

**Sauk Valley Community College**  
**January 23, 2023**

**Action Item 4.1**

**Topic:**                    **Board Policies 109.01 *Duties and Responsibilities of the Board of Trustees*, 114.01 *Board Meeting Agenda*, and 431.01 *90-Day Introductory Period* – Second Readings**

**Mission:**                **Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.**

**Presented By:**         **Dr. David Hellmich**

**Presentation:**

The administration has identified minor changes needed in the three Board Policies below to reflect current practices and has determined the need for a minor addition to the third Board Policy below.

**Recommendation:**

The administration recommends the Board approve revision to Board Policies 109.01 *Duties and Responsibilities of the Board of Trustees*, 114.01 *Board Meeting Agenda*, and 431.01 *90-Day Introductory Period* as presented for a second reading.

### *109.01 Duties and Responsibilities of the Board of Trustees*

The Board has overall responsibility for governance of the College. In carrying out its responsibility, the Board has the following specific duties, as well as others:

1. Establish, review, and modify Board Policy.
2. Hire, evaluate, and establish the salary and conditions of employment of the President of the College.
3. Set annual institutional strategic goals.
4. Determine goals for the College President annually.
5. Approve the annual budget.
6. Act upon the recommendations of the President on all matters pertaining to the welfare or operation of the College.
7. Act upon the recommendation of the President for the appointment and subsequent employment status of all faculty and administrative personnel in accordance with established personnel policies.
8. Approve rates of compensation for regular full-time and/or part-time employees and annually review all salary schedules.
9. Act upon competitive bids for supplies and equipment in excess of ~~\$10,000~~ \$25,000 and for construction/repairs in excess of ~~\$15,000~~ \$50,000.
10. Approve certificate and degree programs of the College upon the recommendation of the President.
11. Approve the annual Administrative and Academic Calendar of the College.
12. Consider communications and requests from responsible citizens and organizations within the district on matters of policy.
13. Establish and/or approve citizen advisory committees as needed.
14. Serve as a Board of final appeal with the College for students, faculty, and staff of the College and citizens of the district who may have grievances in any matter concerning the College District.
15. Appoint a treasurer and fix the salary of the treasurer for the District
16. Designate depositories for College funds.
17. Conduct an annual Board self-evaluation.
18. Agree that correspondence to the Board from the President of the College marked *privileged* or *confidential* should not be read in open meeting nor made public without specific written permission of the President to all Board members or as authorized by a majority vote of the Board, and to agree that correspondence to the President from the Board or Board members marked *privileged* or *confidential* shall not be revealed without the permission of the sender.
19. Employ legal counsel for the College.
20. Employ a certified public accounting firm to audit the financial records and status in accordance with the Illinois Community College Act.
21. Assume such other duties and responsibilities as provided for in the Illinois Community College Act, in other laws of the State of Illinois, in the rules and regulations of the Illinois Community College Board and the Board of Higher Education, in the rules and regulations of other relevant state regulatory agencies, and in relevant Federal regulations and laws.
22. Review the College mission and vision statement annually.
23. Create special committees of the Board as needed.

Revised: 03-25-2002 11-22-2004 09-25-2006 10-22-2012 01-23-2023

#### 114.01 Board Meeting Agenda

1. The President of the College will prepare the agenda of meetings for the Board of Trustees after conferring with the Chair of the Board. The Trustees may introduce agenda items through the Board Chair or the President of the College.
2. The Trustees should be furnished with copies of the agenda for regular meetings with any available supporting materials at least 48 hours prior to each regular meeting. ~~The materials will be hand-delivered or sent by mail.~~ The Trustees will receive a copy of the agenda and any available supporting materials for a special meeting as soon as practicable prior to the meeting.
3. Copies of the agenda for each meeting of the Board of Trustees shall be sent to all news media that requested notice of meetings pursuant to the Illinois Open Meetings Act and shall be posted at the College office for public inspection as provided by the Illinois Open Meetings Act.

The Board agenda shall contain an item called *Communications from Visitors*. At this time on the agenda, subject to policy 114.02, members of the public and employees of the College may be heard on petitions previously filed, or requests to be heard on specific agenda items, or to comment or ask questions of the Board. Any written communications for the Board not previously delivered to the Board shall be furnished to it at this place on the agenda. In the Chair's discretion, any written communication to the Board may be read aloud by the Chair, by a member of the Board, by the President, or by other designees.

Revised: 10-23-1989 06-24-2002 01-23-2023

#### 431.01 90-Day Introductory Period

1. Upon initial commencement of employment or a change in position, all administrative, professional-technical staff, and support staff shall enter a 90-day introductory period of employment with the college. The purpose of the introductory period is to allow supervisory personnel to monitor the work of the new employee during the first 90 days of employment or the change in position and make a recommendation at the end of the introductory period regarding the employee's employment status beyond the introductory period. During the 90-day introductory period, the new employee's supervisor, or designee, shall observe and evaluate the employee and, prior to the end of the 90-day introductory period, the supervisor shall submit a written evaluation to the Chief Human Resources Officer of the employee's performance, including a statement as to whether the supervisor recommends or does not recommend continued employment with the College.
2. The 90-day introductory period does not change the nature of the at-will employment status of all professional-technical and support staff. The College fully reserves the right to terminate the employment of any employee, both during and after the 90-day introductory period, as the college deems appropriate.

Revised: 03-26-2012 01-23-2023