



<b>CHAPTER 1</b>	<b>SECTION NO.</b>
Board of Trustees	1.10
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
1.10 E-Mail Communication	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

**Kishwaukee College Board of Trustees Policy Manual – 1.10 (E-Mail Communication - Page1 of 2)**

The Board of Trustees of Kishwaukee College recognizes technological means and methods of communicating and disseminating information among the general public, among members of Kishwaukee College, including administrators, faculty and other employees, among the student body of the College and among the members of the College's Board of Trustees.

The Board of Trustees recognizes that e-mail communications can and do efficiently exchange information needed for the effective governance of the College. Conversations and discussions of College business among Board members foster the development of ideas and concepts which are necessary and required to enhance the planning, development and operations of the College. It is a goal of the Board to encourage dialogue among its Board members.

Board members must recognize and be mindful of their position as public officials and their responsibility and duty to uphold the laws of the State of Illinois, including the terms and provisions of the *Illinois Open Meeting Act*.

The Board of Trustees of Kishwaukee College establishes the following policy for e-mail communications between Board members and between Board members and administrators:

1. Board members and administrators shall refrain from using e-mail communications in a manner which violates the *Illinois Open Meetings Act*.
2. Board members and administrators may use e-mail to send messages or forward information to each other either on an individual or group basis
3. Board members and administrators shall not discuss College business in a "chat room" setting unless fewer than three members participate in the chat room. This policy shall apply to Board committees which are made up of less than seven Board members. Under such circumstances, except in compliance with this Policy, no College public business shall be discussed by e-mail between Board members which is germane to the purpose of such committee unless such discussion occurs when there is less than a majority of a quorum



**Kishwaukee College Board of Trustees Policy Manual – 1.10 (E-Mail Communication - Page 2 of 2)**

4. Board members and administrators shall be prohibited from using e-mail communications to discuss College business in a manner which duplicates or replicates a face-to-face discussion, if three or more Board members are sent or receive the e-mail communications. In determining whether the communications replicate a face-to-face discussion, the frequency and timing of the e-mails should be considered. The knowledge of one participant that three or more Board members are “on line” ready to receive a message or messages at the time the message or messages are sent shall also be considered. The Board recognizes that the close proximity in time in which the e-mails are sent and read will more than likely be deemed to be a communication in violation of the *Illinois Open Meetings Act*. This prohibition also applies to “news group” or “listserve” settings.
5. In order to avoid the appearance of violating the *Illinois Open Meetings Act*, Board members and administrators should refrain from using a “reply to all” option or similar feature which has the potential of engaging three or more Board members as part of a communication network used to solicit responses from fellow Board members.
6. Board members and administrators should refrain from summarizing e-mail responses collectively received from Board members and relaying that summary back in a manner which results in three or more Board members receiving either the summary or the collection of the original responses.
7. Nothing in this Policy shall require a Board member to have access to e-mail technology. The College encourages Board members to have such access when available.