

**Bylaws**  
**and**  
**Operations Manual**  
**2013**



**ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION**  
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## **BYLAWS**

### **ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION**

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# ICCTA BYLAWS

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# ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION BYLAWS

## ARTICLE I - NAME

Section 1. Name. The name of the organization shall be the Illinois Community College Trustees Association (ICCTA), hereinafter referred to as the Association.

## ARTICLE II - PURPOSES

Section 1. Purposes. The purposes of the Association shall be the dissemination and interchange of information regarding and affecting public community colleges in the State of Illinois, the offering of continuing education opportunities for trustees and the promotion of government action for the common good of all member institutions. All elected and appointed trustees of member community college districts are encouraged and eligible to take part in the work of the Association and to serve in all capacities as nonvoting members.

## ARTICLE III - DEFINITIONS

Section 1. Members. Any public community college district, organized and operating under the Illinois Public Community College Act, may become a member of the Association upon payment of the current annual membership dues.

Section 2. Representatives. Each member college district shall name a trustee as a representative of the Association, and shall notify the Association of its selection. Only such trustees shall be voting members of the Association. A member district with an unduplicated headcount enrollment that exceeds 25,000 students is eligible to name an additional trustee as a voting member. A member district may name a first and second alternate representative to the Association who may be eligible to cast a vote in the absence of the representative.

Section 3. Board of Representatives. All trustees who have been named as ICCTA representatives by their member college districts shall collectively constitute voting members of the Board of Representatives.

Section 4. Honorary Representative. The Board of Representatives of the Association may award the title of "Honorary Representative" to any person who has made outstanding contributions to the community colleges in the State of Illinois.

Section 5. Withdrawal from Membership. Any member district of the Association may withdraw therefrom at the end of the fiscal year by notifying the president of the Association of its desire to withdraw.

Section 6. Withdrawal. The executive committee of the board of the Association may award an annual associate membership to an individual or a business that demonstrates a beneficial interest in the association. The Board of Representatives shall determine an annual dues amount to be paid to the Association by the Associate Member.

Section 7. Lifetime Membership. The executive committee of the board of the Association may award a lifetime membership to a former trustee who has demonstrated a beneficial interest in the Association. The Board of Representatives shall determine a one-time dues amount to be paid to the Association.

#### ARTICLE IV - MEETINGS

Section 1. Call of Meetings. The President of the Association or one-fourth (1/4) of the Board of the Association may call meetings at any time for the Board of the Association to discuss and/or decide matters of mutual concern to the member districts.

Section 2. Request for Regional Meetings. The Board of the Association may request separate meetings of all Regions to discuss matters of mutual concern to the member districts.

Section 3. Quorum. The presence of representatives or alternates representing one-third (1/3) of the member districts shall constitute a quorum at meetings of the Board of the Association. Each member district shall be entitled to vote as defined in Article III, Section 2 of these bylaws.

#### ARTICLE V - OFFICERS

Section 1. Officers. The officers of the Association shall be President, Vice President, Secretary and Treasurer.

Section 2. Qualification for Office. An officer of the Association must be a member of the district board of an Illinois community college which is a member of the Association.

Section 3. Election. The election of officers shall be conducted in June of each year. The Vice President, Secretary and Treasurer shall be elected by a majority of the members of the Board of the Association present at the election. The person elected vice president will serve as Vice President for one year and then will automatically become President on July 1 of the calendar year following the calendar year in which the person was elected Vice President. In order to be elected as Vice President, the person must have a minimum of two years remaining in his or her elective term as a member of the district board of an Illinois community college.

Section 4. Term of Office. The term of office is one year. Each officer elected to a full term shall take office on the first of July following the election and shall serve until a successor is elected and assumes office. On July 1 the person elected Vice President in the previous calendar year assumes the office of the President.

Section 5. Re-election. No person shall be elected to more than two consecutive full one-year terms as Secretary, nor shall any person be elected to more than two consecutive full one-year terms as Treasurer.

Section 6. Limitations of Service. No person may serve in any combination of offices for more than four consecutive years. Any person elected Vice President may not have served more than two consecutive terms as Secretary, Treasurer, or Secretary and Treasurer prior to the person's election as vice president in order that the person may be eligible to complete both the Vice Presidential and Presidential terms.

Section 7. Progression of Officers. There shall be an automatic progression from vice president to president of the Association on July 1 of each year. There shall be no other automatic succession from one office to another. Election as Secretary or Treasurer does not imply that the person will be nominated to serve in any other office subsequently.

Section 8. Vacancies. If a vacancy occurs in the office of President, the Vice President shall automatically succeed to the presidency and shall fill the remainder of the vacant term to which the vice president shall automatically have succeeded on July 1 plus the scheduled term for which he/she was elected. Succession of the Vice President to the presidency creates a vacancy in the office of Vice President.

In the case of a vacancy in the office of Vice President, Secretary or Treasurer, that vacancy shall be filled by a majority vote of the membership of the Association present at the meeting of the Board of the Association for which notice of the election was included in the agenda mailed out for the meeting. Prior to a vote by the board of the Association, the Nominating Committee must have met, with at least part of its session as an open meeting of which notice was given to the board of the Association prior to the meeting. The Nominating Committee shall recommend to the Board of Representatives a candidate to fill the vacant office. If election of the Nominating Committee's recommended candidate would create a vacancy in another Association office, then the Nominating Committee should recommend a candidate for that office as well. Any member elected to fill a vacancy occurring in the office of Vice President, Secretary or Treasurer shall not be subject to Section 6 of these bylaws for the balance of the unexpired term to which they are elected.

Section 9. Duties. The officers shall perform such duties as usually pertain to their respective offices and such additional duties as may be specified by the Bylaws of the board of the Association.

**President:**

It shall be the duty of the President to maintain and promote the purpose of the Association, to preside at all meetings and to enforce all laws and regulations relating to the administration of the Association. The President shall call meetings of the Board of Representatives as required, when deemed necessary, or when requested to do so by the Board of Representatives. The President shall make all other necessary appointments, including Ad Hoc Committees, regarding the administration of the business of the Association.

**Vice President:**

The Vice President shall act in the absence of the President.

**Chairman Pro Tempore:**

In the event of the absence of the President and Vice President from any of the meetings, then the Secretary shall preside. In the event of the absence of the President, Vice President, and Secretary, then the Treasurer shall preside. If all four are not available, then the immediate past president shall preside.

**Secretary:** The Secretary shall oversee the preparation of accurate minutes for each meeting of the Board of Representatives and shall be responsible for presenting those minutes to the Board for its approval.

**Treasurer:** The Treasurer of the Association shall be responsible for overseeing the management of the Association finances, and shall be responsible for the investment and security of all funds belonging to the Association. It shall be the responsibility of the treasurer to oversee the preparation of the annual budget and to present it to the Executive Committee and the Board of Representatives for their approval. The Treasurer shall also be designated as the chairman of the Association's Finance Committee.

**ARTICLE VI - BOARD OF THE ASSOCIATION**

Section 1. **Representatives.** A representative selected pursuant to Article III, Section 2 shall serve at the pleasure of the member district board and shall become a member of the board of the Association at the next meeting of that board following his/her selection. Officers, committee chairpersons and regional chairpersons of the Association may be the representatives from their respective member college districts. Each member district board may send an alternate representative to Association meetings in place of the regular representative upon timely notice to the Association. The alternate representative shall enjoy all rights and privileges of the regular representative.

Section 2. **Meetings.** The board of Representatives shall meet no less than quarterly.

Section 3. **Executive Director.** The board of Representatives may employ an executive director who shall maintain the office and records of the Association and who shall perform and administer the services directed by the board of Representatives and its committees.

**ARTICLE VII - EXECUTIVE COMMITTEE**

Section 1. **Executive Committee.** The Executive Committee of the Association shall be composed of the elected officers of the Association, the regional chairpersons, the Association's committee chairpersons, the immediate past president of the Association, the ACCT Illinois state coordinator and the Association's appointed representative to the Illinois Community College Board. The regional vice chairperson may serve in the absence of the regional chairperson.

Section 2. **Powers.** The Executive Committee shall possess such powers as shall be delegated by the board of the Association.

Section 3. **Quorum.** The presence of one-half of the members of the Executive Committee shall constitute a quorum.

Section 4. Vote. A majority vote of those present is required to conduct official business.

ARTICLE VIII - REGIONS

Section 1. Number of Regions. There shall be nine geographical regions in the Association.

Section 2. The Regions. The regions shall be as follows:

East Central	Southeast	South Suburban
West Central	Southwest	West Suburban
Northwest	North Suburban	Chicago

Section 3. Members. Each member college district shall automatically belong to the region in which it is located.

Section 4. Trustees. Trustees of member districts may attend meetings in any or all regions.

Section 5. Regional Chairpersons. Each region shall elect a regional chairperson and a vice chairperson on or before July 1 of each year. The terms of the regional chairperson and vice chairperson shall be for one year commencing July 1. The regional chairperson and vice chairperson may be re-elected to one additional one-year term. The Chicago City College region shall be chaired by the local board chairperson. Each regional chairperson shall be a member of the Executive Committee of the Association during the time of service as a regional chair.

