 12, 2010</i>
1.03 Duties and Responsibilities of the Board	<i>Reviewed: September 14, 2010; August 11, 2020</i>
	<i>Revised: August 11, 2020</i>

**Kishwaukee College Board of Trustees Policy Manual – 1.03 (Duties & Responsibilities of the Board - Page 1 of 3)**

As the governing body of Community College District 523, the Board of Trustees is responsible for the development and adoption of Board policies and for making decisions related thereto. The Board's authority in this area is final, subject to applicable statutory and regulatory limitations. The President is responsible for developing appropriate administrative procedures to implement Board policies.

Fundamental to the success of the College is the commitment of each Trustee to fulfill his/her responsibilities as an elected official charged with providing District residents a quality, fully accredited comprehensive community college. While the duties and responsibilities of the Board of Trustees are set forth in the *Illinois Public Community College Act*, more specifically these duties are as follows:

**Policy Making**

- Adopt and provide the broad general policies for governing the College and to function as the policy making body of the College
- Consider and act upon the recommendations of the President in all matters of policy pertaining to the welfare of the College
- Consider and set the academic term and College instructional calendar (110 ILCS 805/3-16)
- Perform such services as may be necessary for the operation of the College under *Illinois Revised Statute*, Chapter 122, Paragraph 103
- Approve policies for the admission of students (ILCS 805/3-29)
- Approve regulations governing the behavior and conduct of students and guiding the co-curricular program of the College
- Provide policies for the authorization and supervision of travel for the purposes of the College
- Make available for inspection all College policies and procedures for the conferring and information of all members of the College constituency
- Establish or cause to be established parking regulations for the campus (ILCS 805/3-42.2)
- Review policies and objectives periodically to determine their applicability to local educational needs and goals of other local, state and federal institutions and agencies
- Serve as a board of appeal for appropriate College matters



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Community Relations

- Consider communications and requests from citizens or organizations on matters of policy and administration
- Establish citizen advisory committees and curricular or vocational advisory committees and to approve the memberships of such committees (110 ILCS 805/2-7) (from Ch. 122, par. 102-7)
- Establish and maintain a mailing list of the names and addresses of persons who each year request inclusion thereon and to mail to those persons copies of Board agenda, budgets or audits as requested (ILCS 805/3-22.3)
- Ensure that the community is provided with information regarding College programs and activities (110 ILCS 805/2-12)
- Ensure that opportunities are provided for individuals and groups within the District to assist the College in the furtherance of its programs.

Personnel and Organizational Administration

- Select and appoint the President of the College
- Establish the President's compensation
- Annually establish goals and evaluate the President's performance
- Employ such personnel as may be needed, establish policies governing their employment and dismissal and fix the amount of their compensation (ILCS 805/3-42)
- Enter into collective bargaining agreements with recognized bargaining units
- Approve the administrative organization of the College
- Approve the issuance of the President and all Administrator's employment contracts and notices as well as contract language changes
- Establish tenure policies for the employment of full-time faculty and the cause for removal (ILCS 805/3-32)
- Grant leaves of absence upon the recommendation of the President
- Provide for or participate in provisions for insurance protection and benefits for College employees and their dependents, including but not limited to retirement annuities and medical, surgical and hospital benefits in such terms and amounts as shall be determined by the Board for the purpose of aiding in securing and retaining the services of competent employees (ILCS 805/3-31).

Financial Administration

- Approve the annual operating budget and multi-year financial plans
- Establish tuition and fees (ILCS 805/3-45)
- Approve annual property tax levies (ILCS 805/3-41)
- Approve the expenditure of all funds and except as noted hereafter, to approve in advance the issuance of purchase orders or the execution of contracts in excess of \$25,000. Except as noted in ILCS 805/3-27.1, said orders or contracts shall require the submission of competitive bids (see page \*\*\* for additional information)
- Provide for the establishment of proper accounting of all receipts and disbursements of College funds, student funds and all other funds under the supervision of the College
- Appoint a Treasurer (ILCS 805/3-24)



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Financial Administration (cont'd)

- Borrow money and issue or cause to be issued bonds for the purposes, and in the manner provided by law (ILCS 805/3-33)
- Retain an auditor
- Retain legal counsel
- Publish annually a financial statement in accordance with rules and regulations issued by the State Board (ILCS 805/3-22.2)
- Establish or cause to be established a working cash fund which shall be maintained and administered for the purpose of enabling the Board to have in its treasury at all times sufficient money to meet demands thereon (ILCS 805/3-33.1)
- Authorize inter-fund loans from any fund to any other fund maintained by the Board (ILCS 805/3-34)
- Accept federal funds when proffered for all types of instructional programs, for student services and counseling, and for construction of physical facilities (ILCS 805/3-39) (110 ILCS 805/3-39)
- Accept gifts, grants, or legacies from any source when made for community college purposes (ILCS 805/3-39.1)
- Maintain records to substantiate all claims for state apportionment in accordance with regulations prescribed by the State Board and to retain such records as required (ILCS 805/3-22)
- Provide for an annual audit of the College's financial operations (ILCS 805/3-22.1)
- Invest or cause to be invested any surplus funds in securities which meet the requirements of the *Illinois Public Community College Act*
- Pass upon recommendations of the President on site utilization and physical plant development (ILCS 805/3-43)
- Sell or cause to be sold at private or public sale any personal or real property belonging to the district.

Program and Curriculum Administration

- Enter into contracts or agreements with persons, organizations, associations, educational institutions, or government agencies for providing or securing educational services (ILCS 805/3-40)
- Provide for the awarding of certificates and diplomas and the conferring of appropriate degrees upon the recommendation of the President and the faculty
- Authorize application to the Illinois Community College Board for the approval of new units of instruction, research, or public service and to establish new units following approval in accordance with the provisions of this Act and the *Board of Higher Education Act* (110 ILCS 805/3-25.1).

ILCS 805/3-21 thru 3-30 and 110 ILCS 805/3-31 thru 3-43.