

2.0 Board of Trustees

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Subject	Operational Base
Policy Number	2.1
Officer Responsible	Board of Trustees

Policy Statement:

The Lincoln Land Community College Board of Trustees is a body politic and corporate entity legally known as “Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon and Scott, State of Illinois,” and consisting of all or parts of the territory in all or parts of such counties. The term “District” as used herein shall mean the Board of Trustees, its members and its authorized management representatives. The College of the district is commonly known as Lincoln Land Community College.

Members of the Board of Trustees have authority only when acting as a Board legally in session. No individual member or committee of the Board shall have the power to act on behalf of the Board, unless specifically and legally authorized to do so by action duly taken by the Board.

Lincoln Land Community College is accredited by the Higher Learning Commission. Various programs (where required) also are accredited.

Lincoln Land Community College is recognized by the Illinois Community College Board and is therefore eligible to receive state funding support.

behalf of the Board.

8. Contributing to a Board environment in which controversial issues are presented fairly and in which the dignity of each individual is recognized and protected.
9. Avoiding public utterances or actions that would discredit the Board and undermine public confidence in the College or damage its reputation.
10. Providing the Board and the President with appropriate advance notice of my absences or my plans to resign or seek another position.
11. Resigning whenever I am unable to fulfill my duties for more than a twelve week period.

I promise to avoid all conflicts of interest by

1. Apprising the Board of any possible conflict of interest at the earliest opportunity.
2. Refraining from voting on any issue in which I have a financial interest or on any issue on which I have given my professional advice to the College or Board.
3. Suggesting that the Board use a third party rather than seeking my professional opinion on matters falling within my area of expertise.

Subject	Composition, Powers and Duties of the Board of Trustees
Policy Number	2.3
Officer Responsible	Board of Trustees
Last Reviewed	4/22/09

Policy Statement:

The Board shall consist of seven members elected by voters of the District in accordance with the Act* and a student member who shall be elected by the student body to serve a one-year term.** Such duties and powers as enumerated are not exclusive and the Board may exercise all other duties and powers, not inconsistent with the Act,* that may be requisite or proper for maintenance, operation and development of the College.

Legal Citation:

* 110 ILCS 805/6 through 3-7

**110 ILCS 805/3-7.24

Subject	By-Laws
Policy Number	2.4
Officer Responsible	President

Policy Statement:

Corporately, the Board shall consist of seven members elected by the voters of the District in accordance with the Act, and a student member who shall be elected by the student body to serve a one year term. The student member shall have an advisory, non binding vote in accordance with Policy 2.5, but shall have all of the other privileges of membership including the right to make and second motions and to attend executive sessions.

Legal Citation:

* 110 ILCS 805/3-6 and 3-7

Subject

Minutes

Subject	Organization and Duties of Board of Trustees Officers
Policy Number	2.6
Officer Responsible	President

Policy Statement:

Chair: The Chair, shall preside at all meetings, rule on questions of order, have the same right to make, second and discuss motions as do other voting members of the Board, and perform such other duties as are imposed by law or where authority is granted by Board action. The Chair or Chair's designee shall sign District contracts and other official documents.

Vice Chair: The Vice Chair shall perform the duties of the Chair in the Chair's absence.

Chair Pro Tempore:

Subject

Public Participation/Communicating with the

Subject

Compensation/Reimbursement of Expenses, Board

- x The College will “direct pay” airline tickets, hotel expenses and registration fees when sufficient notice is provided.
- x Travelers will request the governmental rate offered by the hotel when requesting lodging. College-issued identification will be provided upon request of a Board Member.
- x Original receipts, when available, are required for reimbursement of college-related expenses (this requirement does not apply to meals if the Per Diem option is selected). The purchase of alcoholic beverages will not be reimbursed.
- x Those traveling with students must also follow established procedures for field trips, athletic travel and/or student organization travel.

Before Traveling

Trustees will contact the President’s office to request that a pre-estimated expenses section of the travel form be completed and submitted for approval. Out-of-state travel requires Board of Trustees approval.

Vehicular Travel

- x Reimbursement of mileage for use of a personal vehicle in furtherance of College business will be at the most recently established IRS rate and will be reimbursable from the Board Member’s home.
- x Parking and toll charges will be reimbursed with documentation.
- x Parking tickets and other traffic violations will not be reimbursed.
- x When driving for college business, mileage reimbursement is limited to the cost of a 14-day advance purchase airfare to the destination.

Rental Cars

- x Rental cars will be reimbursed when deemed economical for group travel and with either Board Chair or Board of Trustees approval.
- x The collision damage waiver and personal accident insurance on rented vehicles are reimbursable expenses.

Airline Travel

- x Airline travel will be at coach, economy class or the lowest logical fare. Board Members may upgrade their class of air service at their expense.
- x Travelers will be allowed to retain the frequent flyer miles.
- x If a ticketless option is used, a copy of the itinerary or a copy of the airline confirmation will suffice as documentation.
- x LLCC will reimburse the airline fee charged for checking one bag and the airline fee charged for one carry-on item (if applicable).

Lodging

- x Payment or reimbursement for lodging will be limited to the number of days necessary to attend the approved meeting/conference.
- x Payment for an extra day's lodging will be allowed if the lodging cost is less than the additional cost of airline ticketing on a subsequent day.
- x Any additional expenses due to a spouse or travel companion will be the responsibility of the Trustee.
- x Reasonable tips for luggage handling will be reimbursed.
- x Room upgrades, early check-in fees, late check-out fees, childcare, movie rentals, dry cleaning, non-business-related personal phone calls, and other personal items or services will not be reimbursed.

Meals

Post

Subject

Subject	Board of Trustees Development
Policy Number	2.10
Officer Responsible	Board of Trustees

Policy Statement:

Members of the Board are committed to improving their knowledge of the community college philosophy in general and governance in particular. As such, they commit to attendance at professional conferences, seminars, and meetings that pertain to their duties and powers to the extent allowed by their own personal and professional schedules.

Subject	Vacancies, Board of Trustees
Policy Number	2.11
Officer Responsible	Board of Trustees

Subject Conflicts of Interest, Board of Trustees
Policy Number 2.12
Officer Responsible President

Policy Statement:

The Board of Trustees recognizes that its members should maintain the highest level of integrity in the performance of their duties as Board members. Accordingly, all members of the Board, including the Student Trustee, shall avoid any conflict of interest or appearance of impropriety.

Any member of the Board of Trustees who has a direct or indirect interest in any matter presented to the Board shall not participate in the discussion, decision, vote or proceedings of the Board in connection therewith.

Members of the Board of Trustees shall be subject to all provisions of the Illinois Public Community College Act or otherwise which pertain to interests in contracts and business in accordance with the Act. *

Legal Citation:

* 110 ILCS 805/3-48

Procedure:

The student member of the Board of Trustees may hold a "student worker" position concurrently with his/her term of office. However, the student trustee may not hold any position of student employment at the College that could present a conflict with the

Subject	Indemnification, Board of Trustees
Policy Number	2.13
Officer Responsible	President

Policy Statement:

The Board shall be covered under the College's indemnity insurance policies, to indemnify and protect Trustees when damages are sought for alleged negligent or wrongful acts while acting in Board capacity. *

Legal Citation:

* 110 ILCS 805/3-29

Subject

Legal Services, Board of Trustees

Subject	Evaluation of the Chief Executive Officer
Policy Number	2.17
Officer Responsible	President

Policy Statement:

The Board of Trustees shall evaluate the performance of the executive officer annually.