Section 6. Appointment of Regional Chairpersons. In the event that a region has not elected a regional chairperson and vice chairperson by July 1, the president of the Association shall appoint an interim regional chairperson and interim regional vice chairperson for that region until an election is held. If the region does not elect a chairperson and vice chairperson by October 1, the interim appointment shall be made permanent.

Section 7. Powers. Additional officers, procedures, regulations, and any other matters relating to a particular region shall be determined by that region.

ARTICLE IX - COMMITTEES OF THE ASSOCIATION

Section 1. Appointment to Committees. The president shall, with the approval of the executive committee, appoint the chairpersons of such committees as may be established by the board of the Association. The appointed chairperson to a committee may select a vice-chair for the committee subject to the approval of the Association President. Association members may participate with any committee of their choice. No person shall be appointed to the chair of a given committee for more than two consecutive one year terms.

Section 2. Nominating Committee. The Nominating Committee shall consist of nine members, one member representing each of the nine regions of the association plus one or more past presidents of the association as approved by the president. The president shall appoint a chairperson from among the nine members who shall be approved by the Executive Committee. The chairperson shall not be an officer of the Association and shall not be eligible for consideration as a candidate for office while serving as chairperson. Selection of the remaining members of the Nominating Committee shall be made in the following manner:

Each regional chair shall by September 30 of each year nominate one appointee and one alternate from each region. If the regional chair fails to select a member and/or an alternate to the nominating committee, then the president shall have the final authority to name the member and/or alternate from the region to serve on the Nominating Committee. Should a member of the nominating committee wish to be considered as a candidate for office, that person must cease to function as a member of the nominating committee and the ICCTA president shall appoint an alternate from the region to serve on the nominating committee.

Section 3. Term. All appointments to committees shall terminate at the end of the fiscal year, or for ad hoc committees, when the specified assignment has been performed.

Section 4. Financial Liability. No committee shall create any financial liability for the Association, unless such an expenditure shall have been approved both as to purpose and maximum amount by the board of the Association.

#### ARTICLE X - DUES

Section 1. Dues. Annual membership dues shall be calculated in an amount resulting from the application of a flat fee plus a formula that is determined by the Board of Representatives and shall be assessed to each member district. The annual membership dues that each member district pays shall be approximately proportionate to the unduplicated headcount enrollment of the community college.

Section 2. Approval. The board of the Association shall submit the dues structure and the annual association budget to the members of the Association at least two weeks prior to the date set for considering approval. The date set for voting by the Association membership on the dues structure and the budget shall be determined by the board of the Association.

#### ARTICLE XI - FISCAL YEAR

Section 1. Fiscal Year. The fiscal year of the Association shall be from July 1 through June 30.

#### ARTICLE XII - AFFILIATIONS

Section 1. Affiliations. The Association, with the approval of the Board of Representatives of the Association, may affiliate with other organizations, act as an advisory body to state agencies or institutions, and in other ways participate in programs and activities of other organizations, agencies, and institutions which are not in conflict with the purposes of the Association.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority. The rules contained in the current edition of Robert's Rules of Order Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE XIV - AMENDMENTS

Section 1. Proposals. An amendment to, or revision of, these Bylaws may be proposed by any member of the board of the Association or by a committee established to propose Bylaw amendments or revisions.

Section 2. Distribution of Proposals. No amendment or revision shall be considered for action by the membership of the Association unless it shall first have been distributed to the members of the board of the Association at least two weeks prior to the vote on such amendment or revision.

Section 3. Vote. A majority vote of the members of the Association shall be necessary for adoption of an amendment or revision.

Section 4. Effective Date. Unless otherwise provided, all amendments or revisions shall take effect immediately upon their adoption.

ARTICLE XV - DISSOLUTION OF THE ASSOCIATION

Section 1. Dissolution. Upon the dissolution of the Association the board of Representatives of the Association shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of the Association by dividing the assets among the then current members. Each member district's share is to be equal to its proportionate contribution of the total dues paid to the Association in that fiscal year.

## **ICCTA REGIONS**

### **NORTH SUBURBAN REGION**

William Rainey Harper College  
College of Lake County  
McHenry County College  
Oakton Community College  
Triton College

### **WEST SUBURBAN REGION**

College of DuPage  
Elgin Community College  
Morton College  
Waubonsee Community College

### **SOUTHWEST REGION**

Illinois Eastern Community Colleges  
Kaskaskia College  
Lewis & Clark Community College  
Southwestern Illinois College

### **EAST CENTRAL REGION**

Danville Area Community College  
Heartland Community College  
Lake Land College  
Lincoln Land Community College  
Parkland College  
Richland Community College

### **SOUTH SUBURBAN REGION**

Joliet Junior College  
Kankakee Community College  
Moraine Valley Community College  
Prairie State College  
South Suburban College of Cook County

### **WEST CENTRAL REGION**

Black Hawk College  
Illinois Central College  
Carl Sandburg College  
Spoon River College  
John Wood Community College

### **NORTHWEST REGION**

Highland Community College  
Illinois Valley Community College  
Kishwaukee College  
Rock Valley College  
Sauk Valley College

### **SOUTHEAST REGION**

John A. Logan College  
Rend Lake College  
Shawnee College  
Southeastern Illinois College

### **CHICAGO REGION**

#### **City Colleges of Chicago**

Daley College  
Harold Washington College  
Kennedy-King College  
Malcolm X College  
Olive-Harvey College  
Truman College  
Wright College

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*January, 2002*

*August, 2003*

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# OPERATIONS MANUAL

## ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

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## I. GENERAL

### A. Incorporation and Tax Status

1. The Illinois Community College Trustees Association is an educational association of trustees of the public community colleges of Illinois.
2. The association was organized in 1970 under the authority of Section 103-55 of the Illinois Public Community College Act. The Illinois Community College Trustees Association is approved as a not-for-profit corporation of the State of Illinois in accordance with **Chapter 132-163a** of the Illinois Compiled Statutes. The United States Internal Revenue Service has granted the Illinois Community College Trustees Association tax exempt status under Section 115 of the Internal Revenue Code. (See Appendix 1).
3. The association will continue to operate in a manner so as to maintain its tax exempt status.

### B. Organizational Plan

This document sets out an organizational plan for the Illinois Community College Trustees Association. It presents a series of statements relating to ICCTA's vision, mission, values and objectives; and sets out its proposed strategies and goals.

### C. Vision

The Illinois Community College Trustees Association will be the premiere facilitator of statewide community college trustee advocacy and education.

### D. Mission Statement

The Illinois Community College Trustees Association is comprised of public community college boards with a shared interest in providing leadership and improving the governance, financing, and educational delivery of Illinois' public community colleges. ICCTA's purpose is the interchange of information affecting public community colleges and the promotion of action for the common good of all member boards.

### E. Organizational Values

The organizational values governing ICCTA's development include the following: Service to member boards, Excellence in programs and practices, Efficiency of operations, Sense of unity among member boards, Open communication, Integrity and ethical behavior, Local control to serve local needs, Commitment to lifelong learning.

F. Key Strategies

The Association will meet the needs of member trustees by:

1. Developing a strong network of trustee advocates to influence public policy before all branches of government;
2. Strengthening the performance and encouraging the ethical conduct of member boards;
3. Providing affordable opportunities for trustee learning and growth;
4. Communicating relevant information about issues and actions affecting community colleges;
5. Creating a sense of unity within the state's community college system
6. monitoring the educational environment and agencies in common endeavors to serve community college constituencies;
7. Enhancing community colleges by helping their governing boards recognize, support and reward exemplary practices;
8. Striving for excellence in all ICCTA practices and programs;
9. Evaluating the organization's efficiency on a yearly basis within the goals established by the ICCTA Board of Representatives.

G. Success Indicators

The following key targets will be maintained:

1. 40% of trustees will be involved with ICCTA;
2. All 39 Illinois community colleges will belong to ICCTA;
3. administrative reserves will total the equivalent of one year of operating expenses;
4. Significant legislative victories will be obtained each biennium;
5. The Association's membership will be "satisfied" or "very satisfied" with ICCTA;
6. The Association will seek adequate State financial support for all community colleges;
7. The State system of community colleges will rank highly nationwide; and
8. A capable executive director shall be retained.

The ICCTA Executive Committee is responsible for identifying organizational goals, as well as specific issues to be addressed each year. The ICCTA Executive Committee shall formally adopt a Strategic Action Plan at its annual planning retreat.

H. Membership and Dues

1. Membership is awarded to community college district boards. When a board joins the association, the members of its board of trustees become members of the association.
2. The term of each board's membership is July 1 through June 30.

3. The association shall distribute an annual membership directory. The directory shall list the names and contact information for members of the boards of trustees of all member community colleges in the State of Illinois. The directory will be available only to member institutions and board members.
4. The annual membership dues shall consist of a flat fee of \$2,900 per college district, plus an assessment calculated utilizing a methodology approved by the Board of Representatives.

Statements of membership dues will be submitted to member colleges semiannually. Dues are payable within 30 days of the date of the billing notice.

