

## **Responsibilities, Powers and Duties of the Board**

The authority of the Board of Trustees of Lake Land College is derived from the Illinois Public Community College Act, Illinois Compiled Statutes Chapter 110, Act 805, with related acts, as amended through Public Act 88-505.

Under the time honored practice of American colleges, trustees of colleges, as legal official bodies corporate, concentrate on establishing policies governing the college and delegating responsibility for the administration and execution of those policies to their employed professional administrators.

While the overall duties and responsibilities of the Board of Trustees are set forth in the Public Community College Act, more specifically these duties are as follows:

1. To perform such services as may be necessary for the operation of the College under Illinois Revised Statute, Chapter 122, Paragraph 103.
2. To select and appoint the President of the College in accordance with the laws of the Public Community College Act.
3. To approve the annual budget for the operation of the College for submission to the Illinois Community College Board.
4. To approve the preparation of capital equipment and capital construction budgets.
5. To approve the expenditure of all funds as prescribed in purchasing procedures.

6. To appoint or dismiss employees upon the recommendation of the President.
7. To fix the rate of compensation for all employees who are on a salary schedule.
8. To review and approve all salary schedules.
9. To consider and act upon program and curricular offerings of the College.
10. To consider and act upon all recommendations of the President on matters of policy pertaining to the welfare of the College.
11. To consider and act upon recommendations of the President on matters related to construction, maintenance and operation of the physical structures and grounds of the College and upon acceptance of equipment and supplies.
12. To require such reports from the President of the College as are deemed necessary.
13. To provide for an annual audit of all funds handled under the authority of the College in accordance with law and generally accepted accounting procedures.
14. To approve the establishment of advisory committees as deemed necessary to implement the curricula or technical programs.
15. To establish tuition and fees.
16. To provide, through purchase or lease, site and temporary and permanent facilities.
17. To provide for the awarding of certificates and diplomas and the conferring of appropriate degrees upon the recommendation of the President and the faculty.
18. To approve the organizational pattern of the College.

19. To approve regulations governing the behavior and conduct of students and guiding the co-curricular program of the College.
20. To provide policies for the authorization and supervision of travel for the purposes of the College.
21. To make available for inspection all College policies and procedures for the conferring and informing of all members of the College constituency.
22. To approve policies for the admission of students.
23. To invest or cause to be invested any surplus funds in securities which meet the requirements of the Illinois Public Community College Act and which provide for the most attractive rate of investment as possible.
24. To approve the issuance of all employment contracts and notices as well as contract language changes.
25. To grant leaves upon the recommendation of the President.
26. To provide for or participate in provisions for insurance protection and benefits for College employees and their dependents, including but not limited to retirement annuities and medical, surgical and hospital benefits in such terms and amounts as shall be determined by the Board for the purpose of aiding in securing and retaining the services of competent employees.
27. To borrow money and issue or cause to be issued bonds for the purposes and in the manner provided by law.
28. To establish or cause to be established a working cash fund which shall be maintained and administered for the purpose of enabling the Board to have in its treasury at all times sufficient money to meet demands thereon.
29. To authorize inter-fund loans from any fund or any other fund maintained by the Board.

30. To procure or cause to be procured fire and extended coverage insurance on buildings and furnishings and to procure liability and other types of insurance and indemnity bonds.
31. To accept federal funds when proffered for all types of educational programs for student services and counseling and for construction of physical facilities.
32. To accept gifts or grants from any other source.
33. To enter into contracts or agreements with persons, organizations, associations, educational institutions, or government agencies for providing or securing educational services.
34. To enter into contracts or agreements with any corporation that is organized for educational purposes under the General Not-for-Profit Corporation Act of 1986.
35. To sell or cause to be sold at private or public sale any personal or real property belonging to the district.
36. To appoint persons to be members of the Police Department of the College.
37. To establish or cause to be established parking regulations for the main campus, the Kluthe Center, regional centers, and all other campus sites.

Board members have authority only when acting as a Board of Trustees legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific action of the Board of Trustees.

Individual Board members are charged with the responsibility of attending all regular and officially called meetings to make appropriate decisions regarding the operation of the College based on objective evidence. Individual members are charged with the responsibility to complete training on the Illinois Open Meetings Act and in accord with Public Act 99-0692.

The College shall maintain on its website the names of all elected or appointed voting Trustees and note whether they have or have not successfully completed the required training. Individual members shall recognize that, in discharging the enumerated responsibilities and duties of their office, the Board of Trustees is a policy-making or legislative body, and the President of the College is the Chief Executive Officer for the Board.

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