

John A. Logan College

Board of Trustees Policy Manual

Article IV – Administration of the College

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GENERAL RESPONSIBILITIES

The President is responsible to the Board of Trustees for the total operation of the College, including the recommendation of administrative policies and the administration of the College according to established purposes and policies.

SPECIFIC DUTIES

1. The President shall be the executive officer and **authorized representative** of the Board of Trustees.
2. The President shall prepare and recommend to the Board the adoption of policies relating to the objectives, organization, and operation of the College.
3. The President shall develop and recommend salaries.
4. The President shall report and recommend policies with appropriate input from students and staff.
5. The President shall prepare and submit an annual budget and recommend necessary budget changes.
6. The President shall recruit and recommend the appointment, reclassification, or dismissal of staff members/all personnel.
7. The President shall make recommendations about the maintenance and improvement of buildings and grounds, including new facilities.
8. The President shall recommend the purchase of materials or services not specified in the annual budget.
9. The President shall establish fees, develop budgets, and employ consultants, speakers, and leaders to organize and conduct College-sponsored seminars, workshops, or conferences. Every effort should be made to make such activities self-supporting by generating the money from participant fees.
10. The President shall stimulate and direct the planning and implementation of new programs.
11. The President shall serve as the final staff authority for the resolution of individual student, student group, or staff problems.
12. The President shall be responsible for disseminating information to the public and representing the College to the community and local, state, and national leaders.
13. The President shall promote the cultural and social activities of the College, serving as host on appropriate occasions, both within and outside the College.
14. The President shall arrange for the College to be represented at functions involving other educational institutions, educational organizations, state agencies, and legislative bodies.
15. The President shall participate in local, state, regional, and national organizations active in the field of education, especially at the community college level.

16. The President shall be responsible for preparing and submitting reports required by governmental and educational authorities.
17. The President shall be responsible for the evaluation of the College.
18. The President shall prepare and submit annual and special reports on the state of the College.
19. In the absence of the President, the **President's designee will serve as acting President. In the event that no designee has been named, the Provost will serve as acting President.**
20. In case of emergency or if it should be in the best interest of the College, the President may declare a holiday, notifying faculty, staff, and students accordingly.
21. The President is authorized to commit the College to a grant or project or accept a grant award on behalf of the Board.
22. The President shall coordinate with and act as a liaison to the John A. Logan College Foundation and participate in fundraising efforts.
22. The President has broad discretionary authority to act within the policies approved by the Board.

ADOPTED: JUNE 4, 1968

AMENDED: APRIL 1, 1980; NOVEMBER 24, 2015; SEPTEMBER 30, 2016 (TITLES); **APRIL 27, 2021**

REVIEWED: OCTOBER 12, 2015; **MARCH 11, 2021**

LEGAL REF.:

CROSS REF.: BOARD POLICY 2810

John A. Logan College has a clearly defined organizational structure consisting of the President and Executive Administrators who sit on the President's Executive Council. The President is the Chief Executive Officer directly responsible to the Board of Trustees and serves as the College's chief representative in the community.

In accordance with the Illinois Public Community College Act and Board Policy 4110, the President executes directly or by delegation all executive and administrative duties necessary for the efficient operation of the College. Each position necessary to implement the mission and policies of the Board is described in an approved job description on file in the College's Office of Human Resources.

The College's organizational chart presents a detailed outline of reporting structures beginning with the Board of Trustees and President and continuing through all the divisions of the College. The most current version of the organizational chart shall be maintained in the College's Administrative Procedures Manual on the College's website.

ADOPTED: APRIL 1, 1980
AMENDED: JANUARY 8, 1982; MARCH 11, 1985; JANUARY 27, 2004; NOVEMBER 24, 2015; APRIL 27, 2021;
MARCH 22, 2022
REVIEWED: OCTOBER 12, 2015; MARCH 11, 2021; **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.: ADMINISTRATIVE PROCEDURE 401, ORGANIZATIONAL CHART
(ADMIN. PROCEDURES 402-404 MOVED FROM ADMIN. PROCEDURE TO SPECIFIC JOB DESCRIPTIONS MAINTAINED
IN THE OFFICE OF HUMAN RESOURCES.)

