

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

CODE OF ETHICS

Page 1 of 2

POLICY 1100

ADOPTED: 11/20/90

AMENDED: 11/20/01

As elected officials representing the public interest, each Trustee of the Board is committed to adhering to the following:

1. To represent all district constituents honestly and equally and refuse to surrender Board responsibilities to special interest or partisan political groups.
2. To avoid any conflict of interest or the appearance of impropriety and not use Board membership for personal gain or publicity.
3. To recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. To take no private action that might compromise the entire Board or administration and to respect the confidentiality of privileged information.
5. To abide by majority decisions of the Board, while individually retaining the right to seek changes in such decisions through ethical and constructive channels.
6. To encourage and respect the free expression of opinion of all Board members and others who seek a hearing before the Board.
7. To be involved and knowledgeable about not only local educational concerns, but also about state and national issues.
8. To further the development of educational programs that meet the individual needs of every student, regardless of ability, race, creed or social standing.
9. To encourage the development of procedures for the regular and systematic evaluation of programs, staff performance, and Board operations, ensuring progress toward educational and fiscal goals.
10. To develop effective Board policies that provide direction for the operation of the College and delegate authority to the President for their administration.

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POLICY 1100

ADOPTED: 11/20/90

AMENDED: 11/20/01

11. To encourage the development of systematic communications which ensure that the Board, administration, staff, students and community are fully informed and that the staff understands the community's aspirations for the College.
12. To develop sound business practices which ensure that every dollar spent produces maximum benefits for the College and the Triton community.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

FORMULATION OF POLICIES

POLICY 1110
ADOPTED: 11/20/90
AMENDED: 11/20/01

The Board of Trustees shall reserve to itself the function of providing guides for the discretionary action of those whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of Triton College. They shall be recorded in writing. The formulation and adoption of these written policies shall constitute the basic method by which the Board of Trustees shall exercise its control over the operation of the community college.

A Board policy requires two readings prior to adoption. Both readings shall be at a properly called meeting of the Board.

The formal adoption of policies shall be recorded in the minutes of the Board of Trustees. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

A majority of the voting members of the Board in attendance at a meeting may approve having only one reading of a policy before adoption when the Board of Trustees by majority vote determines it is in the best interest of the College.

The policy manual will be reviewed annually.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

**FORMULATION OF ADMINISTRATIVE
REGULATIONS**

**POLICY 1111
ADOPTED: 11/20/90**

The Board of Trustees shall delegate to the President the responsibility of identifying required actions and put in writing detailed procedures under which the college will be operated. Such rules and detailed procedures shall constitute the administrative regulations under which the college operates. They must be in every way consistent with the policies adopted by the Board of Trustees.

In the absence of applicable policy, the President is authorized to establish needed regulation subject to later policy development by the Board if the Board decides a policy is necessary.

The Board may adopt an administrative regulation when it determines that there may be a strong reaction to the regulation from the staff and/or the community.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

POLICY DISSEMINATION

POLICY 1112
ADOPTED: 12/18/90
AMENDED: 11/20/01
AMENDED: 07/17/07

The President is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Trustees and the administrative rules and regulations needed to put them into effect.

Distribution of all Board policies will be as follows:

All Trustees
President
Board Secretary
All vice presidents
All administrators
All Union Presidents
President, Triton College Student Association
Triton College Library
Posted on the Triton College Website for access by all staff, students, and community members.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

**ADMINISTRATION IN ABSENCE OF
BOARD POLICY**

**POLICY 1113
ADOPTED: 12/18/90**

In cases where action must be taken within the College where the Board of Trustees has provided no policy for administrative action, the President of the College shall have the power to act, but his/her decisions will be subject to review by action of the Board of Trustees at its regular or special Board meetings. It shall be the duty of the President of the College to inform the Board of Trustees promptly of such actions and of the need for policy.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

MEETINGS

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POLICY 1120
ADOPTED: 11/20/90
AMENDED: 05/18/93
AMENDED: 05/16/95
AMENDED: 11/20/01
AMENDED: 03/15/05
AMENDED: 07/17/07
AMENDED: 10/16/12

The Board is obligated to hold all meetings according to the Illinois Open Meetings Act. The Board will make public at the beginning of each fiscal year the dates, times and places of all regularly scheduled meetings. A minimum of 48 hours advance public notice will be given for all special, rescheduled, or reconvened meetings. Meetings called in the event of a bona fide emergency are not required to have 48 hours prior notification. However, the notice for all emergency meetings will be made as soon as possible after being called. Notice for all special, rescheduled, reconvened, and emergency meetings will be posted at the Administration Building or at the building where the meeting is to be held. Notices will be sent to all members of the media who have annually requested receiving meeting notices. All meetings are open to the public.

Meetings are defined as a gathering of a majority of a quorum (pursuant to the Community College Act) of the Board of Trustees held for the purpose of conducting public business. A quorum of Board members must be physically present at the location of an open meeting. After a quorum is present, a Board member may attend by video or audio conference pursuant to the Illinois Open Meetings Act.

TYPES OF MEETINGS

ORGANIZATIONAL MEETING

Special meeting of the Board called by the Chairman for the purpose of seating the newly elected trustees, selecting officers, and fixing the time and place for regularly scheduled meetings and to approve all past actions of the Board including contracts and policies. Optional action at this meeting will be the appointment of ongoing professional services: auditor, attorney, and architect. All such appointments will be made in accordance with provisions of the Illinois Public Community College Act. Said meeting shall be held prior to the regularly scheduled April meeting or as dictated by election officials following the election for members of the Board of Trustees.

REGULAR BOARD MEETINGS

These meetings are held for the purpose of conducting regular business of the College. Dates and times are determined at the annual Board organizational meeting.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

MEETINGS

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POLICY 1120

ADOPTED: 11/20/90

AMENDED: 05/18/93

AMENDED: 05/16/95

AMENDED: 11/20/01

AMENDED: 03/15/05

AMENDED: 07/17/07

AMENDED: 10/16/12

CLOSED MEETINGS

Closed meetings shall be held in accordance with the Illinois Open Meetings Act.

SPECIAL BOARD MEETINGS

Meetings called by the Board Chairman or three members of the Board, for the purpose of which must be stipulated in the meeting agenda. Notice of a Special Board Meeting shall be given in writing and served at least 48 hours before the meeting.

EMERGENCY BOARD MEETINGS

Meetings called by the Board Chairman or three members of the Board. Emergency items are those items that cannot wait for special meeting time requirements.

RECONVENED BOARD MEETINGS

A board meeting that was open to the public and will be reconvened within 24 hours.

ROBERTS' RULES OF ORDER

Roberts' Rules of Order shall govern the parliamentary procedure of the Board unless otherwise specified in policy.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

MINUTES OF MEETINGS

POLICY 1121
ADOPTED: 11/20/90
AMENDED: 12/20/16

Board minutes shall be taken at all regular, special, and closed meetings of the Board of Trustees. The Recording Secretary shall be responsible for composing and typing of all Board minutes. All Board minutes will be approved by the Board of Trustees.

Approved minutes of all open meetings shall be available for public inspection in the office of the recording secretary.

Minutes of closed session meetings will be reviewed by the Board every six months in compliance with the Illinois Public Community College Act. Any closed session minutes which the Board determines no longer requires confidentiality will be made accessible to the public under the Freedom of Information Act. The Board will make all such determinations by motion during the open session portion of the Board meeting.

Board minutes shall be on file in the Recording Secretary's Office indefinitely.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

TAPING OF MEETINGS

POLICY 1122
ADOPTED: 11/20/90
AMENDED: 07/17/07
AMENDED: 12/20/16
AMENDED: 09/28/21

A tape recording of each meeting of the Board may be made only by majority vote taken on an annual basis at a regular meeting of the Board. Such recording will be done under the direction of the Recording Secretary, and will be used as an aid in the preparation of the minutes. The official minutes as approved, and not the tape recording, shall constitute the official record of proceedings of the Board. Such tapes shall be filed under the custody of the Recording Secretary and preserved as required by law.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

BOARD AGENDA AND RELATED MATERIALS

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POLICY 1123

ADOPTED: 11/20/90

AMENDED: 05/16/95

AMENDED: 10/21/97

AMENDED: 11/20/01

The Chairman and President are responsible for the preparation of the Board meeting agenda. The Chairman will have final approval of all agenda items. Any trustee may request an item be included on the agenda by submitting such item to the President and Chairman at least three (3) working days prior to the scheduled Agenda Planning meeting. The list of scheduled Agenda Planning meetings is given to Board members along with the list of approved dates for the regular meetings.

The written agenda and meeting materials of all Board meetings shall be delivered to all trustees at least five (5) days preceding said meetings; or in the case of emergency and special meetings 48 hours prior to the meetings. However, a written agenda and meeting materials for emergency meetings will be made available to all Board members as soon as possible after the emergency meeting has been called.

The Chairman, with the consent of the Board, may change the order of the agenda, add items to, or delete items from the agenda at the Board meetings.

The President will ordinarily give a recommendation on each agenda item when action is to be taken by the Board.

All Board meetings shall have an agenda which includes citizen participation and which may include but not be limited to the following items, as shown on page 2.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

BOARD AGENDA AND RELATED MATERIALS

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POLICY 1123

ADOPTED: 11/20/90

AMENDED: 05/16/95

AMENDED: 10/21/97

AMENDED: 11/20/01

AGENDA OF REGULAR BOARD MEETING

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Minutes
- V. Comments on Agenda
- VI. Citizen Participation
- VII. Reports/Announcements - Employee Groups
- VIII. Student Senate Report
- IX. Board Committee Reports
- X. Administrative Report
- XI. President's Report
- XII. Chairman's Report
- XIII. New Business
 - A. Board Policies
 - B. Action Exhibits
 - C. Human Resources Report
 - D. Purchasing Schedules
 - E. Bills and Invoices
- XIV. Communications - Information Book
- XV. Adjournment

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

MINUTES FORMAT

POLICY 1124
ADOPTED: 11/20/90
AMENDED: 03/16/93
AMENDED: 11/20/01
AMENDED: 07/17/07
AMENDED: 10/16/12

Format of Board regular and special meeting minutes recorded and filed will follow the guidelines as employed by the Illinois Community College Board in compliance with the Illinois Open Meetings Act.

1. Motion, makers, and vote are listed.
2. Roll call vote only taken on action involving expenditures, except when roll call vote is requested by a Board member or as required by law.
3. Summary of discussion on all matters proposed, deliberated, or decided will be included in the minutes.
4. Dialogue eliminated from minutes except when Board member requests statement be 'for the record'.
5. Documents/letters read and asked to be included by a Board member are only referenced within the minutes, but included as an attachment.
6. Minutes may be tape recorded as backup for possible future need for detail.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

**GUIDELINES FOR PUBLIC COMMENT
AT BOARD MEETING**

POLICY 1125
ADOPTED: 05/22/90
AMENDED: 05/21/91
AMENDED: 12/17/91
AMENDED: 09/28/99
AMENDED: 11/20/01
AMENDED: 12/20/16

Public comment request forms will be available one hour prior to the meeting at the 'sign in' table outside of the meeting room. Each citizen must fully and accurately complete all information indicated on the forms as a condition of addressing the Board. Failure to do so shall constitute a full waiver of the request and the citizen shall neither be recognized nor allowed to address the Board unless and until the form is fully and accurately completed. The citizens should indicate on the appropriate speaker request form, the subject matter on the agenda, or other matter, which they wish to address. At the same time, any written materials the speaker desires disseminated to the Board will be included with the completed speaker request form prior to the beginning of the Board meeting. Citizens will be called in the order in which they have signed in and/or according to subject matter.

The Chair will recognize each speaker who will then address the Board. Citizens will be recognized if they have submitted proper request form which will be given to the Chair at the start of the Board meeting.

In order to allow as many speakers as possible access to the Board, and to allow the Board to conduct business in a timely fashion, a limit of three minutes will be allowed each speaker who will be recognized to speak only once. In order to insure civility and decorum, the recognized speaker will address the Chair and members of the Board who will not engage in dialogue with individual speakers. If individual Board members have questions they wish to have addressed by the speaker, they can direct those questions through the Chair.

At each regular and special meeting which is open to the public, members of the public and employees of the community college district shall be afforded time, subject to guidelines herein, to address the Board.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

ACCESS INFORMATION TO THE PUBLIC

Page 1 of 3

POLICY 1130

ADOPTED: 11/20/90

AMENDED: 03/16/99

AMENDED: 11/20/01

Effective immediately, to allow access to full and complete information regarding government affairs and the official acts and policies of public officials and employees, the Board shall comply with or deny a written request for public records within (7) working days of receipt of request.

Further, to enable the public to discuss public issues fully and freely, in order that they may make informed political judgments and monitor government.

This policy is adopted in compliance with the Illinois Freedom of Information Act.

I. Public Records

All records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials regardless of physical form or characteristics, having been prepared, or having been used or being used, received, possessed or under the control of any public body.

Head of Public Body

The Board of Trustees designates the Vice President of Business Services as the Freedom of Information officer for the College.

II. Requirements

Public records will be available for inspection or copying at a charge of \$.15 per copy.

Copies of public records will be duplicated if requested in writing and paid for by the requesting party in advance. Requests should be made in person or in writing to the Vice President of Business Services.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

ACCESS INFORMATION TO THE PUBLIC

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POLICY 1130

ADOPTED: 11/20/90

AMENDED: 03/16/99

AMENDED: 11/20/01

III. Procedures

Inspection only during regular office hours. Twenty-four hour advance written notice required, specifying records to be inspected. Inspection not allowed when records are in immediate use by persons exercising official duties which require the use of the records. Personnel of the College may be present during the inspection. Time period for inspection may be limited by the Administration. Records must be specified with reasonable particularity. All written requests will be met within seven working days.

IV. Extensions For An Additional Seven Working Days Will Be Required If:

Records are stored in another location; a substantial number of records were requested; the request was in categorical terms and required an extensive search of other records; records have not been located in the course of the routine search; the requested records require examination and evaluation by persons with competency and discretion to determine whether the records or portions are exempt; request places undue burden on or interference with the operations of the public body; there is a need to consult with another public body having substantial interest in the determination or in the subject matter of the request.

V. A. "Exemptions"

The College shall not be obligated to disclose records specifically exempt from disclosure under the exemptions specified in Section 140/7 of the Freedom of Information Act (5 ILCS 140/7). Each request received shall be evaluated by the Vice President of Business Services as the Freedom of Information officer for the College.

B. "Non-Exemptions"

All non-exempt portions of otherwise exempt records must be separated and made available.

C. "Other Exemptions"

Are provided in the Act, but are not generally applicable to school districts.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

ACCESS INFORMATION TO THE PUBLIC

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POLICY 1130

ADOPTED: 11/20/90

AMENDED: 03/16/99

AMENDED: 11/20/01

VI. Denials

1. Notify requestor, within seven working days, stating: Reason for denial; names of persons, and titles responsible for denial; right to appeal to head of public body; if exemption is claimed, specify which exemption.
2. Retain copies of all notices of denial in central file open to the public and indexed according to applicable exemption.
3. The requesting party so denied may appeal the Administration's denial by requesting in writing a review by the Board of Trustees. If denied by the Board of Trustees, the requestor will be notified and advised of his right to judicial review at the Circuit Court level.

VII. "Reporting to the Board of Trustees"

The Chairman and the President may report any requests to the Board of Trustees at an open meeting within seven days of making the request or at the next regularly scheduled meeting of the Board of Trustees.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

BOARD REQUESTS FOR INFORMATION

**POLICY 1131
ADOPTED: 11/20/90**

Individual Board members are entitled to receive any information, in accordance with the law, they deem necessary to carry out their function as a Board trustee.

All required information will:

1. Include a written statement of purpose submitted to the President with copies to be distributed to Board members.
2. Be processed by the President who will furnish the information in a timely manner within the College's Freedom of Information guidelines always observing the rights of privacy of individuals.
3. Be distributed to those trustees who have requested copies of information in writing.
4. Present requests to the entire Board of Trustees if the President decides that the information requested should not be given to the Trustees.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

APPOINTMENT OF COLLEGE PRESIDENT AND RESPONSIBILITIES OF POSITION

POLICY 1132
ADOPTED: 11/20/90
AMENDED: 08/23/05

Page 1 of 3

Selection of the President

In fulfillment of the provision of the Illinois Public Community College Act, the Board of Trustees makes the appointment and considers the entire compensation package for the President, who shall be the Chief Executive Officer of the Board and all college personnel.

In carrying out these duties, the Board will:

1. Determine the qualifications, experience, necessary academic preparation, and other skills and characteristics which members seek in a President.
2. Determine the processes and procedures to be followed in selecting the President.
3. Based upon the input from the college community, the Board of Trustees will determine whether the Board will function as a committee of the whole in the selection process or whether a board presidential selection committee will be appointed.
4. Delegate to the college Human Resources Office the responsibility to arrange for the processing of applications, announcements, and materials to facilitate the nomination of candidates.
5. Determine the composition, selection of members, and functions of any advisory search committee which Board members feel may be necessary.
6. Determine the terms, conditions, and compensation for consultants if the Board wishes to employ a firm or individuals.
7. Select and interview the final candidates and offer opportunities for the campus community to meet the finalists.

Responsibilities of the President

I. Basic Function

The President is the chief executive officer of the College, responsible to the Board of Trustees for the total organization, administration, and development of the College. As CEO the President is the official channel to the Board for all policy, program and budget recommendations. It is the President's responsibility to monitor the diverse needs of the district, provide creative educational leadership to meet the goals of the college as determined by the Board of Trustees, and to foster a constructive sensitivity to cultural differences within the district and the campus. The President or the President's official designee represents the College in all relationships with governmental and external regulatory agencies.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

**APPOINTMENT OF COLLEGE PRESIDENT
AND RESPONSIBILITIES OF POSITION
Page 2 of 3**

**POLICY 1132
ADOPTED: 11/20/90
AMENDED: 08/23/05**

II. Basic Responsibilities and Authorities

- A. Develop and recommend to the Board comprehensive plans for the development of the College, setting forth institutional philosophy, mission and goals, budget allocation and distribution of resources and facilities that utilize sound management principles in accordance with the needs of the district's citizens and students through the assessment of the problems and opportunities facing the institution.
- B. Execute policies, resolutions and directives as adopted by the Board of Trustees through the development and implementation of administrative procedures consistent with Board policies and applicable laws, as appropriate for the effective operation of the College.
- C. Develop and maintain an effective system of communication with the Board of Trustees keeping them fully informed regarding the College.
- D. Responsible for the coordination of the orientation and professional development of the Board. The President, in consultation with the College Attorney, will be responsible for maintaining the Board Policy Manual and will provide counsel on policy applications. Attend all meetings of the Board of Trustees except when the President's salary is being considered or when temporary absence is required.
- E. Responsible for the selection, development and evaluation of senior administrative staff as needed to implement the missions of the College.
- F. Provide a climate that encourages the development and implementation of progressive institutional initiatives.
- G. Provide leadership and organization in the development of problem-solving approaches that integrate the entire College community.
- H. Provide leadership in the recruitment and selection of a superior staff of professional and support personnel and foster a climate which is conducive in building commitment to the institutional purpose and missions.
- I. Provide recommendations to the Board of Trustees for initial or continued employment of all employees of the College, and recommend promotions and/or terminations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

**APPOINTMENT OF COLLEGE PRESIDENT
AND RESPONSIBILITIES OF POSITION
Page 3 of 3**

**POLICY 1132
ADOPTED: 11/20/90
AMENDED: 08/23/05**

- J. Under the supervision of the Board, coordinate the President's annual evaluation process.
- K. Responsible for promoting a favorable public image of the College to internal and external constituencies and representing the College to the general public, directly and through the media, so as to communicate the goals and programs of the College.
- L. Participate in concert with other college presidents and leaders in attempts to influence local, state and federal agencies to best serve the needs of the institution and district.
- M. Assess the overall effectiveness of the institution with respect to the mission statement and objectives of the college on an annual basis.
- N. Delegate to members of the President's staff powers and duties as the President deems appropriate in the administration of the College.
- O. Perform other duties assigned or delegated by the Board of Trustees.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

BOARD-PRESIDENT RELATIONS

POLICY 1133
ADOPTED: 12/18/90

The Board of Trustees believes that the development and adoption of board policies is one of its most important functions, and that the execution of the policies be the function of the college president. Delegation by the board of its executive powers provides freedom for the president to manage the college within established policies.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

BOARD-STAFF COMMUNICATIONS

POLICY 1140
ADOPTED: 03/16/93
AMENDED: 11/20/01

The Board of Trustees desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the President.

Staff Communications to the Board of Trustees

All communications or reports to the Board of Trustees or any Board committee from staff members will be submitted through the President. This necessary procedure will not be construed as denying the right of any employee to appeal to the Board of Trustees on administrative decisions about important matters, provided that the President will have been notified of the forthcoming appeal and that it is processed in accordance with the Board policy on complaints and grievances.

Also, Board of Trustee meetings are public meetings. As such, they provide an excellent opportunity to observe at first-hand the Board's deliberations on problems of staff concern, and staff members may participate in board meetings in accordance with the policy on public participation at such meetings. Further, at times, and with the knowledge of the President, the Board may invite staff members to speak at Board meetings or to serve on advisory committees to the Board.

Board of Trustees Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the President or vice presidents in the absence of the president, and the President will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

BOARD OF TRUSTEES AUTHORITY

POLICY 1160
ADOPTED: 11/20/90
AMENDED: 12/17/91

The Board of Trustees is the governing body of Community College District 504, Triton College, and is vested with the power and authority of trustees of public community college districts pursuant to the Illinois Public Community College Act.

Its obligation is to provide the best possible education for the residents of the district, while at the same time maintaining an ongoing commitment to be fiscally responsible to the taxpayers of the Triton College district. It is committed to upholding all state statutes pertaining to community colleges and the Constitutions of the State of Illinois and the United States of America.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

NUMBER OF TRUSTEES AND TERMS OF OFFICE

POLICY 1161
ADOPTED: 11/20/90
AMENDED: 12/17/91
AMENDED: 05/16/95
AMENDED: 01/22/02
AMENDED: 12/20/16

COMPOSITION

The Board shall consist of seven (7) voting members and one (1) advisory voting student member. All members shall serve without compensation whether it be in the form of dollars, services, and/or benefits.

ELECTION AND TERM OF OFFICE

Voting members of the Board shall be elected in accordance with procedures contained in the Illinois Public Community College Act, and must meet the qualifications for trustees of Public Community College districts as set forth in said Act. The term of office of voting members shall be six (6) years unless otherwise provided in said Act. A student trustee will be elected annually in accordance with guidelines established by the Office of the Vice President of Enrollment Management & Student Affairs, under the regulations stipulated in Illinois Community College Act 110 ILCS 805/3 - 7.24. "Student Member of Community College Board - Selection").

Whenever a vacancy occurs, the remaining members shall fill the vacancy until the next regular election for Board Trustees. The successor must be qualified as stated in law. If the trustees do not fill a vacancy within sixty (60) days after the vacancy occurs, then the Chairman of the State Board shall fill the vacancy in compliance with the Community College Act.

Officers of the Board include Chairman, Vice Chairman, and Secretary.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

OFFICERS OF THE BOARD

POLICY 1162
ADOPTED: 11/20/90
AMENDED: 12/17/91

The officers to be elected by the members of the Board of Trustees shall be a Chairman, Vice Chairman, Secretary. They shall be elected at the organization meeting of the Board of Trustees. A treasurer shall be appointed by the Board to serve at the pleasure of the Board in accordance with the Illinois Public Community College Act.

The officers shall preside at all meetings and shall perform such duties as are imposed upon them by law, or by action of the Board of Trustees. The Vice Chairman shall perform the duties of the Chairman if there is a vacancy in the Office of the Chairman or if the Chairman is absent or unable to act as chairman. In the absence, or the inability or refusal to act, of the Chairman and Vice Chairman, the Board shall select a Chairman pro tempore. In the absence, or inability or refusal to act, of the Secretary, the Board shall select a Secretary pro tempore.

The Chairman, Vice Chairman, and Secretary shall all be members of the Board of Trustees.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

ELECTION OF OFFICERS OF THE BOARD

POLICY 1162.1
ADOPTED: 01/22/91
AMENDED: 11/19/91
AMENDED: 12/17/91
AMENDED: 11/20/01

At the annual organizational meeting of the Board of Trustees, the members will elect officers among themselves as follows:

Chairman
Vice Chairman
Secretary

Each officer term will be for one year.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

ORIENTATION OF NEW TRUSTEES

POLICY 1163
ADOPTED: 11/20/90
AMENDED: 08/23/05

The Board of Trustees and the President shall provide an orientation for all newly elected Board members to assist him/her in understanding the Board's functions, policies, and procedures.

The Chairman or his/her appointee will work with the President in organizing the orientation where Board members should receive copies of:

- Board Policy Manual
- Administrative Rules and Procedures Manual
- Collective bargaining agreements
- College Catalog
- Student Handbook
- Minutes of Board meetings (last six months)

and become familiarized with:

- Affirmative Action/Equal Opportunity Plan
- Class Schedules
- Illinois Public Community College Act

Within two weeks after the new trustee-elect officially takes office, he/she will have a tour of the college campus and its community centers, and will meet with the President. At least two Board retreats will be held each year to allow for the exchange of information and discussion of selected topics.

TRITON COLLEGE BOARD POLICY

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POLICY 1164

ADOPTED: 11/20/90

AMENDED: 03/26/02

AMENDED: 07/19/11

No parents, spouse, domestic partners, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brother-in-law, sister-in-law, aunts, uncles, nephews, nieces, and legal guardian of an administrator or member of the Board of Trustees shall be shown special favoritism in hiring, appointments, assignments or promotions for employment at Triton College. A member of the Board of Trustees shall not be employed by the Board of Trustees, Triton College.

No employee, officer or agent of the College shall participate in the selection, award or administration of any contract, work or business in which he or she is in any manner financially interested, either directly in his or her own name or indirectly in the name of another person, association, trust or corporation. This includes when the employee, officer or agent of the College, or a member of his or her immediate family, or his or her partner, or an organization in which he or she is involved has a financial or other interest in the selection, award, or administration of the contract. Any contract selected, awarded, administered or otherwise executed in violation of this policy is void.

In addition to the above policy statement, Triton College permits employment within the College community of individuals of the same family or those who have a personal relationship. For the purpose of this Policy, a personal relationship is any relationship that is more than platonic friendship.

However, employment within the same department is prohibited for individuals of the same family or for those who have a personal relationship. In the event an exception to this policy is requested, the request shall be reviewed and approved by the appropriate dean, department head and/or Vice President.

In order to avoid a conflict of interest or the appearance of a conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, including, but not limited to, initial employment, rehire, promotion, salary, performance review, work assignments or determination of other working conditions to those related by blood, marriage, shared household, domestic partners or persons involved in a personal relationship.

All employees shall complete an annual disclosure form. This form asks all employees to disclose any relationships that may cause a conflict of interest or raise a question regarding the propriety or integrity of a relationship. The purpose of the form shall be to provide a "safety net" and provide an opportunity for a supervisor and employee to discuss any concerns and confirm that no conflict of interest exists. In the event it is

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ADOPTED: 11/20/90

AMENDED: 03/26/02

AMENDED: 07/19/11

determined that a conflict of interest exists, the College may alter the reporting line or employment relationship to limit the conflict of interest.

Violation of this Policy shall include failing to complete the Disclosure form within 30 days of the commencement of a disclosable relationship or failing to file the annual disclosure within 30 days of July 1st of each year. Violation of this Policy may result in disciplinary action, up to and including termination for all involved parties. However, in all cases, the minimum recommended disciplinary action shall be a 10-day suspension without pay for all involved parties.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

**MEMBERSHIP IN COMMUNITY COLLEGE
BOARD ASSOCIATIONS**

**POLICY 1165
ADOPTED: 11/20/90
AMENDED: 07/17/07**

The Triton College Board of Trustees will take membership in the Illinois Community College Trustees Association, the Association of Community College Trustees, the American Association of Community Colleges, the Association of Governing Boards, and others as it determines beneficial to the college and fiscally feasible.

Trustees will be encouraged to attend conferences of the associations and to participate in committee and delegate work within the associations to acquire additional knowledge and to promote the Triton College position on state and national policy issues.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

BOARD EVALUATION

Page 1, with 1 page Appendix A

POLICY 1166

ADOPTED: 11/20/90

AMENDED: 05/18/99

AMENDED: 01/25/05

AMENDED: 08/18/15

AMENDED: 09/24/19

AMENDED: 01/28/20

The Board of Trustees will annually conduct an evaluation of its internal and ongoing performance.

The Board of Trustees will seek the assistance of the Illinois Community College Trustees Association and the Association of Community College Trustees in the evaluation process. The results of the evaluation will give the Board a profile of how well it is fulfilling its responsibilities.

Each member of the Board of Trustees shall prepare for discussion of the questions in the self-evaluation tool attached as Appendix A of Policy 1166.

BOARD SELF EVALUATION

- I. Community Involvement
 - A. How involved is the Board in the community?
 - B. Are there opportunities in the district that the Board could become involved in that would benefit the college?
 - C. Are there events Board members could speak at that would raise the level of interest in the college?

- II. Enrollment Strategies
 - A. Is Triton's enrollment plan working?
 - B. Does the Board have a role in encouraging enrollment?
 - C. Is the Board confident in Triton's on-going enrollment strategy?

- III. Public Image of Triton
 - A. What does the public think of Triton?
 - B. Does the Board feel that the College is adequately articulating positive messages?
 - C. What does the Board think is the most positive message Triton can convey to the district?

- IV. Financial Challenges
 - A. What financial challenges does Triton face this next year?
 - B. Is the Board confident of an increase in state funding?
 - C. What demands will collective bargaining have on the college?

- V. Triton's Future
 - A. What does the Board want Triton to look like in five years?
 - B. What size student population is desirable?
 - C. How large a faculty & staff would facilitate that population?

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

DISCLOSURE OF ECONOMIC INTEREST

**POLICY 1167
ADOPTED: 11/20/90**

Every Board member shall file with the Secretary of the Board, copies of the statement of economic interests required to be filed pursuant to state law. Such copies of statements shall be public records, available for copying and inspections.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

POLITICAL ACTIVITY

POLICY 1169
ADOPTED: 11/20/90
AMENDED: 02/19/02

No person including Trustees shall use any Triton College facilities, equipment or supplies in support or opposition to the election of any person to any political office.

Nor shall the Trustees allow any employee during their hours of employment to perform any activity in support or opposition to the election of any person to any political office.

All persons may without compulsion demonstrate passive support and freedom of expression as protected by the First Amendment of the United States Constitution and such expression shall be permitted with reasonable time, place and manner restrictions as established by the administration and allowed by law.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

CONFLICTS OF INTEREST

POLICY 1170
ADOPTED: 11/20/90

In accordance with the provisions of Section 3-48 of the Community College Act, no Board member shall be interested, directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in any contract, work or business of the District or in the sale of any article, whenever the expense, price, or consideration of the contract, work, business, or sale is paid from the treasury or by any assessment levied by any statute or ordinance. No community college Board trustee shall be interested, directly or indirectly, in the purchase of any property which (1) belongs to the district, or (2) is sold for taxes or assessments, or (3) is sold by virtue of legal process at the suit of the District.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

POLITICAL CONFLICTS OF INTERESTS

POLICY 1171
ADOPTED: 11/20/90
AMENDED: 02/19/02

Members of the Board of Trustees, candidates for appointment or election to the Board, and all employees shall not in any way cause or promise to influence the employment, promotion, transfer, discipline or termination of any person because of the person's support of, or opposition to, any candidate for political office.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

DUTIES OF LEGAL COUNSEL

POLICY 1180
ADOPTED: 11/20/90
AMENDED: 12/17/91

Triton College will utilize the services of one or more legal firms, both on a continuing basis and as the need arises.

Working through the President, counsel shall advise the Board and administration on specific legal problems submitted to him/her, and make such other recommendations which he/she deems desirable on matters to benefit the college and its operation. The general counsel shall examine and advise on correctness or revisions to legal documents of the school. When requested, he/she shall scrutinize minutes of Board meetings, Board election activities, financial matters, land acquisition, court work, and provide other legal services as requested by the Board and President.

Legal firms or counsels shall be paid on a services rendered basis and submit an accounting of such services rendered with each request for payment.

The general counsel shall have had extensive experience in all phases of school law, including elections, tax anticipation warrants, annexation and disconnection proceedings, employment and dismissal of staff and other personnel matters, student matters, student organizations, acquisition of real estate, construction contracts, collective bargaining agreements, teacher strikes and injunctions, state financing of community colleges, and other matters which involve Illinois School Law.

When it is in the best interest of the school district and the Board of Trustees to employ specialists to supplement the regular attorneys, this may be accomplished either in conjunction with the regular attorneys or upon separate action from the Board of Trustees.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

DUTIES OF THE AUDITOR

**POLICY 1181
ADOPTED: 11/20/90**

The auditor must be a certified public accountant.

The duties of the independent auditor shall be as follows:

1. To make an examination quarterly and a final statement at the close of the fiscal year, of the balance sheets of the district and the related statements of transactions in the various funds including records relative to all activity and other accounts.
2. To conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary.
3. To render an opinion on the financial statements prepared as of the close of the fiscal year.
4. To make such recommendations to the Board concerning its accounting records, procedures and related activities as may appear necessary or desirable.
5. To perform such other related services as may be requested by the Board.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

BOARD COMMITTEES AND TASK FORCES

POLICY 1182
ADOPTED: 11/20/90
AMENDED: 09/20/94
AMENDED: 10/17/95
AMENDED: 06/17/08

Any Board Trustee or the President may initiate a request for establishing a committee. Prior to the approval of a standing committee, a written description of the scope and responsibilities of the committee will be prepared by the person(s) initiating the request and submitted to the Board of Trustees to be acted upon at the next scheduled Board meeting.

1. The Chairperson of the Board of Trustees will appoint a committee chairperson and, if deemed necessary, one Board representative.
2. The committee chairperson will appoint appropriate committee members.
3. The committee chairperson may request the President of the College to make available such personnel as may be beneficial to the committee.
4. The President of the College will be a non-voting member of all Board Committees.

Task forces may be established as deemed necessary by the Board Chairperson. The task force will function until the task is completed and a final report is submitted to the Board.

Committees and task forces shall be advisory and not executive. They shall make reports and recommendations to the Board of Trustees on all matters relative to its particular assignment.

APPOINTMENTS

No more than two Board members shall be appointed to a committee or task force except where the Board operates as a Committee of the Whole.

The Board chairperson shall not serve as a committee chairperson except where the Board operates as a Committee of the Whole. Board members not serving as members but who attend meetings are considered part of the audience.

QUORUM

The presence of one-third of the appointed members of a committee or a task force shall be required to constitute a quorum. No business may be transacted by a committee or task force without the presence of a quorum or without the presence of a Trustee.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

OPEN FORUMS

POLICY 1260
ADOPTED: 12/18/90

There will be no less than two (2) open forums annually to be held in the Triton College community for residents of the community. The Board Chairman and President will select the location and times for the open forums.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

SOLICITING FUNDS FROM STUDENTS

**POLICY 1324
ADOPTED: 1/22/91**

The staff shall encourage students to participate and financially support community projects and charitable organizations. However, no fund-raising project will take place without the approval of the President and/or the Board of Trustees.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

**NAMING BUILDINGS, STREETS & FACILITIES
OF TRITON COLLEGE**

**POLICY 1400
ADOPTED: 08/16/94
AMENDED: 10/18/94**

1. The Board of Trustees reserves the right to name and rename all buildings (or parts thereof), structures, facilities, streets, grounds, and other real or personal property belonging to Triton College.
2. The President of the College and the President of the Foundation will appoint a committee to formulate suggestions for naming and renaming Triton College property, whenever the occasion presents itself or the President of the College or President of the Foundation deems it appropriate.
3. The committee shall make its decision on naming or renaming of college property on direct contribution to the college. The committee may also consider a combination of direct contribution of money and the establishment of an honorarium or endowment for outstanding achievement.
 - a. College property may be named or renamed for notable former employees of Triton College; distinguished former members of the Board of Trustees; donors of substantial funds; or public persons of the state, nation, or of any country;
 - b. College property may be given a name designating a specific function;
 - c. College property shall not be named for persons holding elective or appointive office, current members of the Board of Trustees, current members or employees of the college.
4. A name selected by the committee for a particular campus area or structure shall be forwarded to the President of Triton College.
5. The President shall present the recommendation to the Board of Trustees for final approval.
6. The Board of Trustees expressly reserves the right to rename college property at any time within its sole discretion upon recommendation from the committee.
7. A copy of this policy shall be given to all persons or entities whose name have been selected for use on college property.