<table>
<thead>
<tr>
<th>Policy A-1</th>
<th>AUTHORITY OF THE BOARD OF TRUSTEES</th>
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<tbody>
<tr>
<td>Adoption Date: 09/17/90</td>
<td>The Board of Trustees of Illinois Community College District No. 515 derives its authority from the Illinois Public Community College Act approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended by P.A. 78-669, 2, effective October 1, 1973.</td>
</tr>
<tr>
<td>Revision Date: 02/16/98</td>
<td>The board of each community college district is a body politic and corporate including the &quot;Board of Community College District No. 515, Counties of Cook and Will and State of Illinois,&quot; and by that name may sue and be sued in all courts and places where judicial proceedings are had (Chapter 122, Section 103-11, Illinois Public Community College Act).</td>
</tr>
<tr>
<td>Revision Date: 08/26/08</td>
<td>Trustees have authority only when acting as the Board of Trustees legally in session. The Board of Trustees will not be bound in any way by any action or by any statement on the part of any individual trustee or employee, except when such statement or action is in pursuance of specific instructions approved by the Board of Trustees.</td>
</tr>
</tbody>
</table>
Policy A-2

Adoption Date: 07/20/92
Revision Date: 02/16/98
Revision Date: 08/26/08

BOARD POLICIES

Policy Definition
It is the responsibility of the Board of Trustees to consider and set policies to meet the educational needs and desires of the community.

Policies concern the way the Board intends that Prairie State College should operate. They are broad directives for discretionary action meant to control decisions within parameters or set limitations.

Policies adopted by the Board of Trustees are the local laws of Prairie State College. These policies shall be structured in light of the Mission and Goals of Prairie State College, as adopted by the Board of Trustees and consistent with the following framework:

A. Policy should be a Board policy only, and an administrative procedure shall be in keeping with the intent of the relevant Board policy.

B. Policy should provide guidance and direction to administrative procedures established to implement policy.

C. Policy should be pursued as the bona fide authority of the Board.

D. Policy must be consistent and applicable to local, state, and federal laws.

E. Policy must be in harmony with the Constitution -- both state and federal.

F. Policy should be clear, precise, and definitive in terminology.

G. Policy should be reasonable in its terms and not arbitrary or oppressive.

H. Policy should be adopted in good faith and in the public interest.

I. Policy should be designed to enable the Board to perform its appropriate functions.

J. Policy should be of such form so as to have been established by the Board (purpose of policy -- reference to authority).

K. Policy should be officially adopted at a legally-convened meeting of the Board.

L. Policy should provide a balance between the rights of individuals and the institution's responsibility to the collective public.
Policy Formation/Change
In the formation and evaluation of policy for Prairie State College by the Board of Trustees, the Board believes that service to students and the community is the paramount consideration. The Board has the overall responsibility to ensure that Prairie State College serves the educational needs of the community. However, the Board believes that all interested persons and groups should contribute to the process of policy formation and evaluation, and, to the extent feasible, unilateral decisions by the Board shall be avoided. Recognizing that the formation and evaluation of policy requires an atmosphere of trust and collaboration, free discussion of ideas will be encouraged.

When a member of the faculty, administration, staff or community recognizes the need for a specific new policy or revision of an existing one, a request should be made in writing to the College President. Proposed policy changes (additions, modifications, or deletions) shall be presented in written form with supporting materials in order that the proposal can be considered for placement on the agenda of a regular Board meeting. Policy changes should be presented in a proposed form as First Reading at any official Board meeting.

After review and discussion of the proposed change at a First Reading, the policy shall be made available to the College community for one (1) month to provide appropriate review and comments. Further, the Board may invite appropriate segments of the College and/or community to make presentations on the proposed change before a Final Reading is done and action is taken. The above provision for the First and the Final Readings may be modified by the Board in extenuating circumstances by Board action, such as if policy revisions are deemed minor or insignificant or if an emergency condition exists.

The new policy or revision shall be recorded in all official copies of the Board Policy Manual after Board approval.

These Board policies may be amended or rescinded in whole or in part at any time by action of the Board of Trustees or by the College President under the express authority of the Board.
The Board of Trustees shall:

A. Represent the community’s service needs, interests and aspirations for the College and advocate the College to the community, building public trust, appreciation, and confidence;

B. Set the College’s policies which provide rules and direction for the development and operation of educational and support programs and ensure the organization is run effectively, legally, and ethically;

C. Select, appoint, and evaluate the President of the College and delegate authority to him/her for administration of College policies;

D. Appoint personnel as may be needed, establish policies governing their employment and dismissal, and determine the amount of their salaries/compensation. The Board shall comply with all laws and affirmative action requirements promoting equal employment opportunities in employment and in the establishment of policies and compensation.

E. Provide for strategic direction of the College, and review and evaluate the College’s operation to ensure that operations are consistent with Board said policies and that progress toward educational and fiscal goals is assessed;

F. Approve the annual budget, publish a financial statement, and provide for the revenues necessary to support the mission and maintain the programs of the College;

G. Approve the expenditure of funds to ensure that monies spent produce maximum benefits;

H. Approve bid specifications for bidding on items exceeding $10,000 in value except as otherwise required by law;

I. Appoint or dismiss employees upon the recommendation of the President in accordance with appropriate affirmative action policies and College policies and procedures;

J. Act upon recommendations of the President on matters regarding site utilization, physical plant development, and repair and maintenance of the building, grounds, and equipment;

K. Act upon recommendations of the President on matters of capital outlay with reference to buildings, major improvements, and equipment;
Policy A-3  
DUTIES/RESPONSIBILITIES OF THE BOARD OF TRUSTEES

L. Require and consider reports from the President concerning the programs and conditions of the College;

M. Act upon recommendations of the President regarding the curricular offerings of the College;

N. Act upon recommendation of the President on the annual academic calendar;

O. Act upon the recommendations of the President in all matters of policy pertaining to the welfare of the College;

P. Provide for the establishment of proper accounting of all receipts and disbursements of College funds, student funds, and all other funds under the supervision of the College;

Q. Provide for an annual audit of all funds handled under the supervision of the College;

R. Develop and maintain communication channels of procedures which provide for and encourage the free flow of information between all constituents of the College (Board, administration, faculty, staff, students, community citizens, etc.);

S. Establish general citizen advisory committees as needed;

T. In appropriate cases and at its discretion, serve as an impartial court of final appeal for students, faculty, support staff, administrators, and citizens of Illinois Community College District No. 515 in any district matter;

U. Protect and encourage the search for the dissemination of truth so that employees may recognize personal obligations in these matters;

V. Perform such other duties as may be adopted by, or lawfully imposed upon, the Board and as contained in the Illinois Public Community College Act; and,

W. Submit to the Board Secretary by May 1 of each year evidence that a required ethics statement has been filed with the appropriate County Clerk.
As a citizen and a trustee, a Code of Ethics shall be established to accept the legal and moral commitment and responsibility for the College district and its staff in it’s the Trustee’s role to provide students the finest education possible and to represent the public interest in education.

As a member of the Board of Trustees of Prairie State College, the Trustee shall do his/her utmost to adhere to the following commitments:

A. To represent all district constituents honestly and equally and to refuse to surrender responsibilities to special interest or partisan political groups;

B. To recognize that a Board member has no legal authority as an individual unless authorized by the Board and that decisions can be made only by a statutory vote at a Board meeting;

C. To take no private action that might compromise the Board or administration and to respect the confidentiality of privileged information;

D. To abide by and uphold the decisions of the Board, while retaining the right to challenge the judgement of others when necessary and to seek changes in decisions through ethical and constructive channels while working with fellow Board members in a spirit of cooperation and harmony;

E. To encourage and respect the free expression of opinion by fellow Board members and others who seek a hearing before the Board;

F. To be involved and knowledgeable about not only local educational concerns, but also about state and national issues;

G. To recognize the Board’s delegation of authority to the President as the Chief Executive Officer and to confine Board actions to the duties/responsibilities of the Board as established by Board policy;

H. To respect and contribute to an atmosphere in which controversial issues can be presented fairly, individual dignity is maintained, and proper decorum in group and individual behavior is preserved;
I. To attend meetings regularly, keep informed on the business of the district, remain flexible in reacting to new ideas, and accept responsibility for meeting new needs in a changing environment; and,
<table>
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<tr>
<th>Policy A-4</th>
<th>BOARD MEMBER CODE OF ETHICS*</th>
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<td>J.</td>
<td>To recognize the need for a strong, active Board of Trustees.</td>
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<td>Therefore, if the Trustee is unable to fulfill his/her Duties/Responsibilities as a Trustee or is unable to adhere to this Code of Ethics and/or to the Code of Board Member Conduct, as set forth by the Board of Trustees, he/she will be expected to resign the Trustee position.</td>
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<tr>
<td></td>
<td>* A two-thirds majority vote shall be required to amend or rescind this Board Policy.</td>
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</table>
The Board of Trustees, recognizing the tremendous obligations entrusted by the public in the organization and in the Trustees as elected officials, shall set forth this policy regarding Board member conflict of interest and impropriety. Each Trustee shall be expected to carry out in a trustworthy and diligent manner the duties and responsibilities of the Board of Trustees consistent with this policy.

The Board of Trustees annually shall review this policy, and each Board member shall be expected to affirm or reaffirm his or her personal pledge to observe this policy.

**Conflict of Interest**

Board members must maintain unconflicted loyalty to the interests of the district’s citizens and of the College. Board members must avoid any conflict of interest or the appearance of impropriety which could result from the Trustee’s own position and the use of membership on the Board of Trustees for personal gain or publicity. Board members shall not influence or control the hiring of personnel, the awarding of contracts or purchase awards, or the employment by contractors and subcontractors of friends, relatives, or business acquaintances.

This accountability supersedes any conflicting loyalty such as to advocacy or interest groups and to memberships on any other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of college services. If a Trustee has a conflict of interest, he or she shall not vote on, nor participate in discussion regarding, nor attempt to influence the vote on any matter related to the conflict. An abstention is expected.

A Board member shall not make or participate in the making of any decision or take any action with respect to any matter in which he/she, or an immediate family member, has any special interest.

Any Board member who has a special interest in any action or activity pending before the College or the Board of Trustees shall disclose the nature of such interest publicly, and the nature and extent of such interest shall be duly noted in the minutes of the Board meeting. The obligation to report arises as soon as the Trustee is aware of the action or activity. If action is to be taken, the Board member shall abstain from voting and the abstention properly recorded in the minutes.

**Employment of Relatives**

Board members shall not advocate or influence employment in the College for any individual(s) who is a relative of the Trustee. For purposes of this policy, relatives of a Trustee shall be defined as a
spouse, significant other, parent, child, individual for whom a Trustee has been assigned legal responsibility in guardianship, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, and in-laws of the same degree of relationship. Neither shall Board members advocate or influence preferential treatment for a relative in the determination of compensation or working conditions. The Trustee shall abstain from any action before the Board affecting a relative of said Trustee.

When a relative of a Trustee is an employee of a firm which is doing business with the College, or seeking to do business with the College, the Board member shall not advocate or influence said business and shall abstain from any action before the Board of Trustees.

Fiduciary Responsibilities
Board members must avoid any conflict of interest or impropriety with respect to their fiduciary responsibilities:

There must be no self-dealing or any conduct of private business or personal services between any Board member and the College except as procedurally controlled to assure openness, competitive opportunity, and equal access.

There must be no use of the Trustee position to pursue or obtain employment by the College for or by themselves, relatives, friends, or associates.

There must be no use of the Trustee position to obtain furnishing of services or goods to the College for or by themselves, friends or associates.

There must be no direct or indirect receipt of compensation or remuneration, or any monetary profit or gain, by reason of membership on the Board of Trustees or by reason of the Trustee’s service to the College or position on the Board.

Campaign Contributions
Board members who receive financial campaign contributions for election as a Trustee, or contributions for another elected position other than that of Trustee, shall submit to the Board Chair or Board Secretary, a copy of the public report of all such contributions to be used to review and determine potential conflict(s) of interest. Such a report shall then be distributed to all Trustees and made available to the public upon request. If a Trustee does not submit the report of campaign contributions, the Board shall acquire a copy through public records and distribute copies to all Trustees and make copies available to the public upon request.

A record of the request by an individual(s) for a copy of the public
report via the College shall be made, including name(s) and address(es), and the Trustee for whom the public report pertains shall be advised of the name(s) of those individual(s) who have received a copy of the public report. The public report shall be disposed of following Board resolutions and according to the College’s official records retention and disposition schedule.

Authority
Board members shall not exercise, or attempt to exercise, individual authority over the organization except as explicitly set forth in Board policies:

- There must be a recognition of the lack of individual authority by a Trustee, in interactions with the President, employees or students.

- There must be a recognition of the same limitation and inability of a Trustee to speak for or on behalf of the Board of Trustees in interactions with the public, press or other entities, unless specifically authorized to do so by a Board majority.

- There must be no individual judgments or evaluations of the President or of employee performance except as performance is assessed against explicit Board policies by the established process(es).

Board members shall not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for the processing of complaints or grievances.

Gifts
Board members must not receive or accept any gift or gratuity based on any understanding, either explicit or implicit, of the sender receiving any benefit thereby or of influencing any decision, action or judgment of the College, the Trustee, the Board of Trustees, or any employee. Any gift received in violation of this policy shall be immediately returned to the sender.

This policy does not prohibit any Trustee from receiving an award publicly presented in recognition of service or from business entertainment or reasonable hosting furnished in connection with College business and events.

Violations of the Policy
Whenever a potential or actual violation of this policy exists, in fact or appearance, the Trustee shall disclose such action to the Board Chair and Board Secretary immediately and in writing. Whenever a potential
or actual violation of this policy by a Trustee, in fact or appearance, is witnessed by another Trustee, employee or public citizen, the reported action shall be disclosed to the Board Chair and Board Secretary in writing. All disclosures shall be continuously reported and kept current.

A Trustee shall be obligated to disclose a potential or actual violation of this policy by another Trustee. Failure to so report shall also be considered a violation of this policy. No action, prejudice or retaliation shall be directed by the Board or Trustee(s) against another Trustee, the employee or public citizen for reporting a potential or actual violation by a Trustee(s).

Upon disclosure, the Board Chair shall call a meeting of the Board of Trustees within thirty (30) days to consider the reported violation and to be presented with the information and basis for the reported violation. The Board Chair or Board Secretary shall notify all Trustees of the reported potential or actual violation at least forty-eight (48) hours before the Board meeting at which the reported violation is to be considered. Following presentation of the information and basis for the reported violation at the meeting, the Trustee against whom the violation is reported may request a reasonable amount of additional time to respond. Following the response, the Board of Trustees shall determine by majority vote whether a potential or actual violation has occurred. The Board of Trustees shall, as appropriate, take public action to censure the behavior.

*A two-thirds majority vote shall be required to amend or rescind this Board Policy.*
<table>
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<tr>
<th>Policy A-6</th>
<th>TERM OF BOARD OFFICE</th>
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<td>Adoption Date: 02/17/92</td>
<td>The members of the Board of Trustees shall be elected for (1) a full term of six (6) years or (2) an unexpired term of less than six (6) years due to a vacancy on the Board as provided in the Illinois Public Community College Act (Chapter 805/3–7).</td>
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<tr>
<td>Revision Date: 02/16/98</td>
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<tr>
<td>Revision Date: 08/26/08</td>
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The selection of the Student Trustee shall be held every year at the time and in the manner provided in Chapter 110, Section 805/3-7.24 of the Illinois Public Community College Act. The Secretary of the Board of Trustees (or designee), the College President’s designee, and a Student Government Association appointee shall form an election committee which shall conduct the election.

As per the Community College Act, the Student Trustee shall serve a term of one (1) year beginning on April 15 of each year.

To be eligible to serve as Student Trustee, a student must possess the following qualifications on the date of filing for candidacy, on the date of election, and during the term of office:

A. Be a registered student at Prairie State College during the current fall and spring semesters (Evidence of such registration must be placed on file with the Board Secretary by the tenth day of each semester);

B. Reside in the Prairie State College district;

C. Be enrolled in a minimum of six (6) credit hours in courses of university transfer or career education-college credit; and,

D. Have at least a 2.5 cumulative grade point average.

E. May not possess 60 credit hours or more, or have graduated from Prairie State College.

F. May not be concurrently enrolled in high school and Prairie State College.

A student who has completed an associate degree at Prairie State College shall not be eligible to serve as Student Trustee. Prairie State College employees scheduled to work twenty (20) hours or more per week shall not be eligible to serve as Student Trustee.

Whenever a vacancy occurs for an unexpired term, the College President’s designee shall call for a special election by Student Government to take place within thirty (30) days. By this process, the Student Government shall select a Student Trustee for appointment by the Board of Trustees to fill the vacancy for the remainder of the unexpired term.

A Student Trustee shall be limited to one (1) one-year term and may not be re-elected. However, a student who serves as Student Trustee
<table>
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<tr>
<th>Policy A-7</th>
<th>STUDENT TRUSTEE</th>
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<td>for the remainder of the unexpired term of less than seven (7) months, as per the above provisions, shall be eligible to be elected to serve as Student Trustee for a full one (1) year term.</td>
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<td>A term may be extended beyond the end of the one-year term in the event that the student election of the Student Trustee is not held and concluded by the appropriate time designated.</td>
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<td>As per the Community College Act, the Student Trustee shall have all of the privileges of membership, including the right to make and second motions and to attend executive sessions, other than the right to vote.</td>
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<td>A student advisory, non-binding vote by the Student Trustee shall be listed as part of the roll call votes of the Board members.</td>
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<td>The Student Trustee shall submit to the Board Secretary by May 1 of each year evidence that an ethics statement has been filed (as required by law) with the appropriate County Clerk.</td>
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Within one (1) month after election or appointment, each new member of the Board of Trustees shall be supplied by the College President with background materials for the current and the preceding years.

These materials normally shall include a copy of:

A. Board Policy Manual;
B. Administrative Rules and Procedures Manual;
C. Affirmative Action/Equal Opportunity Plan;
D. Collective bargaining agreements;
E. College Catalog, Student Handbook, and Class Schedules;
F. Minutes of Board Meetings (last six months); and

In addition, the new Board member(s) will receive a copy of other appropriate College documents and resources (e.g., budget, financial audits, organizational charts, position descriptions, strategic plans, and facility plans) as well as other items the Board Chair and/or the College President deem necessary and appropriate.

Within the first month after election or appointment, each new member of the Board will have a tour of the College campus and will meet with the President, executive officers, and other individuals within the College as arranged by the President and as may be desired by the Board member and in consultation with the Board Chair.

To further assist in the orientation process, a Board Workshop shall be held as soon as is feasible following the election; periodic Board retreats shall allow for the exchange of information and discussion of selected topics.

Upon notification of the new Board member(s), the Illinois Community College Trustees Association sends orientation materials directly to the new Board member(s). This state association offers a "New Trustees' Workshop" as part of its January meeting, and new Trustee(s) shall be encouraged to participate.
Compensation
A member of the Board of Trustees shall serve without compensation (i.e., salary, stipend, honorarium, insurance, or retirement benefit), unless statutory authorizations are enacted.

Expenses for Board Member Travel
Costs for reasonable expenses incurred by a member of the Board of Trustees in connection with his/her service as a Board member including travel, lodging, meal and meeting expenses shall be borne by the College. (Chapter 122, Section 103-7, Illinois Public Community College Act, as amended).

To promote College and community relations, the expenditures for members of the Board of Trustees to participate in College and Foundation activities and events, and at identified activities and events of the community/state, shall be borne by the College.

Expenses for Board Member Spouses/Guests
The reasonable expenditures for spouses or guests of members of the Board of Trustees in order to accompany the trustee and to participate in College and Foundation activities and events, and at identified activities and events of the community/state, shall be borne by the College. The expenses include tickets to identified special occasions or events and meal expenses; the expenses exclude travel and accommodations.
Whenever a vacancy occurs on the Board of Trustees, the remaining Board members shall fill the vacancy through an appointment until the next regular election for Board members as per Chapter 122, Section 103-7, as amended, of the Illinois Public Community College Act. The appointee must have the same qualifications as prescribed by the same Act.

If the remaining members fail to act within sixty (60) days after the vacancy occurs, the Chair of the Illinois Community College Board shall fill that vacancy by appointment until the next regular election for Board members occurs.
<table>
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<tr>
<th>Policy A-11</th>
<th>BOARD ORGANIZATION</th>
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<tr>
<td>Adoption Date: 01/22/92</td>
<td>On or before the first Monday of May annually, the Board of Trustees shall meet to organize by electing its officers and by fixing a date, time and place for the regular meetings. The Board of Trustees shall then enter upon the discharge of its duties.</td>
</tr>
<tr>
<td>Revision Date: 12/20/04</td>
<td>The Board of Trustees will organize by electing one of its members as Chair of the Board, one of its members as Vice-Chair, and one of its members as Secretary.</td>
</tr>
<tr>
<td>Revision Date: 08/26/08</td>
<td>In addition, the Board shall appoint a Recorder and a Treasurer who shall not be Board members (Illinois Public Community College Act Sections 3-8 and 3-18, 110 ILCS 805/3-8 and -3/-18).</td>
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<td>Within five working days after the organizational meeting, the Chair shall, in compliance with Section 1501.202 of the Administrative Rules of the Illinois Community College Board (ICCB), certify in writing to the ICCB that the Board of Trustees has been organized. The officers and the names of all members of the Board of Trustees shall be also posted and communicated to the public, with a press release an adjudicated newspaper, and to the Illinois Community College Trustees Association, following the annual organizational meeting.</td>
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Each member of the Board of Trustees must on the date of election be (1) a citizen of the United States, (2) of the age of eighteen (18) years or over, and (3) a resident of the State of Illinois and of the territory which on the date of the election is included in Community College District 515 for at least one (1) year immediately preceding election (Chapter 122, Section 103-7, as amended, of the Illinois Public Community College Act).

The election of the members of the Board shall be held every two (2) years at the time and in the manner provided in Chapter 122, Article III, Section 103-7, as amended, of the Illinois Public Community College Act.
General Roles of Board Officers
The Board Chair shall preside at all meetings and shall perform such duties as are imposed by law or by action of the Board. The Board Vice-Chair shall serve in the chair’s absence. If the Board Chair and Vice-Chair are absent from any meeting or refuse to perform their duties, a chairman pro tempore shall be appointed by the Board from among their number (Chapter 122, Section 103-10, as amended, Illinois Public Community College Act).

The Board Secretary shall perform the duties usually pertaining to that office. If the Secretary is absent from any meeting or refuses the duties of the office, a member of the Board shall be appointed secretary pro tempore (Chapter 122, Section 103-10, as amended, Illinois Public Community College Act).

Responsibilities of the Chair
The Board Chair has the following responsibilities:

A. Board Meetings
   1. Preside at all meetings of the Board in an efficient and effective manner and set the general tone for each meeting through positive leadership;
   2. Encourage Board discussion and the expression of individual opinions;
   3. Expedite decision making and voting of the Board after due deliberation; and
   4. Provide leadership in causing the Board to deliberate appropriate topics and to focus on policy issues.

B. Board Operations
   1. Appoint Board committees in accordance with Board policies;
   2. Provide leadership for the growth and development of the Board through in-service training, trustee conferences, consultants, and special trustee programs;
   3. Consult with other trustees regarding their responsibilities and adherence to Board policies;
   4. Provide approval for all authorized expenditures by Board
<table>
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<tr>
<th>Policy A-13</th>
<th>BOARD OFFICERS AND RESPONSIBILITIES OF THE CHAIR</th>
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<tr>
<td>members and the President; and</td>
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<td>5. Initiate the evaluation of the performance of the Board as a whole.</td>
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C. **College Advancement**

1. Establish and maintain, on behalf of the Board, good relationships with the media and governmental units;

2. Serve as an advocate and representative of the College, and on behalf of the Board, to ensure public trust in the institution; and

3. Carry out special assignments and act as spokesperson for and on behalf of the Board.

D. **Board/President Relations**

1. Advise and consult with the President on major issues and interpretations of Board policy;

2. Confer with the President on the order and content of the Board meeting and Board Workshop agenda;

3. Channel requests and inquiries made by citizens and other Board members to the President; and

4. Serve as a catalyst in evaluating the President's performance and in leading contract and compensation discussions of the Board.
The Board of Trustees shall appoint a Treasurer and a Recorder, per statute, who shall serve at the pleasure of the Board.

**Treasurer**

The Treasurer of the Board shall:

A. Accept and deposit with such depositories as may be authorized by the Board all monies due the College and make such payments from said funds as are authorized by the Board;

B. Keep in proper form such records as may be required by the Board;

C. Invest idle funds not currently required in the manner prescribed by an "act relating to certain investments of public funds by public agencies," except that investments in commercial paper may be made only up to a maximum of ninety (90) days and only in those issues that receive top ratings by the bond rating organizations; and

D. Perform such duties as may be required by the Illinois Public Community College Act (805/3-18).

**Recorder**

The Recorder of the Board shall:

A. Prepare and maintain the official minutes of all of the meetings of the Board of Trustees;

B. Keep such minutes and other Board records on file as the permanent records of the College district; and,

C. Give public notice of the annual schedule of meetings and any newly-scheduled, rescheduled, and cancelled meetings.
The Board of Trustees shall develop and implement a set of *Board of Trustee Annual Goals.*

The goals shall be developed by the trustees through a process that could involve a Board Workshop to facilitate discussion and focus. The goals shall be developed within ninety (90) days of the annual board organization meeting.

The Board’s goals may take into consideration the College’s Vision Statements and strategic plan, the President’s performance expectations, and other College directions and priorities, as well as goals of the Illinois Community College Trustees Association, the Association of Community College Trustees, and any other entity deemed appropriate by the trustees.

The Board of Trustees shall meet annually to assess whether the year’s goals have been achieved and, if not, whether those goals should be revised and/or carried over to the following year.

The Board of Trustees shall determine the number and extent of the goals each year and whether there will be any carry over of goals from the prior year(s).
<table>
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<tr>
<th>Policy A-16</th>
<th>COLLEGE CONSTITUENCY GROUP REPRESENTATION FOR BOARD MEETINGS</th>
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<tr>
<td>Adoption Date: 01/22/92</td>
<td>A representative of each of the following constituency groups shall be invited to attend meetings of the Board of Trustees as a table participant in order to provide information for Board consideration:</td>
</tr>
<tr>
<td>Revision Date: 02/16/98</td>
<td>Prairie State College Federation of Teachers;</td>
</tr>
<tr>
<td>Review Date: 08/26/08</td>
<td>Student Government Association; and</td>
</tr>
<tr>
<td></td>
<td>Prairie State College Federation of Supportive Staff.</td>
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<td></td>
<td>Each representative shall be introduced by the College President to the Board and thereby recognized by the Board for the meeting of attendance. The representative(s) may be called upon or recognized by the Board Chair for information or to provide comment on an item pending Board consideration and on behalf of the constituency group represented.</td>
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</table>
**BOARD MEETINGS**

The Board of Trustees shall fix dates, time, and place for the regular Board meetings at the annual organizational meeting.

Special meetings of the Board may be called by the Board Chair or by any three (3) members of the Board by giving notice thereof in writing stating the date, time, place, and purpose of the meeting. Such notice may be served by mail forty-eight (48) hours before such meeting or by personal service forty-eight (48) hours before such meeting (805/3-8, Illinois Public Community College Act).

All regular and special meetings shall be open to the public. Members of the public and employees of the College shall be afforded the time, subject to reasonable constraints and within a designated portion of the agenda, to comment or to ask questions of the Board.

Executive Sessions shall be closed meetings.

**Committees of the Board**
Committee-of-the-whole meetings of the Board of Trustees may be held whenever deemed necessary by the Board Chair with concurrence of the Board of Trustees. Discussion items at the committee-of-the-whole meetings shall be according to the agenda for that specific meeting. No committees shall obligate the College in any manner.

Ad hoc committees of the Board shall be created and appointments made by the Board Chair whenever warranted. Meetings of such committees may be held whenever deemed necessary by the committee chair.

The College President and Board Chair shall be ex-officio members of all ad hoc committees of the Board.
<table>
<thead>
<tr>
<th>Policy A-18</th>
<th>PUBLIC NOTICE OF BOARD MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption Date: 09/18/90</td>
<td>The Recorder of the Board of Trustees shall give public notice of the schedule of regular meetings at the organizational meeting for the following year and shall state the regular dates, times, and places of such meetings.</td>
</tr>
<tr>
<td>Revision Date: 02/16/98</td>
<td>Public notice of any special meeting, or of any rescheduled regular meeting, or of any reconvened meeting shall be given at least forty-eight (48) hours before such meeting. However, this requirement of public notice of reconvened meetings does not apply to any case where the meeting is to be reconvened within twenty-four (24) hours, nor to any case where announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.</td>
</tr>
<tr>
<td>Revision Date: 08/26/08</td>
<td>Public notice shall be given by posting a copy of the notice on public display outside the Board Room of Prairie State College or at the building in which the meeting is to be held if it is not to be held in the Board Room.</td>
</tr>
</tbody>
</table>

The Board shall supply copies of the notice of its regular meetings and of the notice of any special, rescheduled, or reconvened meetings to any local newspaper of general circulation or any local radio or television station that has filed an annual request for such notice. Any such news medium shall also be given the same notice of all special, rescheduled, or reconvened meetings in the same manner as is given to members of the Board provided such news medium has given Prairie State College an address within the territorial jurisdiction of District No. 515 at which such notice may be given (120/2-02, Illinois Public Community College Act).
Policy A-18

PUBLIC NOTICE OF BOARD MEETINGS

Adoption Date: 09/18/90
Revision Date: 02/16/98
Revision Date: 08/26/08

The Recorder of the Board of Trustees shall give public notice of the schedule of regular meetings at the organizational meeting for the following year and shall state the regular dates, times, and places of such meetings.

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<table>
<thead>
<tr>
<th>Policy A-19</th>
<th>PUBLIC’S RIGHT TO RECORD OPEN BOARD MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption Date: 09/17/90</td>
<td>In accordance with the Open Meetings Act (as amended), any person may record the proceeding of meetings which are required to be open by the Act (Chapter 120, Section 2.05, Illinois Public Community College Act).</td>
</tr>
<tr>
<td>Revision Date: 02/16/98</td>
<td>The Board of Trustees shall prescribe reasonable rules/procedures for the making of recordings by tape, film, or other means in a manner which is open, unobtrusive, and non-disruptive to the proceedings. Said rules/procedures include:</td>
</tr>
<tr>
<td>Review Date: 08/26/08</td>
<td><strong>Persons are requested to contact the President’s Office (Board Recorder) prior to the meeting to indicate their intention to record and the medium to be used; and</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Persons are requested to set up their equipment in a manner that is the least disruptive to the process and conduct of the meeting.</strong></td>
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</tbody>
</table>
Closed Sessions (closed meetings) of the Board of Trustees may be held to consider the following reasons for a closed meeting as outlined in the Illinois Open Meetings Act (120/2, Illinois Public Community College Act), as revised January 1, 1995. Those matters outlined in the Act that do not pertain to Prairie State College are not cited herein. No final action may be taken during a Closed Session (closed meeting).

A. **Employee Appointment, Compensation, Discipline, Performance, Dismissal, Complaints:**
   The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity.

B. **Employee Collective Negotiations/Salary Schedule Deliberations:**
   Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

C. **Public Office - Selection, Discipline or Removal:**
   The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

D. **Evidence or Testimony presented in Open/Closed Hearings:**
   Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth is determinative reasoning.

E. **Purchase or Lease of Property for College Use:**
   The purchase or lease of real property for the use of the public body.

F. **Sale or Lease of College-owned Property:**
   The setting of a price for sale or lease of property owned by the public body.

G. **Sale or Purchase of Securities, Investments or Investment Contracts:**
   The sale or purchase of securities, investments, or investment contracts.
H. Security Procedures and Responding to Danger:
Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff or public property.

I. Individual Student Disciplinary Cases and Other Matters:
1. Student disciplinary cases.
2. The placement of individual students in special education programs and other matters relating to individual students.

J. Litigation:
Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

K. Establishment of Reserves or Settlement of Claims:
The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

L. Criminal Investigations:
Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.

M. Professional Ethics or Performance When Considered by an Advisory Board:
Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body’s field of competence.

N. Meetings with Statewide Association Representative Regarding Self Evaluation, Practices, Procedures or Ethics:
Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
O. Discussion of Closed Meeting Minutes:
Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

P. Meetings Between Internal and External Auditors;
Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

The Board of Trustees may hold a Closed Session (closed meeting), or close a portion of a meeting, by a majority vote of a quorum present taken at an open meeting. The vote of each member of the Board of Trustees present shall be recorded in the Board minutes and shall be publicly disclosed at the time of the vote. The reason for the closed meeting, as listed above (Items A-O), must be clearly stated in the motion and recorded in the Board minutes of the open meeting.

Minutes of all Closed Sessions (closed meetings) shall include the following:

1. The date, time and place of the meeting;

2. The members of the Board recorded as either present or absent; and

3. A summary of discussion on all matters proposed, deliberated, or decided and a record of any votes taken; and

4. The names of any individual(s) who are the subject of the Closed Session.

P. Recording of Closed Sessions:

1. A verbatim record shall be kept of all meetings of the Board of Trustees or any subsidiary “public body” (as defined by the Illinois Open Meetings Act) of the college which are closed to the public. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed meetings in the manner required by the Illinois Open Meetings Act. Minutes of closed meetings shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed meeting. The Secretary of the Board, or his/her designee, shall maintain the verbatim recordings and minutes of all closed sessions of the Board and all subsidiary public bodies of the college.
2. At the beginning of each closed session, those present shall identify themselves by voice for the audio recording. If the meeting is videotaped, at the beginning of the meeting, those present shall individually appear on camera and identify themselves by voice. The chair of the meeting shall also announce the times the meeting commences and ends at the appropriate points on the recording.

3. Statute requires a semi-annual review of closed session minutes. The agenda shall include the following item: “Review of the minutes of all closed sessions that have not yet been released for public review, and determination of which, if any, may then be released.” Minutes or recordings shall not be released unless the board finds that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes or recordings not released, the board shall find that the “need for confidentiality still exists” as to those minutes or recordings. The administration shall prepare a recommendation for the board regarding the release and non-release of the respective recordings and minutes. Minutes of closed sessions shall be kept indefinitely.

4. With regard to verbatim recordings of closed sessions, the agenda shall include the following item: “Authorization for destruction of verbatim recordings of closed sessions.” The administration shall present a list to the Board of Trustees the dates of closed sessions where:

   a. A verbatim recording exists;

   b. The Board of Trustees has approved the minutes of the closed meeting as to form, regardless of whether the minutes have been released for public review; and

   c. There have been more than 18 months since the date of the closed meeting.

The Board of Trustees shall consider whether to authorize destruction of the verbatim recordings of those meetings. When ordered by the Board of Trustees, the Secretary of the Board shall destroy the recording of that closed meeting in a suitable manner.
Subject to change by the Board of Trustees, the agenda or order of business at all regular meetings of the Board shall be typically as follows:

A. **Call to Order**: The Board Chair, or the Vice Chair or Chair pro tem in the absence of the Chair convenes the meeting.

B. **Oral/Written Public Communications**: The Board receives any written communications from the public, and the Board requests and hears any verbal statements from public citizens.

C. **Introductions/Recognitions**: New employees, guests and individuals to be acknowledged and recognized are introduced to the Board.

D. **Approval of Minutes**: The Board considers and acts upon regular, special and Executive Session meeting minutes.

E. **Consent Items**: Matters pertaining to personnel, instruction, students, finance, and general institutional topics that may be handled by a single motion and vote are presented and acted upon.

F. **Action Items**: Matters pertaining to personnel, instruction, students, finance, and general institutional topics that are voted on separately are presented and acted upon. An Executive Session (closed meeting) may be held at the beginning of the "Action Items" section of the agenda, if desired and voted upon.

G. **Reports**: The Board considers informational and progress reports and materials. Actions may be taken on motions presented by trustees in response to the reports and information presented.

H. **Items from the Board**: Matters pertaining to Board member reports, the schedule for future meetings, and comments from individual table participants are presented and considered.
<table>
<thead>
<tr>
<th>Policy A-21</th>
<th>BOARD MEETING AGENDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Executive Session (as necessary): The Board members meet in closed session to consider allowable items.</td>
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<td>J. Adjournment: By majority vote of the Trustees, the meeting of the Board is adjourned.</td>
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</tbody>
</table>
All items for consideration or action by the Board of Trustees shall be presented upon recommendation of the College President. Board members may request items for presentation and action as appropriate and with notification to the Board Chair or President for inclusion on the agenda.

Board members may also offer or present motions to propose actions as may be desired.

The College President may call upon the executive officers or other College staff to support, elaborate, or provide further justification of items pending Board consideration or action during each meeting.
<table>
<thead>
<tr>
<th>Policy A-23</th>
<th>BOARD QUORUM/VOTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption Date: 01/22/92</td>
<td><strong>Board Quorum</strong></td>
</tr>
<tr>
<td>Revision Date: 03/16/98</td>
<td>Unless otherwise prescribed by law, a majority of full voting membership of the Board of Trustees shall constitute a quorum.</td>
</tr>
<tr>
<td>Revision Date: 08/26/08</td>
<td><strong>Board Voting</strong></td>
</tr>
<tr>
<td></td>
<td>Unless otherwise prescribed by law, when a vote is taken upon any measure before the Board, a quorum being present, a majority of the votes of the members voting on the measure, excluding the Student Trustee's advisory vote, shall determine the outcome thereof (805/3-9, Illinois Public Community College Act).</td>
</tr>
<tr>
<td></td>
<td>All votes in connection with contracts and expenditures of funds shall be by roll call vote. The &quot;Ayes&quot; and &quot;Nays&quot; shall be recorded as a part of the minutes according to how each trustee votes. Votes on all other items may be made by voice rather than roll call, unless requested by one or more Trustees.</td>
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<td>An advisory, non-binding vote by the Student Trustee shall be listed as part of the roll call votes of the Board members.</td>
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<td>An exception shall be made for Board Policies A-4 (Board Member Code of Ethics) and A-32 (Board Member Conflict of Interest and Impropriety) to the majority vote provision, such that a two-thirds majority vote shall be required to amend or rescind.</td>
</tr>
</tbody>
</table>
Records of all transactions of the Board of Trustees shall be set forth in full in the official minutes of the Board, as per Chapter 5, Sections 120/2.05 and 120/2.06 of the Illinois Public Community College Act. The recording shall be handled by a person designated by the Board as the Recorder.

The minutes shall be kept on file as the permanent official records of the Board legislation of the College district. The Recorder shall act as custodian of the minutes and shall make them available during usual office hours to any citizen desiring to examine them.

Minutes shall not be deemed official until approved by the Board.

Executive Session minutes shall not be released for public inspection until approved by the Board. Those minutes declared closed shall be reviewed every six (6) months by the Board according to the Open Meetings Act to determine whether or not they shall be opened and released to the public.

The minutes of Executive Sessions (closed meetings) shall be distributed to current Trustees and to the College President only, until properly released. The Board may, at the discretion of the Board Chair and in consultation with the Board Secretary, restrict the distribution of particular Executive Session minutes to Trustees only.
Prairie State College

<table>
<thead>
<tr>
<th>Policy A-25</th>
<th>PUBLIC PARTICIPATION AT BOARD MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption Date: 01/22/92</td>
<td>The public shall be given an opportunity to address the Board of Trustees at any official Board meeting in regard to any item on the agenda during the &quot;Oral/Written Public Communications&quot; portion of the agenda. The time set aside to accommodate such public statements shall not exceed thirty (30) minutes unless extended by Board action during a meeting.</td>
</tr>
<tr>
<td>Revision Date: 02/16/98</td>
<td>A student or an employee of the College shall be considered a member of the public if he/she so desires to personally address the Board as part of “Oral/Written Public Communications.”</td>
</tr>
<tr>
<td>Review Date: 08/26/08</td>
<td>Any request from the public for consideration of a special topic at a regular or special Board meeting must be received by the College President at least four (4) working days before the meeting.</td>
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<td></td>
<td>The Board does not obligate itself to receive or act upon public comments or new items, not on the agenda, introduced at a Board meeting.</td>
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<tr>
<td></td>
<td>Subject to Board discretion, the Board Chair may limit the business to come before the Board to only those items which have been placed on the agenda for the meeting.</td>
</tr>
<tr>
<td>Policy A-26</td>
<td>COMMUNITY RELATIONS AND THE BOARD</td>
</tr>
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<tr>
<td>Adoption Date: 09/17/90</td>
<td>The Board of Trustees recognizes the right of the public to information concerning all of its actions and of the need for positive community relations. In accordance with this policy, copies of the agenda shall be made available to all interested persons and organizations upon request to the Office of the President of the College.</td>
</tr>
<tr>
<td>Revision Date: 02/16/98</td>
<td>Copies of minutes of the Board meetings and of other College or public documents shall be made available to interested persons and organizations upon request at a fair market value charge and according to College procedures.</td>
</tr>
<tr>
<td>Revision Date: 08/26/08</td>
<td>The Board shall provide for the dissemination of information concerning the College and will assist in the interpretation of the educational program.</td>
</tr>
<tr>
<td></td>
<td>Subject to its overriding legal obligation to govern the affairs of Prairie State College, the Board of Trustees will utilize the advice and assistance of interested individuals and groups in the solution of its educational and financial issues.</td>
</tr>
</tbody>
</table>
**Policy A-27**

<table>
<thead>
<tr>
<th><strong>LEGAL COUNSEL FOR THE COLLEGE AND THE BOARD</strong></th>
</tr>
</thead>
</table>
| **Adoption Date:** 09/17/90  
**Revision Date:** 02/16/98  
**Review Date:** 08/26/08  |
| The Board of Trustees shall identify and designate a firm to serve as legal counsel for Prairie State College and for the Board of Trustees. The Board may also identify and contract with other legal counsel(s) as deemed necessary. |
| At the direction of the Board or at the discretion of the Board Chair, legal opinion or clarification of legal points regarding a College matter may be sought by a member of the Board from the designated legal counsel(s). |
| The College President, or designee, may also seek legal opinion or clarification of legal points regarding a College matter at his/her discretion from the designated legal counsel(s). |
Prairie State College

Policy A-28

STANDARD OF EXCELLENCE

Adoption Date: 03/16/98
Revision Date: 08/26/08

The Board of Trustees is committed to the achievement of excellence in the fulfillment of the College's Philosophy, Mission and Goals. This standard of excellence shall guide the College President in carrying out the duties and responsibilities of the position and of the College's total operation.

The faculty, staff and administrative employees of Prairie State College shall be encouraged to be innovative, creative and progressive in their efforts to fulfill the College's Philosophy, Mission and Goals in the most effective, productive, and efficient manners.

The Board encourages the College, and the entire College community, to strive for excellence in all undertakings and endeavors.
Prairie State College shall grant tax abatements as an incentive for new or expanded economic development in the College district. The basis for the consideration of each request and for the decision of the Board of Trustees on an abatement request shall be consistent with the following understandings:

1. Construction work on any project subject to a tax abatement shall not precede the date of approval by the Board of Trustees; and

2. The project shall be determined to be in the best interests of the community and the College.

The Board of Trustees reserves the right to accept or reject a tax abatement request.
Members of the Board of Trustees shall obtain Board approval for out-of-state travel for their reasonable expenses incurred for the benefit of the College and in connection with their services as Board members. Such approval shall be received prior to attending the out-of-state activity with the exception of the Association of Community College Trustees (ACCT) and American Association of Community Colleges (AACC) conferences and workshops.

Expenditures and reimbursements for all travel shall adhere to the following guidelines:

A. The use of a personal car shall be reimbursed at the rate consistent with the State of Illinois Higher Education Travel Control Board. (The rate set by this Control Board coincides with the rate established by the Federal government.)

B. Air travel shall be planned sufficiently in advance to allow use of the most economical rate, except as authorized by the Board Chair due to extenuating circumstances.

C. Travel advances for out-of-district meetings shall be limited to eighty percent (80%) of anticipated out-of-pocket costs.

D. Copies of receipts shall be required for lodging, commercial travel, and any other business-related expense transaction; any exception shall be subject to the approval of the Board Chair.

The Board Chair shall approve and authorize all reasonable expenditures and requests for reimbursements for travel by a Trustee. The Board Vice Chair shall authorize all reasonable expenditures and requests for reimbursements for travel by the Board Chair. If an expense or request for reimbursement is denied by the Board Chair, or by the Vice Chair for travel by the Chair, the Trustee may seek action by the full Board to authorize the expense or reimbursement.