In accordance with Illinois law and to benefit John A. Logan College, the College may accept gifts, grants, or legacies from any source when made for community college purposes. When any such gift, grant, or legacy from any source is in the form of real estate with or without buildings, it must be accepted or rejected by the Board of Trustees upon recommendation of the administration after an administrative evaluation of the real estate or real property has been made in a way prescribed by administrative policy.

All other gifts, grants, or legacies of unencumbered cash, useful equipment, personal services, or other such donations that benefit the College may be accepted by the administration and utilized by the institution in the completion of its mission.

The sale or other disposal of any **unneeded** real property accepted by the Board of Trustees must also be approved by the Board of Trustees.

ADOPTED: MARCH 12, 1990
AMENDED: NOVEMBER 16, 1999; APRIL 29, 2004; **NOVEMBER 24, 2015**
REVIEWED: OCTOBER 12, 2015
LEGAL REF.:
CROSS REF.:

**A POLICY IMPLEMENTING THE PROVISIONS OF THE
STATE OFFICIALS AND EMPLOYEES ETHICS ACT (5 ILCS 430/1-1 et seq.)
FOR THE
JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES
ILLINOIS PUBLIC COMMUNITY COLLEGE DISTRICT #530**

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq. (“Act”), 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, pursuant to Section 70-5 of the Act (5 ILCS 430/70-5), all units of local government and school districts are required to adopt an ordinance or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees, “in a manner no less restrictive” than the provision of the Act; and

WHEREAS, the John A. Logan College Board of Trustees desire to be in compliance with the provisions of the Act;

NOW, THEREFORE, BE IT RESOLVED BY THE JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT NO. 530, COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY AND RANDOLPH, IN THE STATE OF ILLINOIS, AS FOLLOWS:

Section 1: That the official policy of the John A. Logan College Board of Trustees shall read as follows:

SECTION ONE: STATE OFFICIALS AND EMPLOYEES ETHICS ACT:

- A. The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq.; (hereinafter referred to as “the Act” in this Section) are hereby adopted by reference and made applicable to the officers and employees of the Regional Superintendent/Regional Board of Trustees to the extent required by 5 ILCS 430/70-5.
- B. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- C. The offering or making of gifts prohibited to be offered or made to an officer or employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- D. The participation in political activities prohibited under the Act, by any officer or employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- E. For purposes of this Section, the terms “officer” and “employee” shall be defined as set forth in 5 ILCS 430/70-5(c).
- F. The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.

- G. This Section does not repeal or otherwise amend or modify any existing policies which regulate the conduct of the John A. Logan College Board of Trustees and its employees. To the extent that any such existing ordinances or policies are less restrictive than this Section, however, the provisions of this Section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).
- H. Any amendment to the Act that becomes effective after the effective date of this Section shall be incorporated into this Section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by the John A. Logan College Board of Trustees shall not be incorporated into this Section by reference without formal action by the John A. Logan College Board of Trustees.
- I. If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Section shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This Section shall be deemed repealed without further action by the John A. Logan College Board of Trustees if the Act is found unconstitutional by the Illinois Supreme Court.
- J. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Section shall remain in full force and effect; however, that part of the Section relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the John A. Logan College Board of Trustees.

SECTION TWO

This Policy shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

Passed this 27th day of July, 2004.

**JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES,
COMMUNITY COLLEGE DISTRICT #530,
COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY, AND
RANDOLPH, IN THE STATE OF ILLINOIS**

BY: (Original signed by Board Chair Carol Farner)

ADOPTED: APRIL 29, 2004
AMENDED: JULY 27, 2004
REVIEWED: OCTOBER 12, 2015
LEGAL REF.: 5 ILCS 430/1-1 AND FOLLOWING
CROSS REF.: