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**Policy No. 1000**  
Revised 9/21/1993  
Revised 10/28/1998  
Renumbered 7/1/2001  
Revised 12/12/2006  
Revised 2/17/2015  
Reviewed 12/15/2020  
Revised 2/21/2023

## **BOARD OF TRUSTEES**

### **Policy Formulation**

The Board shall set standards and provide direction for the College through the systematic adoption of sound written policies. In the event of any conflict, contradiction, or inconsistency between established College Policies, the College's purpose and intent is that the most recently approved Board Policy or Board Policy revision shall take precedence and supersede any conflicting, contradictory, or inconsistent provisions in the previously adopted Board Policies.

In the formulation of policy, the Board finds it advantageous to jointly work with the College administration and the parties impacted by the policy. Anyone within those groups may present ideas for policy adoption or revision to the President's Council. The President will make appropriate recommendations to the Board of Trustees.

Any new policies or suggested revisions of existing policies shall be submitted to the Board at a regular scheduled Board meeting in which such proposed policies, amendments, or revisions shall be read and discussed and authorized for action at the next regular scheduled meeting. A vote for adoption shall take place at the next succeeding regular meeting of the Board. At that time the Board may accept any minor non-substantial changes made to further clarify a policy presented at the previous meeting. Action shall be by majority vote of the Board.

The President shall develop procedures to implement and enforce established policies. The Board shall have the option to review policies at least every six (6) years, or periodically to ensure currency and accuracy.

**Policy No. 1001**  
Revised 9/21/1993  
Renumbered 7/1/2001  
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Revised 2/17/2015  
Revised 12/15/2020  
Revised 1/17/2023

## **BOARD OF TRUSTEES**

### **Identification of the College District Governed by Board**

Oakton College, an institution of higher education in the State of Illinois (originally established as the Niles-Maine Township Community College in 1969 by public referendum) is officially governed by the Board of Trustees of the Oakton Community College District 535. From 1969 until January 2023, the College did business as Oakton Community College. In August 2021, the Board of Trustees approved changing the DBA name of the College from Oakton Community College to Oakton College. This change took effect in January 2023. This district, one of the 39 community college districts in the state, is comprised of the geographical area within the boundaries of townships of Maine, Niles, Northfield, New Trier, and Evanston and portions of Wheeling, Norwood and Leyden and serves a population of approximately 472,233 \* in the communities of Deerfield, Des Plaines, Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Mount Prospect, Morton Grove, Niles, Northbrook, Northfield, Park Ridge, Prospect Heights, Rosemont, Skokie, Wilmette, and Winnetka.

This district was established in accordance with the Public Community College Act of 1965 (110 ILCS 805/1-1 at seq.). While Section 6-6.1 of the Act required that all territory in the state become a community college district by July 1, 1990, the Oakton district grew in segments, prior to this time. The original college was comprised of Niles and Maine Townships and was established by referendum in 1969, Northfield and New Trier Townships approved annexation to Oakton in 1977, and Evanston Township was annexed to Oakton in 1988.

\* Source: ICCB 2021 District Census Report

**Policy No. 1002**

Revised 9/21/1993

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Revised 12/12/2006

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Reviewed 12/15/2020

Reviewed 1/17/2023

**BOARD OF TRUSTEES****Role and Authority of the Board of Trustees**

The Board of Trustees is a body of lay personnel, representative of the public in general, whose members serve collectively to govern the institution. The Illinois Public Community College Act specifically empowers and obligates the College's Board of Trustees to exercise certain enumerated duties and specific powers (110 ILCS 805/3-21, 3-30). The Board of Trustees is also authorized by statute to exercise all other powers not inconsistent with the Act that may be requisite or proper for the maintenance, operation and development of the College under the jurisdiction of the Board. This statutory authority of the Board of Trustees to govern the College and to exercise its duties as required under the Act cannot be lawfully delegated or reassigned to other organizations, institutions, or associations within the College community.

The law is quite explicit in noting that a Board acts as a unit; individual Trustees have no authority as individuals and divest themselves of individual power while serving on the Board. Board members have authority only when acting as a Board of Trustees legally in session. Thus, no individual member or group comprised of less than full membership of the Board shall have the power to act or speak in the name of the Board of the District unless so designated by majority vote of the Board.

Public Community Colleges, like Oakton, have only "the public in general of their respective district" to serve. Even if a Trustee has been sponsored, promoted, or elected by a special interest group or one geographical district, once duly elected, the Trustee is responsible for representing all the people of the district. Trustees must represent all of the communities served by the district and make decisions for the common good of the constituents and the College.

**Policy No. 1003**  
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Reviewed 12/15/2020  
Reviewed 2/21/2023

## **BOARD OF TRUSTEES**

### **Membership of the Board of Trustees – Number on the Board**

The Board of Trustees shall consist of seven (7) voting members elected at large by the qualified voters of District 535 and one (1) student member who is a student attending Oakton College and elected by the student body.

The non-voting Student Board member has all the privileges of membership, including the right to make and second motions and to attend executive sessions. The student member will cast an advisory vote on all matters before the Board.

**Policy No. 1004**  
Revised 9/21/1993  
Revised 3/15/1994  
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Reviewed 12/15/2020  
Reviewed 1/17/2023

## **BOARD OF TRUSTEES**

### **Qualifications of a Member of the College Board of Trustees**

A Board member shall, on the date of his or her election be:

- A citizen of the United States.
- Eighteen (18) years of age or older.
- A resident of Illinois and District 535 for at least one year immediately preceding the election and
- May not be a member of a common school board.

“In the event a person who is a member of a common school board is elected or appointed to a board of trustees of a community college district, that person shall be permitted to serve the remainder of his or her term of office as a member of the common school board. Upon the expiration of the common school board term, that person shall not be eligible for election or appointment to a common school board during the term of office with the community college district board of trustees.” (110 ILCS 805/3-7)

- In addition, student trustee candidates must be in good academic standing.

**Policy No. 1005**  
Revised 9/21/1993  
Revised 8/18/1998  
Revised 1/18/2000  
Renumbered 7/1/2001  
Revised 2/17/2015  
Revised 12/15/2020  
Reviewed 1/17/2023

## **BOARD OF TRUSTEES**

### **Election of a Member of the College Board of Trustees**

Election of a Board member shall be governed by and consistent with statutes of the State of Illinois, including the Public Community College Act and the election laws of Illinois, including procedures and calendar published by the State Board of Elections. The election of the members to the Board shall be nonpartisan and, effective with the enactment of P.A. 90 358, members of the Board shall be elected at the consolidated election to be held on the first Tuesday in April of odd-numbered years.

The Board of Trustees and the Secretary of the Board hereby delegate to the Vice President for Administration and his/her staff the administrative functions associated with the election of members to the Board. At the regular Board meeting one month prior to the date established by law for the circulation of petitions, the President will recommend that the Board adopt a resolution establishing the date, time and place for filing nominating petitions.

Candidates for the student trustee position will be elected by the procedures adopted by the Student Government Association and implemented by the Director of Student Life and Campus Inclusion.



**Policy No. 1006**

Revised 9/21/1993

Revised 8/18/1998

Renumbered 7/1/2001

Reviewed 2/17/2015

Reviewed 12/15/2020

Reviewed 1/17/2023

**BOARD OF TRUSTEES****Terms of Office**

The term of any of the seven (7) voting members shall be six (6) years except that the term of office of a person elected at a consolidated election held on or after the effective date of P.A. 90-358 to succeed to a term of office of a person elected at a nonpartisan election shall begin upon the termination of the predecessor's term of office and shall end after the next consolidated election at which a successor is elected.

The term of the Student Board member shall be one (1) year.

**Policy No. 1007**  
Revised 9/21/1993  
Renumbered 7/1/2001  
Reviewed 2/17/2015  
Reviewed 12/15/2020  
Reviewed 1/17/2023

## **BOARD OF TRUSTEES**

### **Compensation and Benefits**

Members of the Board shall serve without compensation, but shall be reimbursed for any expenses incurred in the performance of official duties as a Board member.

While no benefits that are provided for college employees will be provided for Board members, 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 in their Board capacity.

**Policy No. 1008**

9/15/1998

Renumbered 7/1/2001

Revised 11/15/2005

Reviewed 2/17/2015

Reviewed 12/13/2016

Revised 12/15/2020

Revised 2/21/2023

**BOARD OF TRUSTEES****Professional Development**

Members of the Board of Trustees are encouraged to attend regional, state and national functions to enhance their knowledge and understanding of community college issues, to represent the College, and to advocate for community college interests.

In addition to attending state and regional meetings of the Illinois Community College Trustees Association, members of the Board of Trustees may also choose to participate in national meetings such as the annual convention of the Association of Community College Trustees and the National Legislative Summit.

All College related travel should always be arranged to serve the best interest of the College and should be in compliance with travel guidelines established for the college community in accordance with the Local Government Travel Expense Control Act (the "Act"). The best interest of the College is served by that combination of purposeful learning, expense, time, and convenience which proves to be the most economical overall.

In all cases, reimbursement for travel expenses will be limited to actual expenses which are reasonable and necessary, but subject to the requirements of and not to exceed the limitations set forth in the travel guidelines and procedures. The Vice President for Administrative Affairs is authorized by the Board of Trustees to develop guidelines for travel and to oversee the implementation and timely review of such guidelines, including what constitutes approved College business, and the preparation of travel reimbursement vouchers, or compliance with the Act.

When the preliminary annual budget is approved, there will be an allocation for participation in ICCTA meetings and seminars. In addition, each member of the Board will develop a self-development/travel plan for the ensuing fiscal year and submit the plan to the Special Assistant to the Board before the June Board meeting. The Special Assistant to the Board will consolidate the plans and the related costs into a single plan and present the consolidated plan to the Chair of the Board. Copies of the plan will be distributed to all members of the Board and discussion of the plan will take place in an open meeting to allow planning for appropriate support in the budget. An additional amount for Board professional development will be added to the consolidated budget in anticipation of meetings and seminars that may occur during the future budget year, and may not have yet been identified.

**Policy No. 1009**  
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Revised 11/15/2005  
Revised 2/17/2015  
Revised 12/15/2020  
Revised 2/21/2023  
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## **BOARD OF TRUSTEES**

### **Scope and Duties of the Board of Trustees at Oakton College**

While the Public Community College Act enumerates a number of duties for the Board of Trustees, the following are representative, yet not all-inclusive of duties of the Board at Oakton College.

#### **Policy**

- Establish policies for the governance of the college and hold the President accountable for administering them.
- Modify, revise, and update policies and monitor the Administration in its implementation of policy.

#### **Education**

- Adopt and periodically review a statement of institutional philosophy, mission and goals which clarifies the basic educational beliefs and educational responsibilities of the college; also ensure that the educational program is consistent with the institution's mission and strategy.
- Ensure that quality educational programs and support activities are provided to assure academic excellence and consider and act upon curricular offerings recommended by the President; authorize application to ICCB for new units of instruction.
- Ensure the selection of qualified faculty to teach the courses required.
- Ensure that both the programs and faculty are evaluated and assess progress regularly on needs, academic planning, academic programs, faculty and admission standards.
- Focus on the educational area in planning, deliberations, and decision making without preempting the President or usurping faculty prerogatives.

**Finance and Business**

- Provide ways and means for adequate financial support and become fully conversant with the college's sources of funding; strive to provide equity among the taxpayers, students, and faculty.
- Provide for alternative sources of funding such the Office of Grant Strategy & Development for proposals to state and federal agencies and the Oakton College Educational Foundation.
- Establish and implement controls to monitor and keep and ensure good stewardship.
- Adopt the annual budget.
- Review financial reports regularly
- Appoint the Treasurer and follow up on tax collections and investments
- Approve expenditures
- Monitor the bidding process
- Ensure that a professional auditing firm is appointed and review the audits made yearly by meeting independently with the auditing firm.
- Encourage wise stewardship of all college resources.

**Personnel**

- Select, appoint, and evaluate the President through whom the Board exercises its operation and control of the college on a day to day basis.
- Consider and take appropriate action on recommendations of the President on all matters relating to the welfare of the college.
- Upon the recommendation of the President, act on the selection and appointment of administrators, faculty and classified staff positions and approve recommended compensation and benefits in accordance with legal requirements.
- Take appropriate actions concerning leaves, retirements, transfers, promotions, discipline, retention or dismissal of personnel, upon the recommendation of the President and in accordance with current laws on due process, tenure, and wrongful discharges.
- Enter into collective bargaining agreements with recognized bargaining units in accordance with collective bargaining laws and assume responsibility for final settlements in such negotiations.
- Make sure the college operates within all state and federal laws concerning personnel, including Equal Employment and see that EEO and other records are maintained.

**Students**

- Establish policies and regulations for admission of students, student conduct, student rights, student records, student discipline, drug abuse, sexual harassment, privacy, and due process.
- Follow trends on student enrollments, student mix, schools and towns from which entering students come, and colleges and jobs to which they go.
- Review relevant data on assessment of student learning outcomes
- Make decisions regarding student tuition and financial aid.
- Strive for understanding of student issues and input into Board decisions, particularly those impacting students.

**Facilities and Equipment**

- Provide physical plant and equipment to support programs and students
- Ensure timely maintenance for buildings and equipment, so that facilities and equipment are current.

**Planning**

- In conjunction with the Administration and with appropriate involvement of and input from the college community, engage in the development, and final approval, of the Strategic Plan and Master Plans in addition to other short- and long-range planning in relation to education, finance, people, facilities, and enrollment.
- Set goals, priorities, and action plans and monitor implementation and progress of these plans.

**Decision Making**

- Prepare properly for each Board meeting.
- Be sure that during the Board meeting sufficient information, facts, and alternatives are explored by properly asking questions and carrying on proper dialogue with colleagues to arrive at good decisions.
- Consider the impact each vote and decision will have on the institution.
- Abide by and support decisions resulting from Board meetings.

**Relationships**

- Strive to build good relationships with the President, Board colleagues, community members and the college community
- Ensure the implementation of a performance review system throughout the college.
- Ensure that the institution as a whole and specific aspects are evaluated at intervals.

**Evaluations**

- Evaluate the President at least once a year, as well as on a continuous basis throughout the year.
- The Board will conduct a self-evaluation at least every other year.

**The District and the College**

- Become conversant with the college district, its population, economy, businesses and institutions, common schools - including types of students, curricula, strengths and achievements, as well as adjacent community colleges.
- Become conversant with Oakton College, its purpose, history, organizational structure, character of the student body, curricula programs, facilities, status of plant, and financial status.

**Federal and State Relations**

- Become familiar with Higher Education in the state as well as the nation.
- Know and understand state and federal laws that impact community colleges.
- Communicate with legislators and congressmen concerning key issues important to community colleges and encourage their support.
- Become involved in the activities of the national associations concerned with community colleges.
- Work with state and federal agencies that are important to the community college for grants and other funding priorities

**Self-Development**

Election to the Board does not immediately equip a trustee with all of the requisite knowledge or wisdom to be an effective trustee, even though many may expect instant help and look to a Board member for solutions to difficult problems. A Board member is expected to participate in a wide variety of activities to enhance his or her ability to govern appropriately and advocate effectively. It is therefore recognized that the trustee must engage in professional development for continuous learning.

**Policy No. 1010**  
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Revised 2/17/2015  
Reviewed 12/15/2020  
Reviewed 2/21/2023

## **BOARD OF TRUSTEES**

### **Orientation of Board Candidates and New Members**

The Board, with the cooperation of the President and his or her designees shall provide an orientation for those candidates who have filed petitions for a Board seat as well as for all newly elected Board members. The Chair, or his or her appointee, will work with the President in organizing the orientation which should include an overview of the duties and responsibilities of a Trustee at Oakton College, as well as relevant information about the College.



**Policy No. 1011**  
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Revised 12/15/2020  
Reviewed 1/17/2023

## **BOARD OF TRUSTEES**

### **Board Organization**

Following each election and canvass, the new Board shall hold its organizational meeting on or before the 28<sup>th</sup> day after the new Board members are seated. During non-election years, the Board will organize during its regular Board meeting in April. (110 ILCS 805/3-8)

At the organizational meeting, the Board will elect its officers comprised of a Chair, Vice Chair and Secretary from the membership, and designate a Treasurer, not a member of the Board.

Each officer shall be elected for a term of one (1) year.

In addition to the election of officers, the Board will fix the time and place for the regular meetings scheduled for the ensuing year.

**Policy No. 1012**  
Revised 9/21/1993  
Renumbered 7/1/2001  
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Reviewed 12/15/2020  
Reviewed 1/17/2023

## **BOARD OF TRUSTEES**

### **Duties of the Officers**

**Duties of the Chair** – While the primary duty of the Chair is to preside at Board meetings and stimulate discussion of fellow board members to arrive at Board decisions, the Chair of the Board will ordinarily assume a number of other duties. The Chair:

- works with the President in developing Board agendas.
- appoints committees.
- represents the Board at meetings and events both on and off campus.
- writes Board Chair's letter for the Annual Report.
- presents awards and honors to College personnel.
- initiates periodic evaluations of the President as well as Board self-evaluations.
- serves as official spokesman for the Board with the media and public.
- assists in orientation of new board members.
- advises and consults with the President on major college issues.
- consults with other trustees who are not carrying out their Board responsibilities or are in violation of Board policies.
- gives information and directions decided upon by the Board as a whole to the President.
- supports the President, administrators, faculty and classified staff in an effort to implement education efforts towards excellence.
- signs official documents on behalf of the college going to state and federal agencies.

**Duties of the Vice Chair** – The Vice Chair shall serve in the Chair's absence and perform other Board duties as assigned.

**Duties of the Secretary** – The Secretary shall perform all the duties usually pertaining to the Office of the Secretary:

- records all motions and decisions during the Board meetings.
- signs all documentation requiring an official signature on behalf of the Board in addition to that of the Chair.
- is the Board's representative in legal matters concerned with the Board elections.

**Duties of the Treasurer** – The Treasurer, not a member of the Board, handles such matters as taxes and investments for the Board.

**Policy No. 1013**  
Revised 9/21/1993  
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Revised 3/19/2002  
Reviewed 2/17/2015  
Reviewed 12/15/2020  
Revised 3/21/2023

## **BOARD OF TRUSTEES**

### **Board Appointments and/or Reviews**

Periodically the Board will make the following appointments, and every 5-7 years review the performance of each for reappointment:

#### **Attorney(s)**

- The Board will appoint legal counsel who, by direction of the Board, will act as its counsel in legal and related matters.

#### **Auditor(s)**

The Board will appoint a licensed accountant or accounting firm who will audit the financial and enrollment records of the district in compliance with the Public Community College Act.

**Policy No. 1014**  
Revised 9/21/2093  
Renumbered 7/1/2001  
Revised 11/15/2005  
Revised 2/17/2015  
Reviewed 12/15/2020  
Revised 1/17/2023

## **BOARD OF TRUSTEES**

### **Committees**

Each year, following the organization of the Board, the Chair may appoint committees deemed necessary by the Board. These committees may, from time to time, include others in their meetings and deliberations. Ordinarily, an appropriate Vice President or other administrator will be present at any committee meetings.

When assigning members to committees, the Board Chair should also clearly define the duties and parameters of each committee and assign a chairperson(s) for each committee. Each committee should consist of at least two (2) members.

The committees may conduct their business with the entire Board as a Committee of the Whole, or as separate entities with members of the committee only.

The committees will not make decisions, but will make recommendations to the Board for appropriate action at its regular Board meetings. When warranted, written reports should be prepared by the Committee and presented by its chairperson at the Board Meetings.

The Board members should receive notice of all committee meetings, including time and place, enabling those who have an interest to attend. Board members should also be kept informed of their proceedings.

**Policy No. 1016**  
Revised 9/15/1998  
Renumbered 7/1/2001  
Revised 2/17/2015  
Revised 12/15/2020  
Revised 1/17/2023  
Revised 1/16/2024  
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## **BOARD OF TRUSTEES**

### **Board of Trustees Meetings**

All meetings of Oakton College's Board of Trustees are held in compliance with the Illinois Open Meetings Act. The Act defines a meeting as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. All meetings of the Board are open to the public except closed meetings. All meetings are to be conducted in accordance with Robert's Rules of Order.

The only mechanism for official action by Trustees is a duly called and legally conducted meeting, namely: a regular meeting, adjourned meeting, or duly called special meeting.

The Oakton College Board of Trustees conducts its business in the following types of meetings:

#### **Annual Organizational Meeting**

The Board shall elect its officers and establish the schedule of regular meetings for the ensuing year in its annual organization meeting. The officers are: Chair, Vice Chair, Secretary, and Treasurer.

#### **Regular Meetings**

Regular meetings are held on a schedule determined by the Board at its organizational meeting. Meeting dates are posted and published according to the Illinois Open Meetings Act.

On occasion a regular meeting is held in the Board Room at the Ray Hartstein campus; on such occasions the Board and public are informed well in advance.

#### **Adjourned Meetings**

Adjourned meetings serve as continuations of regular meetings and are not considered as special meetings. Time, date and agenda are specified in the resolution adopted by a majority of the Board at the meeting to be continued.

#### **Committee Meetings**

In order to allow for in-depth discussion of matters pertaining to the business of the Board, committee meetings are held from time to time. Special reports or proposals may be received at meetings of this type. No formal action is taken at a committee meeting, but it is announced in advance and is open to the public.

### **Special Meetings**

Special meetings of the Board may be called by the Chair of the Board or any three members of the board by giving notice thereof in accordance with the statutes. In all cases of special meetings, not less than 24 hours written notice shall be served on each member stating the time, place, and agenda of the meeting. Notice may also be served on each member by mail 48 hours before the meeting. No business can be transacted except that for which a meeting is called.

### **Closed Meetings or Executive Sessions**

Closed meetings or executive sessions may be called at such time and place as is required for discussion of matters specifically permitted for such meetings under the Illinois Public Meetings Act.

### **Remote Attendance**

Remote attendance for all meetings defined by the Open Meetings Act (5 ILCS 120/1.02) is allowed for members of the public body if:

1. A member is prevented from physically attending because of 1) personal illness or disability; 2) employment purposes or the business of the public body; or 3) a family or other emergency. A quorum of the members of the public body must be physically present at the meeting location as required by 5 ILCS 120/7(a).
2. Consideration of a member's request for electronic participation shall occur immediately after roll call is taken.
3. All members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony.
4. Participating members of the public can hear all open meeting discussion and testimony and all votes of the body.
5. Written notification is provided to the Special Assistant to the Board at least 48 hours before the meeting, unless advance notice is impractical.

In addition, subject to the requirements of 5 ILCS 120/7(e), a meeting may be conducted remotely if the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area. A quorum of the members of the public body does not need to be physically present at the meeting location.

### **Board Attendance**

Board members are strongly encouraged to attend all Board meetings whenever possible. A board attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

1. The member has two unnotified absences in a row ("unnotified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).

2. The member has three notified absences in a row.
3. The member misses one third of the total number of board meetings in a twelve-month period.

If a board-attendance problem exists regarding a member, the Board Chair will promptly contact the member to discuss the problem. If the situation is not resolved, the member's response will promptly be shared by the Chair with the entire board at the next board meeting. In that meeting, the board will decide what appropriate actions to take regarding the board member.

**Policy No. 1017**  
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## **BOARD OF TRUSTEES**

### **Quorum**

At all meetings of the Board of Trustees, whether regular or special, a majority of the full voting membership of the Board constitutes a quorum to transact business.



**Policy No. 1018**  
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Revised 2/17/2015  
Reviewed 12/15/2020  
Revised 2/21/2023

## **BOARD OF TRUSTEES**

### **The Board Agenda**

A written agenda of the business to be considered at the Board meeting shall be prepared by the President in cooperation with the Board Chair. The agenda, supporting data and other information are to be delivered to the homes of the Board members no later than the Friday preceding the regular Board meeting to allow for Trustee preparation. The agenda will also be transmitted electronically.

Board members who want to add an item to the agenda will notify the President and Board Chair within three (3) weeks of the next meeting.

**Policy No. 1019**  
Revised 9/21/1993  
Renumbered 7/1/2001  
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Reviewed 12/15/2020  
Reviewed 1/17/2023

## **BOARD OF TRUSTEES**

### **Voting**

When a vote is taken upon any measure at an official Board meeting, a quorum being present, a majority of the votes of the members voting on the measure shall determine its outcome.

Roll call vote shall be used when considering formal resolutions, motions made in connection with expenditures, contracts, employment of personnel, or other business when deemed appropriate by the Chair.

A voice vote will be sufficient for other Board decisions.

**Policy No. 1020**  
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## **BOARD OF TRUSTEES**

### **Minutes of Board Meetings Open to the Public**

The record of all transactions of the Board will be set forth in official minutes of the Board, and the approved written minutes will be kept as a permanent official record of all Board actions and policy decisions. In accordance with the State of Illinois, Cook County Local Records Commission, Application for Authority to Dispose of Local Records Item, approved application 82:15C, tape recordings of minutes of open meetings of the Board of Trustees may be destroyed once the official written minutes are approved. The written minutes will be posted on the website within seven (7) days of their approval.

The minutes will include each motion, name of the person making the motion, the person seconding the motion, the vote and a general description of matters proposed, discussed or decided. In addition, the date, start time, end time and place of the meeting and a list showing Board members as either present or absent will be included.

### **Minutes of Closed Session Board Meetings**

Written minutes will be kept of closed meetings and shall be placed before the Board of Trustees for approval as to form and content at the next consecutive meeting of the Board of Trustees. Minutes of closed sessions will remain confidential until the Board determines that their confidentiality is no longer necessary to protect the public interest or the privacy of an individual. The Board will review such minutes at least every six months to determine if they are to remain confidential or become public. The elected Board Secretary, or designated Acting Board Secretary, shall be responsible for the creation of the written minutes of all closed sessions of the Board of Trustees.

A verbatim record shall be kept of all meetings of the Board of Trustees of Community College District 535 that are closed to the public in the manner required by the Illinois Open Meetings Act, as amended by Public Act 93-523. The verbatim record shall be in the form of an audio recording. The audio recording of closed sessions will not be subject to Board approval, nor be open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act. The elected Board Secretary, or designated Acting Board Secretary, shall be responsible for the creation of the verbatim recording of all closed sessions of the Board of Trustees. In accordance with the law, the Secretary to the Board shall destroy the recordings of closed meetings approved by the Board of Trustees in a suitable manner without the permission of the Local Records Commission.

**Policy No. 1021**  
Revised 9/21/1993  
Revised 8/18/1998  
Renumbered 7/1/2001  
Reviewed 2/17/2015  
Reviewed 12/15/2020  
Reviewed 1/17/2023

## **BOARD OF TRUSTEES**

### **Board Vacancy**

When the Board determines that a vacancy exists the Board shall establish procedures to fill that vacancy. If the vacancy occurs four months or more before the next election, the appointed Board member serves until the next scheduled election.

If the vacancy occurs less than four months before the election, the appointed Board member serves until the first election following the next scheduled election.

The more exacting statements as set forth in the law are:

"Whenever a vacancy occurs, the remaining members shall fill the vacancy, and the person so appointed shall serve until a successor is elected at the next regular election for board members and is certified in accordance with ... (if) the vacancy occurs with less than 4 months remaining before the next scheduled nonpartisan election, and the term of office of the board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding nonpartisan election. If the term of office of the board member vacating the position is scheduled to expire at the upcoming nonpartisan election, the appointed member shall serve only until a successor is elected and qualified at that election." (110 ILCS 805/3-7)

**Policy No. 1022**  
Revised 9/21/1993  
Renumbered 7/1/2001  
Revised 11/15/2005  
Reviewed 2/17/2015  
Revised 2/16/2016  
Reviewed 12/15/2020  
Reviewed 1/17/2023

## **BOARD OF TRUSTEES**

### **Ethics**

A Board member shall perform his/her duties in an ethical manner and abide by the conflict of interest provisions contained in the Public Community College Act. In the course of performing his/her duties, a Board member shall:

- Gain public confidence in both the Board and College by conducting all Board business in public view except those items permitted by the Open Meetings Act.
- Refrain from voting on any issue in which there is any financial interest.
- Refuse to use position as a Board member for the financial gain of family, friends, or self.
- Refuse to represent any single constituency or private interest group in the District.
- Refuse to try to influence personnel or hiring decisions.
- Strive to treat all with respect and integrity.
- Practice accepted professional conduct for a College Trustee.
- Respect each Board colleague.
- Protect confidential material.
- Support all Board decisions.
- Avoid public utterances or actions that would discredit the Board or College.
- Avoid the conflict of interest of trying to be both a Board Member and technical advisor to the Board.
- File the required Statement of Economic Interests with the Cook County Clerk, Ethics Department each year in accordance with the Illinois Governmental Ethics Act.
- Except in the case of the student trustee, avoid the potential for perceived or actual conflict of interest by disqualifying themselves or their relatives from receiving Oakton Educational Foundation or Institutional scholarships and recommends that associated entities at Oakton College do the same. For the purposes of this policy, "relative" includes, but is not necessarily limited to the following: those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, cousin, nephew, niece, husband, wife, domestic partner, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse, domestic partner and the individual's fiancé or fiancée.

**Policy No. 1023**  
Revised 9/21/1993  
Renumbered 7/1/2001  
Revised 11/15/2005  
Reviewed 2/17/2015  
Reviewed 12/15/2020  
Revised 1/17/2023

## **BOARD OF TRUSTEES**

### **Evaluation of the President**

The Board has the authority to hire the President and the Board alone is responsible for the regular evaluation of the President. The Board and the President will confer and agree upon the strategic goals and objectives on which the evaluation of the President will be based. The President will prepare a summary of progress for the Board for regular review.

In accordance with 110 ILCS 805/3-75, the Board will complete an annual performance review that will be utilized to consider any changes to compensation.

**Policy No. 1024**

1/19/1999

Renumbered 7/1/2001

Reviewed 2/17/2015

Reviewed 12/15/2020

Revised 8/17/2021

Reviewed 1/17/2023

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**BOARD OF TRUSTEES****Naming**

Oakton College may recognize, honor or memorialize individuals, corporations, foundations, or other organizations for their contributions to the College, to higher education, or to society by naming a physical or non-physical asset in their honor. Examples of such assets include but are not limited to:

- Physical Assets: rooms, labs, buildings, floors or wings of a building, lakes/ponds, field, park, patios and outdoor gathering spaces; and,
- Non-Physical Assets: scholarships, academic programs/units, chairs, and lecture series.

These contributions may include time and talent devoted by dedicated community members, distinguished service on the part of staff or significant financial commitments made by a College supporter.

Oakton College will consider the following two general categories of naming opportunities:

1. Philanthropic Naming – Consideration for naming of a building, part of a building, classroom, property or other non-physical asset may be given in recognition of substantial financial gifts to the Oakton College Educational Foundation. The Foundation will seek financial contributions commensurate with the honor sought and compatible with the mission of the institution. Consideration for naming a building will be made for gifts that represent a significant percentage of the building cost. Responsibility for the naming of a building, classroom, laboratory, field or other physical areas in recognition of substantial financial gifts rests with the Board of Trustees upon the recommendation of the President in consultation with the Executive Director of the Oakton College Educational Foundation.
2. Honorary Naming – Oakton College considers the naming of a building, part of a building or other property in honor of an individual to be one of the highest recognitions the institution can bestow. In that context, only in rare circumstances will property be named to memorialize or honor individuals who have made extraordinary contributions to Oakton College. Persons considered for naming honors shall have been dedicated to the purpose, nature and mission of the institution and have achieved outstanding distinction through civic, intellectual or artistic contributions to the development of the institution, area, state and/or nation. Responsibility for the naming of a building in honor of an individual rests solely with the Board upon the recommendation of the President.

Naming opportunities are limited to the useful life and continued use of the applicable facility, space, program, or activity until use of the asset in its current condition becomes impossible or impracticable.

The following restrictions shall apply to the two categories:

- Persons holding elective or appointive office in national, state or local governmental or educational bodies, including employees of Oakton College, may not be honored during their term of office or employment.
- Current members or employees of any governing board in the State of Illinois, including the Illinois Board of Higher Education, are not eligible.

This policy was developed collaboratively by a working group comprised of representatives of the College Board of Trustees, Foundation Board of Directors, the College President and Foundation Executive Director and has been adopted by both bodies.



**Policy No. 1025**

1/18/2000

Renumbered 7/1/2001

Revised 04/20/2004

Reviewed 2/17/2015

Reviewed 12/15/2020

Reviewed 1/17/2023

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**BOARD OF TRUSTEES****Ethics and Gift Ban**

**WHEREAS**, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

**WHEREAS**, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

**WHEREAS**, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

**WHEREAS**, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

**WHEREAS**, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF OAKTON COLLEGE AS FOLLOWS:**

**SECTION 1:** This Ordinance hereby amends the Ethics and Gift Ban policies of the College with the addition of the following provisions:

**ARTICLE 1****DEFINITIONS**

**Section 1-1.** For purposes of this ordinance, the following terms shall be given these definitions: "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Board of Trustees of Oakton College, whether on a full time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Board of Trustees of Oakton College.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, with the officer or another employee directing that employee;1025
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

**ARTICLE 2****PROHIBITED POLITICAL ACTIVITIES****Section 2-1. Prohibited political activities.**

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Oakton College in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

**ARTICLE 3****GIFT BAN**

**Section 3-1.** Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2. Exceptions. Section 3-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid.
- (8) for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(9) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(10) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(11) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(12) Bequests, inheritances, and other transfers at death.

(13) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 3-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

**ARTICLE 4****PENALTIES****Section 4-1. Penalties.**

(a) A person who intentionally violates any provision of Article 2 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 3 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 2 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the College by filing in the circuit court any information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

(e) A violation of Article 3 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the College.

(f) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline or discharge.



## **BOARD OF TRUSTEES**

### **Renaming**

The honorary or philanthropic naming of a physical or non-physical asset of the College is a prominent honor that recognizes individuals, corporations, foundations, and other organizations for whom the asset is named.

Renaming of such a facility is an exceptional event to be considered only after careful and deliberate consideration by the College's Board of Trustees when the actions or words of a namesake directly conflict with the College's mission statement and core values. A physical or non-physical asset, whether named through a philanthropic commitment or in honor of an individual's service or character, may be rescinded or re-named for any of the following reasons:

- If circumstances change so substantially that the continued use of the name may compromise the public trust or image of the College.
- The conduct or activities of the donor is inconsistent with the College's values.
- A donor's failure to fulfill the terms and conditions of a gift agreement.
- Demolition or substantial renovation of a physical space that substantially changes the function or appearance of the space.<sup>1</sup>
- Dissolution of a program or lecture or workshop series.
- Repurposing of a program, department, building, etc.
- Corporation/foundation/organization naming for physical spaces may end if the organization ceases to exist. If the donor is acquired/merged into another organization, the Foundation will begin discussion with the new organization regarding naming rights and obligations of its predecessor.

Such decisions shall be made at the discretion of the College with due consideration for the impact on the relationship with the namesake and the community. Responsibility for the re-naming of a building in honor of an individual rests solely with the Board of Trustees upon the recommendation of the President and in consultation with the Executive Director of the Educational Foundation if the asset was named as the result of a philanthropic commitment.

As modifications are made to physical spaces and programs over time, situations may occur in which it is in the best interest of the College to relocate and/or reallocate named physical space and/or programs. When determining whether the current name shall be continued, careful consideration shall be given to the history and legacy of the original naming. If the decision is made to discontinue the use of the former name, the College, in consultation with the Educational Foundation, will consider alternative continued recognition of the original donor or honoree. This shall be handled on a case-by-case basis in such a manner that takes into account the history and legacy of the original donor or honoree.

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<sup>1</sup> In the event of demolition or substantial renovation, a plaque or other means of conveying historical significance of what was once physically present may be installed.

If the College deems it necessary to modify the name of a physical space or program, the Foundation will make every effort to discuss the proposed change with the donor and/or the donor's representatives in advance. If neither a donor nor a donor's representative is available, the College may change the name in accordance with applicable policies.

### **Changing the Name at the Donor's Request**

If a donor requests that the name be changed (e.g., in the case of a divorce, corporate merger), the request will be reviewed and decided upon by the Executive Director of the Foundation and the President and recommended to the Trustees. If approved, the cost of signage removal and replacement, as well as any other costs associated with this change, will be the responsibility of the requesting party.

This policy was developed collaboratively by a working group comprised of representatives of the College Board of Trustees, Foundation Board of Directors, the College President and Foundation Executive Director and has been adopted by both bodies.

## **BOARD OF TRUSTEES**

### **Standards of Practice**

Members of the Oakton College Board of Trustees acknowledge and accept responsibility to uphold and support Standards of Practice that promote an environment of respectful, effective and accountable governance.

- A. The primary focus of the board is to support a teaching and learning environment that welcomes and promotes the success of the diverse communities that compose District 535.
- B. The board sets the tone of the college. Trustees will follow all college policies. Board decisions and interactions should reflect the mission, vision and values of the college.
- C. Trustees commit to developing and maintaining positive relations with fellow board members. Trustees will respect the opinions of others and work together to achieve common goals.
- D. The board derives authority from and is accountable to the community as a whole. Trustees will seek the well-being of the entire community and represent the community in their board decisions.
- E. The board's primary function is to establish the policies by which the college shall be administered. Authority to initiate policy recommendations, administer academic programs, conduct college business and implement board actions is delegated to the college president. Trustees will respect the delegation of authority to the president to administer the college.
- F. Authority rests with the entire board. The board's voice is expressed through the policies and actions it takes in its official meetings. Once the board has decided on a policy or position, a trustee must be prepared to support it publicly. As individuals, trustees have no legal authority to determine policies, programs or procedures or to direct staff.
- G. Trustees will demonstrate a commitment to informed, ethical decision-making by reviewing board materials provided, attending scheduled meetings, and requesting data and information through protocols established by the board and president.
- H. The board shall fulfill the fiduciary responsibility for sound fiscal management by reviewing financial reports and following established procedures to allow staff to address questions accurately. Trustees will demonstrate personal accountability and transparency in incurring and submitting reimbursement requests for trustee expenses.
- I. Deliberations of the board, particularly items discussed in closed session, are confidential and not for release or discussion in public. Trustees will establish and maintain the trust of fellow board members by maintaining confidentiality.
- J. Trustees will communicate and promote the needs of the community to the college and the needs of the college to the community. Trustees direct all media requests to the Director of Communications and External Relations to ensure a unified voice. Additionally, all follow-up with community members will go through appropriate channels.

- K. The board is responsible for creating and maintaining a spirit of cooperation and a mutually supportive relationship with its president. Trustees will promote a healthy working relationship with the college president through respectful, supportive, open and honest communication. Trustees will refer contacts from employees, students and community residents to the president.
  - L. Trustees will devote time to activities that will enhance knowledge of the college, the community college system and higher education issues. Trustees will engage in a regular and ongoing process of professional development and continuous improvement. Further, trustees will participate in college events and work collaboratively to ensure board presence at important college events and programs as appropriate.
- \* *This Standards of Practice policy was adapted from the Waubonsee Community College Standards of Practice, adopted in April, 2021.*

**BOARD OF TRUSTEES****Board Policy Statement Regarding Diversity, Equity and Inclusion<sup>1</sup>**

All students and employees should have equitable opportunities and access regardless of and responsive to their multiple identity statuses.

One of the ways that Oakton actively seeks to fulfill its mission is to integrate diversity, equity and inclusion (DEI) in every aspect of the college's operations, including in policy work. Equitable policies are important for creating the College's capacity to provide robust, effective opportunities for students and employees to learn and work.

Accordingly, it is the Board's intent that all college policies and practices be reviewed and, if necessary, revised with a particular focus on educational and employment equity at Oakton College. Most importantly, the Board is very committed to providing additional support and assistance to student populations where equity gaps persist in the rate of retention, graduation, transfer and job placement as compared to their peers.

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<sup>1</sup> This policy is based on an existing Diversity, Equity and Inclusion policy at Tacoma Community College.