I. Governance

1. Each member college board shall name a trustee as its representative to the Association, except that college districts that enroll more than 25,000 students (via unduplicated headcount) shall have two trustees as their representatives to the Association. A member college board may name a first and second alternate representative who will exercise the college's vote in the absence of its regular representative. All of the Representatives so designated shall comprise the Board of Representatives of the association which shall be the governing board with ultimate authority for the policies, direction and administration of the association.
  - a. The members of the Board of Representatives shall be designated by the individual college boards. It is the responsibility of each college district to notify the Association's central office of their choice for representative(s) and alternates.
  - b. All trustees of member districts are encouraged and eligible to take part in the work of the Association, to serve in all capacities, and to participate in all meetings of the Board of Representatives and its various committees. However, in matters on which a vote is taken by the Board of Representatives, only the authorized Representatives may vote.
2. The officers of the Association shall be President, Vice President, Treasurer and Secretary.
  - a. The President will be the presiding officer of the Board of Representatives. In addition, the President will serve as the presiding officer of the Executive Committee. The President shall have the power to appoint the chairpersons of all committees established by the Association, except as provided in the Bylaws and this Operations Manual regarding the Nominating Committee. All nominations for committee membership made by the president shall become effective upon approval by the Executive Committee. The President shall have such other duties as may be assigned by the Board of Representatives, or by the Executive Committee.

The President has the authority to call meetings of the Board of Representatives. The President shall be an ex-officio member of the Board of Representatives and of the Executive Committee and shall be able to cast a vote on all matters before both bodies.

- b. The Vice President shall assume the presidency on completion of the one-year term of office as Vice President on July 1 on the calendar year following the calendar year in which the Vice President was elected. If the President is absent from a meeting, the Vice President shall serve as presiding officer. If the President resigns, dies, is disabled, or ceases to be a community college trustee, or if the college at which the President is a trustee ceases to be a member of the Association, then the Vice President automatically assumes the office of President. In this instance, if the President vacates his or her office after August 15, the Vice President shall serve the remaining portion of the previous President's term of office in addition to the full term of office to which he or she was elected. If the President vacates the office prior to August 15, then the Vice President shall serve only the remaining portion of the previous President's term of office. That assumption of the presidency creates a vacancy in the office of Vice President.

The Vice President should use the one-year term as a training period preparing the incumbent for assuming the office of President.

The Vice President shall be a voting member of the Executive Committee and, if selected by his or her college as the college delegate, also shall be a voting member of the Board of Representatives.

- c. The Treasurer of the Association shall be responsible for overseeing the management of the Association finances, and shall be responsible for the investment and security of all funds belonging to the Association. The Treasurer shall cause a monthly report of expenditures and receipts of the Association to be prepared and distributed to the Board of Representatives. Such report shall include a financial statement and a comparison of current and year to date expenditures to the previously approved annual budget. It shall be the responsibility of the Treasurer to oversee the preparation of the annual budget and to present it to the Executive Committee and the Board of Representatives for their approval.

The Treasurer shall be a voting member of the Executive Committee and, if selected as a delegate of his or her college, also shall be a voting member of the Board of Representatives.

- d. The Secretary shall oversee the preparation of accurate minutes for each meeting of the Board of Representatives and shall be responsible for presenting those minutes to the Board for its approval. The Secretary shall be responsible for working with former trustees in seeking to continue the involvement of these community members in the work of the Trustees Association.

The Secretary shall be a voting member of the Executive Committee and, if selected as a delegate of his or her college, also shall be a voting member of the Board of Representatives.

3. The Association will have an Executive Committee which has the responsibility to act on behalf of the Board of Representatives on various issues and policies affecting the Association. The Executive Committee is responsible for reviewing and recommending policies, personnel appointments, projects, the annual budget, major expenditures and other matters which are necessary for an effective operation of the Association.

The Executive Committee will serve as a forum to discuss disputes between a member district board and the Association, and to resolve Association personnel matters which are best handled in a confidential manner.

The Executive Committee also has authority to act on behalf of the Board in the hiring of personnel and the expenditure of funds where circumstances do not permit a meeting of the Board of Representatives.

The Executive Committee has authority to screen and recommend candidates for annual awards presented by the Association.

The Executive Committee is made up of the officers of the Association, Committee Chairpersons, and the Illinois Community College Board Representative for Community Colleges, the Regional Chairpersons of the Association and the immediate past President.

4. Duties of the Regional Chairpersons are as follows:
  - a. Arrange and preside over regional meetings.
  - b. Report meeting arrangements to regional trustees and ICCTA officers.
  - c. Promulgate the operating policies unique to the region, (e.g., structure of officers, means of selecting officers, method for setting calendar of meeting dates.)
  - d. Attend all Executive Committee meetings, or in the case of foreseen absences, arrange for the vice chairperson to attend.

- e. Insure election of a new chairperson and vice chairperson on or before July 1 of each year. One re-election is permitted.
  - f. Other duties as they surface.
5. Two types of committees shall be used by the Trustees Association. They are (1) standing committees, and (2) ad hoc committees.

The **Standing Committees** of the Association shall be as follows:

- a. The **Government Relations Committee** has the responsibility for studying and recommending positions on matters pending before the Illinois General Assembly and other governmental bodies.

The committee shall take a leadership role in establishing liaison between the Association and members of the legislature, legislative staffs, and various offices in the executive branch of state government. The committee is chaired by a Trustee appointed by the President with approval of the Executive Committee. The Committee's membership is open to all trustees.

- b. The **Nominating Committee** is responsible for considering possible candidates for officers of the Association and recommending to the Association's Board of Representatives a suggested slate including one nominee each for the offices of vice president, secretary and treasurer. The Nominating Committee is comprised of the nine regional chairpersons. The President of the Association shall name the committee's chairperson from among the membership of the committee.
- c. The **Finance Committee** is chaired by the Treasurer of the Association. The role of the committee is to assist the Association in investing money, to review audits, periodically review financial statements of the Association and assist in the development of the budget. (See investment policy, Part V., Section E.) The Association's annual budget shall be approved at a Board of Representatives meeting that is held no later than June of each year. The Committee's membership is open to all trustees.
- d. The **Trustee Education And Leadership Committee** plans educational seminars and opportunities for trustees, with the express purpose of identifying and sharing "best practices" among all trustees. The committee is chaired by a Trustee appointed by the President with approval of the Executive Committee. The Committee membership is open to all trustees.
- e. The **Awards Committee** is responsible for the selection of recipients for most ICCTA awards. The committee is chaired by a Trustee appointed by the President with approval of the Executive Committee. The Committee's membership is open to all trustees.

- f. **The Diversity Committee** is charged with taking actions designed to achieve greater diversity, equity and inclusion among staff and students at Illinois community colleges. The committee is chaired by a Trustee appointed by the President with approval of the Executive Committee. The Committee's membership is open to all trustees. We define diversity to include all humankind regardless of race, color, religion, gender, national origin, marital status, sexual orientation, disability, age or economic status.
  - g. **The Bylaws Committee** must annually review and, as appropriate, recommend revisions to the ICCTA's Bylaws and Operating Manual. The committee is chaired by a Trustee appointed by the President with approval of the Executive Committee. The Committee's membership is open to all trustees.
  - h. **The Public Relations Committee** is charged with reviewing, evaluating and, as appropriate, initiating the association's activities designed to promote the ICCTA to Illinois community colleges and to the public. The committee is chaired by a Trustee appointed by the President with approval of the Executive Committee. The Committee's membership is open to all trustees.
- 6. While some persons serve as members of committees because of their election as an Association officer, or as a Regional Chairperson, or because their presence is mandated by the Bylaws of the association, or by this operations manual, the majority of committee attendance and participation is not appointive. The President of the Association is responsible for naming the persons to be chairpersons and vice-chairpersons of the Association's various committees. The President shall not appoint a given person to the chair of a given committee for more than two consecutive terms. These presidential appointments must be approved by the Executive Committee of the Association.
  - 7. The President may appoint certain individuals to serve as liaisons with units of state government which in some way affect the community colleges. Liaisons may be appointed regularly to represent the Trustees Association before the Illinois Community College Board, the Board of Higher Education, and the Illinois Student Assistance Commission and other boards or governmental entities, as may be needed. Others may be appointed as needed.
  - 8. Recommendations for policies or actions which are made by any Association committee shall be submitted to the Executive Director for submission to the Executive Committee for its consideration. The Executive Committee may express its concurrence or reservations about such policies or actions and shall then forward the committee recommendations along with a record of its action to the Board of Representatives for a final determination.

J. *Election of Officers*

- 1. Officers of the Association shall be elected by a majority vote of the members of the Board of Representatives present at the Annual Meeting.

2. The Nominating Committee shall hold a closed meeting at which members of the Association may appear to present themselves as candidates for office, or to advocate the candidacy of some other member of the Association. This meeting of the Nominating Committee must be held in conjunction with the March meeting of the Board of Representatives of the Association.

The Nominating Committee meeting should be in the same place as the Board of Representatives meeting and should be scheduled to enable persons attending the Board of Representatives meeting to also attend the Nominating Committee meeting. The meeting shall be publicized to the membership. The Nominating Committee shall announce its recommendations at the alternate years in April or May meeting of the Board of Representatives. Candidates for office will be introduced at the June meeting of the Board of Representatives. In addition, those candidates who wish to speak to the Board of Representatives at its June meeting shall be allowed to do so prior to the election.

3. No individual shall be elected to any combination of offices for more than four consecutive terms. No person shall be elected to more than two consecutive full one-year terms as Secretary, nor shall any person be elected to more than two consecutive full one-year terms as Treasurer.
4. The order of business for elections at the Annual Meeting shall be as follows: Nominations will be received from the Nominating Committee; nominations will be received from other members present at the Board of Representatives meetings; persons wishing to make statements regarding the various candidates' qualifications will be heard; if requested by any voting member, votes will be cast by secret ballot; the votes will then be counted.

If more than two candidates vie for an office and no candidate receives a majority vote when the ballots are counted, the candidate with the lowest number of votes will be eliminated from the contest and another vote will be held on the remaining candidates. This procedure will be followed until one of the candidates receives a majority vote and is declared elected.

The nominating, voting and counting procedures for the office of Vice President will be completed and a Vice President elected before those procedures are used to select a treasurer. The choice of a Treasurer must then be made before the same procedures are used to select a Secretary.

K. Annual Meeting

The Association shall hold an Annual Meeting during the month of June. The agenda for this meeting shall include election of officers for the following year beginning July 1. This meeting may be held in conjunction with a banquet or other type of meeting in which awards are presented by the association to worthy recipients. The Association's annual budget shall be approved at a Board of Representatives meeting that is held no later than June of each year.

L. Awards

1. It is the policy of the Trustees Association to present awards for outstanding service to the public community college system in Illinois. These awards are as follows:
  - a. **Honorary Membership** - Honorary membership is extended to any person who has made outstanding contributions to the community colleges in the State of Illinois. As the highest award conferred by the Trustees Association, the non-voting honorary membership should be reserved for those who have established the very highest standard of service and who clearly are recognizable as having benefitted the entire Illinois system of community colleges in a particularly significant manner. Ordinarily, honorary membership is not extended to a sitting trustee.
  - b. **Legislator of the Year Award (in honor of John M. Lewis)** This award is presented to a member of the Illinois House of Representatives and a member of the Illinois Senate, an Illinois member of the U.S. House of Representatives or an Illinois U. S. Senator, who has evidenced, through his or her public service, a recognition of the importance of higher education for society. The award is reserved for those who have made significant contributions to the community colleges in Illinois and who, through their exercise of responsibility, have advanced the welfare of the community colleges.
  - c. **Meritorious Service Award** - These awards are given annually to elected or appointed officials, or other friends of community college education, who have contributed to the advancement of the Trustees Association and community college education in Illinois.
  - d. **Certificate of Merit Award** - It may be awarded to persons who have made distinctive contributions to the welfare of the Association or the Illinois public community college system.
  - e. **Outstanding Legislator Award** - (Formerly given to legislators as "Meritorious Service" award.)
  - f. **Trustee Achievement Award (in honor of Ray Hartstein)**\_ An award to recognize the state's exemplary community college board members.
  - g. **Trustee Education Award** - An award given to trustees for each 15 ICCTA seminars completed. This award highlights the dedication of trustees and the importance of trustee education.
  - h. **Certificate of Legislative Excellence** - for lawmakers who have made a special, singular contribution to community college welfare (such as the sponsorship of a given bill.) The certificate can be recommended by an ICCTA committee whenever a legislator contributes to the ICCTA agenda, (e.g., a minority affairs speech by a legislator at an ICCTA convention.)

- i. **Outstanding Faculty Member Award** - recognizes the high achievement of Illinois' full and part-time community college instructors.
  - j. **Distinguished Alumnus Award** - recognizes the many success stories of Illinois' community college graduates. Nominees must have completed a recognized program of instruction (associate degree, certificate, or diploma) at an Illinois public community college more than five years ago.
  - k. **Pacesetter Award** - This award recognizes the accomplishments of Illinois' more recent community college graduates. Nominees must have completed a recognized program of instruction (associate degree, certificate, or diploma) at an Illinois public community college within the last five years.
  - l. **Business/Industry Partnership Award** - An award that recognizes an Illinois business that has built a successful workforce-training alliance with a local community college.
  - m. **Student Trustee Excellence Award (in honor of Gigi Campbell)** - recognizes the system's outstanding student board members. *Only student trustees who are completing their final year on the board of an ICCTA member college are eligible for nomination.*
  - n. **Student Essay Award (in honor of Paul Simon)** - provides a one-time \$500 scholarship to the student who best describes "How My Community College Has Changed My Life." All currently enrolled full and part-time students at ICCTA member colleges are eligible to participate; *however, each ICCTA member college may enter only one student essay in the statewide competition each year.*
  - o. **Equity and Diversity Award** – recognizes exemplary commitment by an Illinois public community college board and its chief executive officer to achieve diversity, equity and inclusion in the college's education programs.
  - p. **Gandhi-King Peace Scholarship** – provides a \$500 scholarship to the student who best articulates the peaceful message so Mahatma Gandhi and Dr. Martin Luther King, Jr. All currently enrolled students at ICCTA member colleges are eligible to participate in the Gandhi-King Peace Scholarship competition. Each college may submit one entry per academic year.
2. Awards may be granted each year, although they should be presented only when clearly outstanding services are worthy of recognition.
  3. Awards will be presented each year at the Annual Meeting.
  4. Each spring the Executive Director shall announce to all members of the Association that nominations are open for awards issued annually by the ICCTA. After receiving nominations, the Executive Director shall present to the Executive Committee a recommended list of persons to be honored for the

**ICCTA Honorary Representative, Meritorious Service, and Certificate of Merit** awards. The Executive Committee shall have the final authority for decisions relating to the awarding of honors for these awards. All remaining award nominations are reviewed and selected by the ICCTA's Awards Committee.

M. Legal Matters

1. The association may employ legal counsel with responsibility for providing advice to the Executive Director and the members of the Association regarding legal matters. Such advice shall be obtained from legal counsel at the direction of the Executive Director.
2. Legal questions of strictly local application will not be directed to legal counsel. The normal practice of the Association in such a situation will be to refer the questioner to the local district's attorney.
3. When a legal matter is of a statewide nature, legal counsel, at the direction of the Executive Director, shall be asked to research and prepare a formal opinion. Such opinions will be available to the member colleges at the direction of the Executive Director.
4. The Association may seek to enter a pending lawsuit as an amicus curiae or intervener, when a decision rendered in the case ultimately may have statewide legal implications on the local governance of the community college districts.
  - a. The determination to enter a lawsuit in such capacity shall be made by the Board of Representatives upon the recommendation of the Executive Committee following consultation with the Executive Director.
  - b. If in the opinion of the Executive Committee a decision must be made before the Board of Representatives can act, the Executive Committee may make the decision.
  - c. The Executive Committee may employ special legal counsel to assist in such actions.
5. The Association shall indemnify and save harmless the Association, its members and employees from financial loss, including court costs and attorneys' fees, arising out of any claim, demand, suit or judgment by reason of alleged wrongful act or negligence of the association or such member or employee, provided that at the time of the alleged act or omission causing the damages, was acting in the discharge of its or his or her duties and within the scope of employment and that such damages did not result from the intentional act or omission of the Association or such member or employee. The Association may provide insurance coverage for the purposes of this Section. Such insurance shall be carried in a company licensed to write such coverage in this State.

6. Legislative counsel may be employed to monitor and analyze existing legislation and proposed legislation which has an effect on the operations of the Illinois public community colleges and to assist in achieving the legislative goals of the Association.

N. Precedence and Amendments

1. The Association shall be governed by several written documents having the following order of precedence:
  - a. Statutes of the State of Illinois
  - b. The Bylaws of the Trustees Association
  - c. The Operations Manual of the Trustees Association
  - d. Robert's Rules of Order as modified
2. In instances where decisions must be made or action taken and in which there is no written policy which applies clearly to the situation, it shall be the responsibility of the Executive Director, acting in consultation with the president, to determine the appropriate action to be taken. The matter then will be brought to the attention of the Executive Committee at its next meeting.
3. Amendments to the Operations Manual may be proposed by any member of the Board of Representatives and shall be submitted to the Bylaws Committee.
4. Changes in the Operations Manual shall become effective upon their adoption by the Board of Representatives. If any changes are made in the Bylaws, this Operations Manual shall also be changed automatically to conform with the new wording of the Bylaws.

II. **EMPLOYMENT**

A. Position Descriptions and Organization Chart

The Executive Committee of the Association shall approve an official organization chart for the administration of the Association. Each full-time staff position identified on this organization chart will have a written position description describing the duties and responsibilities of the incumbent. These position descriptions must be approved by the Executive Committee of the Association. Any changes in the official organization chart, or in the position descriptions, will be made on the recommendation of the Executive Director and with the approval of Executive Committee. The table of the organization and the accompanying position descriptions shall be made available to the Association's employees. (See Appendix 3)

B. *Nondiscrimination*

The Association employs and recruits qualified personnel without regard to race, creed, sex, marital status, national origin, or age.

C. *Harassment Policy*

The Illinois Community College Trustees Association has established a strict policy prohibiting unlawful harassment of employees, including implied or expressed forms of sexual harassment. This policy extends to each and every level of our operations. Harassment, whether by a fellow employee, supervisor, vendor or other non-employee, will not be tolerated.

In furtherance of ICCTA policy to provide each employee with a work environment free from unlawful harassment, ICCTA requires that all employees avoid any action or conduct that could be viewed as harassment, including making statements or jokes or committing acts that may be perceived as derogatory, offensive, prejudicial or harassing to a particular race, gender, age, ancestry, disability or religion.

To help clarify unlawful sexual harassment, the Federal Equal Employment Opportunity Commission has issued guidelines that describe inappropriate conduct. These guidelines include:

1. Unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature;
2. Any statement or implication that an individual's submission to or rejection of such sexual conduct will or might be used as the basis for any employment decisions affecting such individual; and
3. Sexual harassment, whether verbal or physical, that is unwelcome, personally offensive, injurious to morale, interferes with work performance, or creates a hostile, intimidating or offensive environment. ICCTA takes allegations of harassment very seriously and will actively investigate all complaints. Complaints should be made to the employee's immediate supervisor, or if the supervisor is the object of the complaint, then his/her next-level supervisor. The privacy of the complainant and the person accused of harassment will be respected to the extent possible, but cannot be assured.

Private information will not be released to third parties, except as provided by law. If it is determined that harassment has occurred, ICCTA will take appropriate disciplinary action against the offending person as outlined in the ICCTA Operations Manual.

There shall be no retaliation against any employee making a complaint of harassment.

D. Employment Procedures

1. For the purposes of obtaining qualified staff, professional staff vacancies will be advertised for at least three days in a newspaper of general circulation in the state and/or the Chronicle of Higher Education. The support staff may be advertised for three days in a newspaper of general circulation within the state.
2. Recruitment and recommendation of a candidate to fill the position of Executive Director of the Association shall be the responsibility of a search committee appointed by the President of the Association. That search committee will report its recommendations to the Executive Committee which will have the responsibility of making a recommendation to the Board of Representatives.
3. Hiring for staff positions shall be the responsibility of the Executive Director.

E. Moving Expenses

The Association may reimburse reasonable moving expenses incurred by a new member of the professional staff in moving to Springfield to begin employment. Such reasonable moving expenses shall be determined by the Executive Committee at the time of hiring.

F. Termination Procedures

1. Should the performance of any staff member not meet the standards set by the Executive Director, the staff member should be notified in writing that the behavior is unacceptable and should be changed. Failure of the staff member to modify the unacceptable behavior within a reasonable time may result in termination of the person's employment. Prior to termination, however, the Executive Director will utilize a progressive disciplinary approach.
2. The Executive Director of the Association may terminate the employment of a member of the clerical staff with one month's notice. Such notice is effective when presented to the employee in writing from the Executive Director.
3. Termination of a member of the professional staff is effective upon two months' notice after action of the Executive Committee of the Association and notification of that committee's action in writing to the affected employee.

G. Resignations

1. Resignations should be submitted in writing to the Executive Director of the Association.
2. In the event of the resignation of the Executive Director, the letter of resignation should be submitted to the president of the Association with a copy to the secretary.

3. The resignation of the Executive Director is subject to the approval of the Executive Committee and subject to any employment contracts in effect.

H. Consulting by Staff

When Association staffs are paid by outside agencies for consulting and the staff member is consulting on his or her own time, the staff member must fully reimburse Association for any materials used in the consultation. When staff consults on Association time, any compensation received belongs to ICCTA.

III. **EMPLOYEE BENEFITS**

A. Salaries

1. Salaries for professional staff and clerical staff will be recommended by the Executive Director and will be reviewed at least once each calendar year. Salary increases will be based upon the quality of the employee's performance of assigned responsibilities. Increases also may be based on such other considerations as competitive rates, fluctuations in the cost of living and the length of a person's period of employment.
2. It is the responsibility of the Executive Director to complete an annual review of employee performance reviews.
3. Salaries will be paid to each employee semimonthly.

B. Health and Life Insurance

1. The Association will provide a prudent program of health insurance for both Association employees and their dependents. Such insurance premium will be provided at no cost to the employee. In addition, the Association will provide life insurance for members of the staff and their spouses and children under 19 years of age.
2. The amount and type of insurance coverage will be recommended by the Executive Director.

C. Workers Compensation

Employees of the Association are covered by workers compensation insurance.

D. Unemployment Compensation

The Association is subject to the provisions of federal and state law regarding unemployment compensation and complies with those statutory requirements.

E. Vacations

1. Full time professional staff will be granted 24 working days of vacation per calendar year to be taken within a time schedule approved by the Executive Director. This time is earned at a rate of two days per month.
2. Full time and permanent part-time clerical staff are granted 12 working days of vacation time per year during their first three years of employment, (earned at the rate of one day per month), 15 days of vacation time per year during their fourth, fifth and sixth years of employment (earned at 1.25 days per month), and 18 days of vacation time per year during their seventh, eighth and ninth years (earned at 1.5 days per month). Three additional days per year will accrue for each successive three-year period up to a maximum of 24 vacation days per year, (earned at 2 days per month).
3. Vacation taken by members of the staff must be scheduled with the approval of the Executive Director. Vacation time taken by the Executive Director in excess of five successive days should be scheduled in consultation with the President of the Association.
4. Vacation time is granted to enable employees to relax and refresh themselves as an enrichment to their personal lives, as well as their professional performance. Therefore, vacation time should be used within a reasonable period of time after it is earned and should not be accumulated for long periods. Employees will not be allowed to accumulate more than twice the number of vacation days which they earn each year. Insofar as possible, vacation time will be approved on a first-come, first-serve basis.
5. Vacation time earned by an employee, but not used when the employee leaves the association, will be compensated at the employee's regular rate of pay.

F. Sick Leave

1. Each employee of the association earns one day of sick leave for each month of employment. Sick leave which is earned, but which is not used, may be accumulated in subsequent years.
2. Sick leave may be used when an employee is ill, or it may be used in the case of family illness.
3. Sick leave is available also for pregnancy, childbirth or related medical conditions.
4. The director has the authority to request a certificate from a doctor regarding the employee's state of health. The Association has the option of requesting that the employee be examined by a physician of its own choice and at the Association's expense.

5. Upon separation from the Association, employees will be paid for up to two days per year of sick leave accumulated at their final average daily rate of pay for their final 12 months of employment.

G. Personal Leave

Each employee of the Association annually earns three days of time off for personal reasons which normally will be granted for emergencies or for the purpose of conducting business of a personal nature that cannot be scheduled outside of the normal workday. The Executive Director will approve such requests for absence during the working day if they do not unduly hamper the work of the central office and if the requests are reasonable and are not of such a repetitive nature that they hamper the work of the central office. Such leave shall not accumulate from year to year.

H. Flex Leave Policy

During the last month of each Association fiscal year, each employee of the Association may transfer any part of unused leave which was earned during the fiscal year, under Section E, Section F, and Section G to any category of leave earned under those sections.

I. Retirement

Under the provisions of Chapter 122 Section 103-55 of the Illinois Revised Statutes, employees of the Association are participants in the State Universities Retirement System. The rules and benefits of that system are adopted as policies of the Association in regard to its employees. (See Appendix 5)

J. Jury Service

Association employees will be excused from work for jury service, or if they are subpoenaed as a witness by anyone empowered by law to compel attendance by subpoena. Such employees will continue to receive the regular Association salary. Any compensation, excluding expense reimbursements, for Jury duty shall be offset against the Association salary.

K. Holidays

Employees of the Association will be granted paid holidays during the year as enumerated in Appendix 6.

L. Christmas Vacation

The Association will close the office between Christmas and New Year's. No vacation time will be charged against eligible full-time employees.

## IV. OFFICE PROCEDURES

### A. Working Hours

1. The central office normally will be open between the hours of 8:30 A.M. to noon and 1 P.M. to 5 P.M. Monday through Friday. The Executive Director is responsible for assigning work schedules which facilitate this operation. Generally the working hours of the clerical staff will be the same as the hours during which the office is to be open.
2. When the business of the Association requires that clerical employees work in excess of 37 ½ hours per work week, they shall be compensated at a rate of one and one-half times the regular rate of pay.

### B. Travel and Expenses

1. It is the policy of the Association that staff members are encouraged to participate in conference and in national and regional meetings of the Association which are vital parts of the higher education community in the country. Therefore, the Association will reimburse travel to regional and national meetings of groups such as the Association of Community College Trustees, the American Association of Community Colleges and the Association of Governing Boards. Special purpose conferences conducted by such associations also may be of particular relevance for certain staff members. Conference attendance will be granted at the discretion of the Executive Director.
2. Expenses incurred by Association employees while traveling on Association business will be reimbursed. This reimbursement will include reasonable expenses incurred for lodging, mileage and meals, as well as appropriate courtesies for persons with whom the Association is doing business. The Association will reimburse 100 percent of all eligible costs.
3. Employees who travel on Association business are required to fill out an expense sheet detailing expenses incurred and the purposes for which that money was spent. Individual expenses in excess of \$25 must be substantiated by receipts.
4. To facilitate record keeping and minimize the amount of direct reimbursement necessary for employees, the Association will maintain credit card accounts with major and reputable credit card companies and will entrust the use of credit cards to Association employees at the discretion of the Executive Director. Association employees accept these credit cards with the understanding that only expenses which are reimbursable by the Association shall be charged to these accounts.

C. No Smoking Policy

In order to protect the health of trustees and guests, ICCTA prohibits smoking in its offices and in its board and committee meetings.

D. Communications Technology Policy

The ICCTA recognizes that as communications technologies develop and evolve over time, the methods of communication among ICCTA members, staff, and those external to the organization will periodically change. It is the policy of the ICCTA to embrace those communications changes that enhance the clarity and efficiency of communications and, to that end, the ICCTA officers and Executive Director shall at least annually as part of the budget development process evaluate the organization's methods of communication and take action to utilize new communications methods or technologies, as appropriate.

## V. BUDGET AND FINANCE

A. Budget Preparation

The budget for the Association will be prepared annually by the Treasurer, the Executive Director and the Finance Committee.

B. Accounting

It is the responsibility of the Executive Director to see that accurate records are kept of all financial transactions of the Association. The Executive Director shall employ a person in the central office who is responsible for maintaining books, journals, and financial records of the Association. These financial records shall always be maintained in the Association's central office and will be available for inspection by any member of the Board of Representatives. Only items with a value of \$500 or more shall be maintained on the Association's inventory control list.

C. Reporting of Financial Information

The Executive Director shall provide for the submission of an accurate and complete report of all financial disbursements which take place during each month. The monthly report shall include a full and complete listing of all the Association's financial assets. This report shall be submitted by the Executive Director or his or her designated staff member to the Treasurer within 15 business days after the end of each month and to the Board of Representatives at their next regularly scheduled meeting.

D. Control of Funds and Check Signing Authority

Authority for access to Association funds shall be vested in the four officers and the Executive Director, with their signatures on file with the banks used by the Association. The Executive Director shall be authorized to sign checks and approve disbursements under the approved budget for amounts up to \$5,000. In the event of

the Executive Director's absence or incapacity, any officer may sign or approve disbursements. In the absence of the Executive Director, the Director of Communication is authorized to sign checks using a facsimile of the Executive Director's signature. Disbursement of Association funds whether utilizing checks or electronic payments from bank depositories, in amounts of \$5,000 or more are permitted only with the prior approval of the Executive Director and the prior approval of the ICCTA Treasurer or other officer. In the absence of the Executive Director, the Director of Communications is authorized to sign, but not approve checks, using a facsimile of the Executive Director's signature. Likewise, any officer's signature or approval may be substituted for that of the Treasurer.

This procedure will be communicated to all financial institutions used by the Association and a copy of that notification kept on hand. Disbursement for payroll and transfers of funds from one ICCTA account to another ICCTA account will not require approval.

The Executive Director's approval may take the form of an electronic email, written and signed approval or signed facsimile from the Executive Director to the Executive Assistant or any other staff member designated to process payments in the absence of the Executive Assistant.

The Treasurer's or other officer's approval shall be secured only after approval is received from the Executive Director. To secure the Treasurer's approval, the Executive Assistant or designee shall prepare and send an email or facsimile to the Treasurer or other officers in the order previously detailed explaining therein the amount and purpose of the requested disbursement. The Treasurer or other officer may approve or deny the request electronically via email or by return signed facsimile.

In the event of the absence or incapacity of the Executive Director any two officers may authorize disbursement of Association funds in excess of \$5,000.

On a monthly basis, within 15 business days after the end of each month the Executive Director or designee will provide the ICCTA Treasurer with a copy of the journal record of all checks written or disbursements processed electronically since the last report. The Treasurer will initial the copy and return it to the ICCTA office or otherwise approve it electronically via email or facsimile.

In addition, on a monthly basis, the ICCTA Executive Assistant, who is not authorized to sign ICCTA checks or make payments electronically without prior approval, will reconcile the record of payments made with payments that have been paid by the Association's bank(s) and will report any discrepancies to the Treasurer, the President, or other officers within 15 business days after the end of the month.

The Association's bond is to be \$300,000.

1. The Board of Representatives will be asked to approve checks written for all months that have ended after the last regularly scheduled meeting of the Board of Representatives.

2. The list of checks presented for review will be by the month.
3. End-of-the-month financial statements will be received and filed for audit by vote of the Representatives.

E. *Bank Accounts, Investments, Reserves and Other Assets*

Monetary assets of the Association may be held in one of several forms. They may be held in either checking accounts, savings accounts, certificates of deposit, Illinois Public Treasurer's Investment Pool, U. S. Treasury bills, or any combination of these as deemed prudent by the Treasurer. The Association shall maintain a balance in its checking and saving accounts which will provide a readily accessible reserve of cash allowing for the timely payment of salaries and bills. However, the remaining cash assets of the Association should not be allowed to accumulate in accounts which pay no interest. The assets should instead be invested in a prudent manner to insure both the security of the cash assets as well as a reasonable income from those assets.

The Executive Committee of the Association will, upon the recommendation of the Executive Director and the Treasurer, designate one or more Illinois financial institutions as the depository for funds of the Association. A major consideration regarding the choice of the designated depository should be its proximity to and the convenience for use by the Association.

The Treasurer is authorized to invest excess funds not required for current operations. The Treasurer will inform the Finance Committee of all investments in a timely fashion.

Specifically, ICCTA's excess monies may be invested in one or more of the following:

1. United States Government Securities including Treasury Bonds, Notes, and Bills.
2. Illinois Public Treasurer's Investment Pool.
3. Federally insured or collateralized Certificates of Deposit.
4. Federally insured or collateralized Money Market Funds

Unless otherwise collateralized; investment restrictions include a limit of \$250,000 (including interest due) per institution to guarantee FDIC insurance coverage. The limit may change from time to time to match FDIC deposit insurance limits in place at the time.

Historically, the Association has maintained reserves. The Association will strive to maintain reserves equal to at least six months of operating expenses. The reserves create a source of working cash similar to the colleges' working cash funds. The Association may utilize reserves to finance large equipment purchases or other

unanticipated expenses. Income generated from investment of the reserves is used to help balance the Association's budget and to diminish the need for dues increases.

F. Authorization for Unbudgeted Expenditures

Should the amount of any unbudgeted expenditure for equipment, supplies, or contractual services exceed \$5,000, that expenditure or obligation of funds will be submitted by the Executive Director for the approval of the Executive Committee.

When circumstances require the over-expenditure of any major budget category (such as "Administration" or "Meetings,") the Executive Director shall make the Executive Committee aware of the over-expenditure in a timely manner. The Director is not authorized to over-expend the budget's total without the expressed agreement of the Board of Representatives.

G. Preservation of Financial Records and Checks

It is the policy of the Association to maintain for a period of seven years all financial documents and all cancelled checks in files in the central office.

H. Annual Reports

An annual report of the financial activity of the Association during the preceding twelve months shall be prepared at the direction of the Executive Director and shall be presented to the Board of Representatives of the Association following the end of each fiscal year. The annual reports shall be maintained during the existence of the Association.

I. Annual Audit

The Association's Executive Director is to arrange for an annual audit of the books, journals and financial records as well as all financial reports of the Association at the close of each fiscal year. This audit shall be conducted by an independent firm of the Certified Public Accountants selected from within the state of Illinois who follow standard auditing and accounting practices in examining the Association's financial records. The auditors will be required to prepare a management letter which will be presented to the Association along with the audit report. The auditor's report will be available for inspection by any member of the Board of Representatives.

J. Policy on Services to Outside Agencies

Recognizing the importance of partnerships on behalf of the public community college system in Illinois, it is the policy of ICCTA to provide services, whenever possible, upon request to related agencies and associations. The direct and indirect costs of services to other agencies and associations shall be underwritten by the organization being served. "Direct costs" are those that are identifiable with the service being provided.

For instance, in the production of a membership directory, "direct costs" include the paper used to make the directory. "Indirect costs" relate to expenses that are incurred for more than one objective but that are necessary for the operation of ICCTA. For example, ICCTA could not provide any services until its office rent is paid and its staff compensated. Hence, indirect costs include a portion of the daily operating expenses of ICCTA.

The ICCTA may provide administrative and financial services on behalf of other organizations or associations that serve Illinois community colleges or Illinois community college students. The ICCTA may charge an administrative fee, not to exceed five percent of the account revenue serviced.

Certificate Number 13063



On all to whom these presents shall come, greeting:

Whereas, Articles of Incorporation, duly signed and verified, of

ILLINOIS COMMUNITY COLLEGE TRUSTEE'S ASSOCIATION

have been filed in the Office of the Secretary of State, on the 23rd day of September A. D. 1970, as provided by the "GENERAL NOT FOR PROFIT CORPORATION ACT", of Illinois, approved July 17, 1948, in force January 1, A. D. 1944.

Now Therefore, I, PAUL POWELL, Secretary of State, of the State of Illinois, by virtue of the powers vested in me, by law, do hereby, iss with this Certificate of Incorporation, and attach thereto, a copy of the Articles of Incorporation of the aforesaid corporation.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois Done at the City of Springfield, this 23rd day of September A. D. 1970, and of the Independence of the United States the one hundred and 95th.

(SEAL)

*Paul Powell*  
SECRETARY OF STATE

STATE OF ILLINOIS  
DEPARTMENT OF REVENUE

April 26, 1974

Illinois Community College Trustees Association  
531 Iles Park Place  
Springfield, Illinois 62718

Attention: Mr. L. H. Horton, Jr.  
Executive Secretary

Gentlemen:

This is with reference to your letter of April 24,  
1974.

Illinois Community College Trustees Association is a  
not-for-profit corporation whose purpose is stated as follows:

" . . . to advance the community college system in the State  
of Illinois, to promote development and support of com-  
munity colleges in the State of Illinois, and to foster  
cooperation and communication among its members."

The association members are "Any public community  
college district, organized and operating under the Illinois Public  
Junior Collect Act . . .".

We are of the opinion that the Illinois Community College  
Trustees Association of Springfield, Illinois, is organized and operated  
exclusively for charitable purposes. Consequently, sales of any kind  
to the Illinois Community College Trustees Association are exempt from  
the retailers' occupation tax and the Service Occupation Tax (both  
State and local), the use tax and the Service Use Tax.

We do not issue exemption numbers, but the Illinois Com-  
munity College Trustees Association may use this letter ruling or  
reproductions of it in claiming this exemption as a buyer. The procedure  
to follow in claiming the exemption is to give photocopies of this exemp-  
tion letter ruling to your vendors of tangible personal property.

Very truly yours,

ROBERT H. ALLPHIN  
Director of Revenue

By: *Willard Ice*  
Willard Ice, Manager  
Regulations and Hearings Division  
Springfield Office  
Phone: (217) 525-7054

WI:rem



**Illinois Department of Revenue**

Office of Local Government Services  
Sales Tax Exemption Section, 3-520  
101 W. Jefferson Street  
Springfield, Illinois 62702  
217 782-8881

November 11, 2011

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IL COMMUNITY COLLEGE TRUSTEES ASSN  
EXECUTIVE ASSISTANT  
401 E CAPITOL AVE SUITE 200  
SPRINGFIELD IL 62701-1711

We have received your recent letter; and based on the information you furnished, we believe

IL COMMUNITY COLLEGE TRUSTEES ASSN  
of  
SPRINGFIELD, IL

is organized and operated exclusively for charitable purposes.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax in Illinois.

We have issued your organization the following tax exemption identification number: E9978-8802-06. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on December 1, 2016, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Office of Local Government Services  
Illinois Department of Revenue

STS-49 (R-2/98)  
IL-492-3456  
11-0000198

Address any reply to: 1114 Market St., St. Louis, Mo. 63101

Department of the Treasury

District Director

**Internal Revenue Service**

Date MAY 12 1976

In reply refer to:

EP/EO:802:P. Clarke  
314-425-5651



▷ Illinois Community College  
Trustees Association  
531 Iles Park Place  
Springfield, Illinois 62718

Gentlemen:

This letter supersedes our letter dated February 19, 1976.

Since your organization is an instrumentality of the state of Illinois, it is an organization as described in Section 115 of the Internal Revenue Code of 1954 which provides in part as follows:

"(a) General Rule - Gross income does not include -

- (1) income derived from any public utility or the exercise of any essential governmental function and accruing to a State or Territory, or any political subdivision thereof, or the District of Columbia; . . ."

Contributions made to you for exclusively public purposes are deductible by the donors for Federal income tax purposes in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

Sincerely yours,

*B. C. Ustunil*

District Director

**ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION****DUES FORMULA***Effective July, 2000*

ICCTA dues are calculated and assessed according to the following formula:

The annual membership dues shall consist of a flat fee of \$2,500 per college district, plus an assessment calculated as follows:

1. Establish the dollars needed to fund the budget being planned.
2. Deduct the flat fee total from the budget to calculate remainder of budget needed.
3. Obtain remaining needed revenue as follows:
  - a. For each college district, multiply the average of the previous 3 years credit hours times the state average cost per credit hour. (For large districts, cap the credit hour total at 550,000 because, beyond a certain point, large districts do not receive additional Association benefits in direct proportion to their larger enrollments.)
  - b. Total the "credit hours times state average cost" for the entire system using the cap-modified figure for larger system(s).
  - c. Divide the total derived in step 3-b by the balance needed (see 2, above). This operation yields a factor.
  - d. Multiply the factor derived in the previous step times each college's total shown in step 3-b. This process yields a dollar figure which, when added to the flat fee, constitutes the annual dues of the college.

**POSITION DESCRIPTION****EXECUTIVE DIRECTOR**  
(Professional Position)

The executive director of the ICCTA is the chief administrative officer of the association. The executive director is accountable to the Board of Representatives for the successful operation of the association and the director's powers and responsibilities are prescribed within the framework of the bylaws and policies established by the Board of Representatives of the Association.

The executive director's specific duties and responsibilities include the following:

1. Preparing and submitting annually the association goals, objectives and budget.
2. Overseeing the development, coordination and implementation of a comprehensive legislative program.
3. Maintaining contact and communication with trustees and administrators of the community college districts in Illinois.
4. Overseeing the development, coordination and implementation of a comprehensive public relations program.
5. Overseeing the development, coordination and implementation of a comprehensive trustee education program.
6. Initiating procedures to evaluate the effectiveness of association goals, objectives, programs, and personnel.
7. Managing the association office and association employees.
8. Making recommendations regarding the employment, remuneration and dismissal of personnel.
9. Completing all necessary reports to local, state and national agencies.
10. Preparing the agenda for all regular and special meetings of the Association with the concurrence of the president.
11. Representing the association at state agency meetings, legislative hearings, and other necessary events.
12. Performing any other duties assigned by the board.

The executive director shall have knowledge of and be familiar with community college programs, and/or higher education, and/or government relations, and/or administration.

## **POSITION DESCRIPTION**

### **DIRECTOR OF GOVERNMENT RELATIONS** (Professional Position)

The director of government relations reports directly to the executive director and has the general administrative, coordinative and supervisory responsibilities for the programs and activities of legislative and agency relations for the Association. The director of government relations shall assume additional responsibilities and conduct special projects as required by the executive director.

The director of government relations' duties and responsibilities shall include the following:

1. Working toward the preparation of legislation to be introduced by ICCTA by:
  - coordinating the drafting of legislative proposals for introduction;
  - obtaining sponsorship for legislative proposals in the Illinois General Assembly;
  - following the course of the legislative proposals to passage stage and helping arrange for expert testimony through witnesses in support of the measure;
  - supplying necessary support information to the sponsor.
2. Reviewing, reporting, and recommending to the executive director positions on all bills of importance to the community colleges.
3. Monitoring and reporting on federal legislation of importance to Illinois with the assistance of ACCT and other agencies.
4. Keeping the executive director informed on the daily actions of the General Assembly.
5. Making personal contacts with legislators and other government officials and representatives of other associations to discuss bills introduced in the General Assembly which are of interest to community colleges.
6. Giving presentations at trustees meetings on the status of legislation affecting community colleges, and other issues as may be appropriate.
7. Maintaining appropriate legislative records such as those which would supply key information of and about members of the Illinois General Assembly.
8. Assisting trustees in bettering relations with local legislators.
9. Conducting research and preparing reports.
10. Performing other duties as assigned.

The director of government relations shall have knowledge of and be familiar with the workings of the Illinois General Assembly and those executive branch offices dealing with higher education.

Minimum qualifications for this position include a baccalaureate degree, preferably a law or masters degree, in a relevant discipline or equivalent experience.

## **POSITION DESCRIPTION**

### **DIRECTOR OF COMMUNICATION** (Professional Position)

The director of communication is responsible directly to the executive director. Major responsibilities are in the area of information dissemination, Internet and web site management, publication design and editing, and coordination of special projects, with special emphasis on legislative and government affairs.

The director of communication's specific duties and responsibilities include the following:

1. Coordinate ICCTA communications with trustees and presidents.
2. Assume full responsibility for the Association's web site and e-mail communications.
3. Assume full responsibility for the Association's publications.
4. Fulfill requests for information and referrals regarding community colleges and higher education, including Quick Surveys.
5. Manage office telephone and voice mail system.
6. Coordinate the Association's award programs, including:
  - Ray Hartstein Trustee Achievement Award
  - Gigi Campbell Student Trustee Excellence Award
  - Business/Industry Partnership Award
  - Distinguished Alumnus Award
  - Pacesetter Award
  - Outstanding Faculty Member Award
  - Paul Simon Student Essay Contest
  - College Bowl
7. Serve as staff resource for assigned meetings.
8. Issue news releases.
9. Monitor media coverage of community colleges and recommend appropriate responses to executive director.
10. Perform other duties as assigned.

The director of communication shall possess strong skills in writing, editing, desktop publishing, publication design, Internet/web site management, project supervision, and public information dissemination, and should ideally have knowledge and familiarity with community colleges and the legislature.

The minimum qualifications for this position are a baccalaureate degree in journalism, English or related field, and appropriate work experience in journalism and/or government relations.

## **POSITION DESCRIPTION**

### **EXECUTIVE ASSISTANT** (Professional Position)

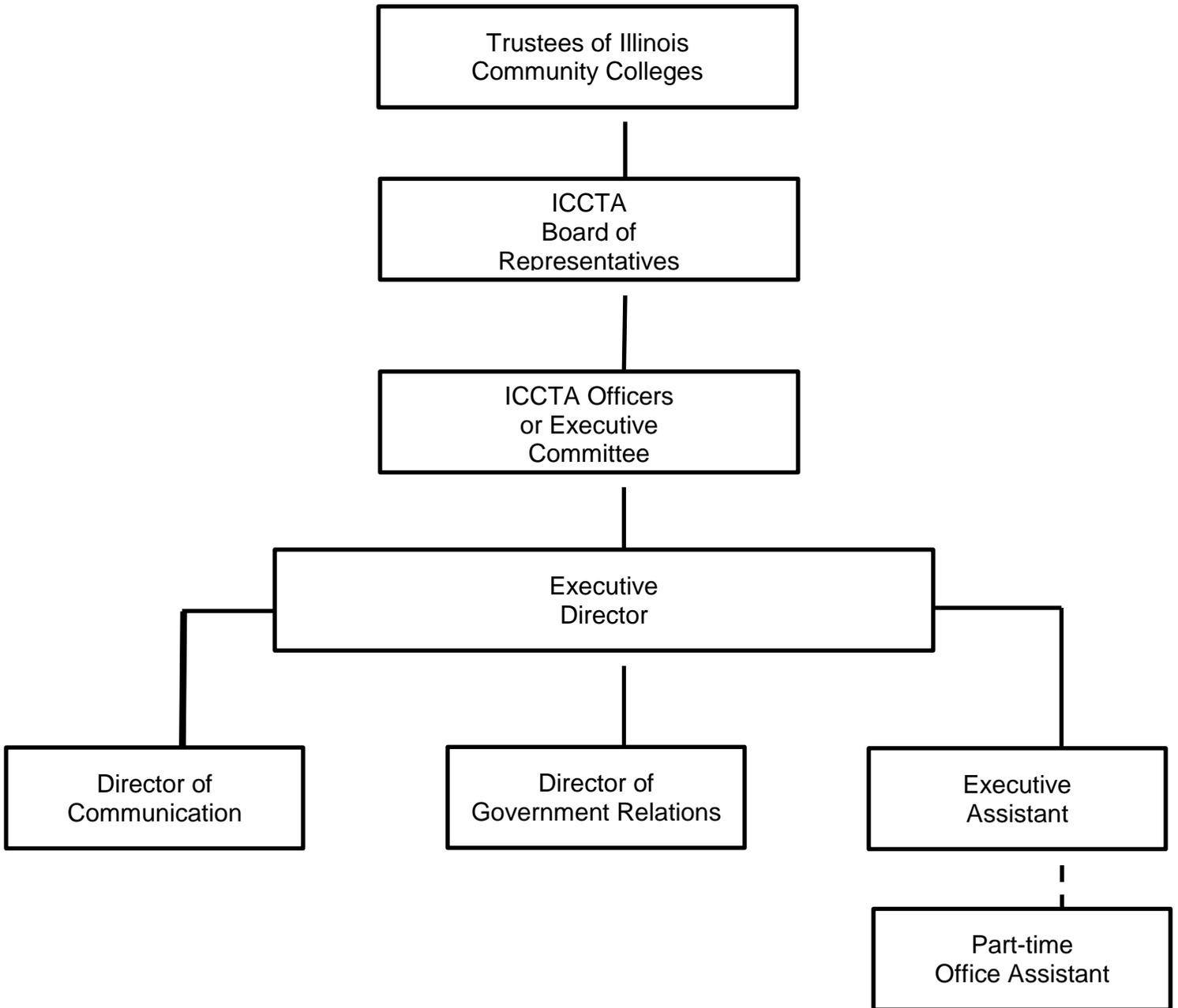
The executive assistant of the ICCTA is responsible directly to the executive director. The executive assistant shall also assist the director of government relations and the director of communication on an equal basis as may be required. The executive assistant's major responsibilities are to assist the executive director in the operations of the Association and to carry out a variety of administrative assignments in the areas of publications, correspondence, financial records and the day-to-day operations of the Association office.

The executive assistant's specific responsibilities and duties include the following:

1. Maintaining financial records of the Association and preparing financial reports for the Association treasurer.
2. Paying all approved bills of the Association.
3. Obtaining information and making recommendations to the executive director and treasurer regarding deposits of Association assets.
4. Preparing necessary reports for the IRS, SURS, Department of Labor, and the Illinois Department of Revenue
5. Maintaining personnel records and daily time sheets.
6. Preparation of the Board of Representatives agenda and the Association's annual budget.
7. Negotiating prices and selecting suppliers for needed services such as printing. Tabulating inventory and ordering of all office supplies.
8. Maintain the Association membership database in Microsoft Access. Update and prepare the Association Membership Directory. Maintain the Association membership spreadsheet in Excel with all information and formulas for membership dues. Maintain an updated Bylaws and Operations Manual.
9. Handling advance registration process of conference attendees; cancellations; registration packets; badges, tickets and other pertinent information; telephone inquiries; refunds. Staffing the on-site registration desk. Receiving money; preparing and sending invoices; pay bills; and prepare a final income/expense report.
10. Attend Finance committee and record and prepare minutes of the meeting. Maintain attendance records of Board meetings and assist with the Board of Representatives meeting.
11. Performing other duties as assigned.

The executive assistant shall be highly qualified in work experience, in office management, appropriate experience in maintaining the financial records of a business and expert skills in typing, filing and other related office procedures and must possess good communication skills.

**ICCTA ORGANIZATIONAL CHART**



**IN THE EVENT OF AN EMERGENCY**

While we all hope that ICCTA never faces an emergency that requires the immediate transferral of the duties of the Executive Director, it is best to be prepared. The following plan provides a guideline for staff and board action in case of an emergency.

If, in the opinion of the ICCTA President, the Executive Director is disabled or unavailable to make a decision, the staff shall follow the direction of the Director of Government Relations. In the absence of the Director of Government Relations, the staff shall follow the direction of the Director of Communication. In addition, staff should:

- 1) immediately inform legal counsel and the financial auditor of the emergency and seek their counsel on actions pending.
- 2) inform the Executive Committee and the Board of Directors of the circumstances and the process that has been determined for interim management.
- 3) inform members of the Council of Presidents, the Executive Director of the Illinois Community College Board and the Executive Director of the Illinois Board of Higher Education of the plan for interim management.
- 4) arrange for the interim ICCTA Executive Director to report to the ICCTA Board on:
  - A. The status and potential problems of the association's current projects
  - B. The staff's need for additional, temporary resources
  - C. The anticipated duration of the emergency
- 5) enable the Board's officers to authorize the interim Executive Director to sign association checks and to obtain counsel as needed.
- 6) inform the association's banking and insurance agents of the plan for dealing with the emergency.
- 7) determine and report to board all balances in all association accounts.

**GENERAL PROVISIONS**  
**of the**  
**STATE UNIVERSITIES RETIREMENT SYSTEM\***

**EMPLOYEE CONTRIBUTIONS:**

Contributions of 1/4 of 8 percent are deducted from the employee gross earnings. This includes:

- a. normal retirement contributions of 6 1/2 percent,
- b. contributions of 1/2 of 1 percent to cover automatic annual increases in retirement benefits, and
- c. survivors insurance contributions of 1 percent.

**REFUND OF EMPLOYEE CONTRIBUTIONS:**

When employment is terminated, the employee may elect to receive a refund of the total employee contributions of 8 percent of earnings, plus interest at a rate not to exceed 4 1/2 percent compounded annually.

**EMPLOYER CONTRIBUTIONS:**

The employer contribution, paid by State appropriations, averages about 7.616 percent of total earnings of all members covered by the System. The employer contributions are not paid to the employee, if the employee elects to receive a lump sum refund upon termination of employment.

**DISABILITY BENEFITS:**

After the employee establishes credit for 2 years of service, the employee will qualify for disability benefits, if he cannot perform the duties of his position because of illness.

After 60 calendar days of disability or the termination of salary or sick leave payments, whichever is later, the employee will be entitled to 50 percent of (a) basic compensation on the date disability occurs, or (b) average earnings during the 24 months immediately preceding disability, whichever is greater.

Disability benefits are paid until the employee receives benefits equal to 50 percent of the total earnings while a member of the System, but such benefits are not payable after September 1 following the date the employee reaches 70.

**DEATH BEFORE RETIREMENT:**

The following benefits are payable to a spouse, dependent parent and unmarried children under age 18, if the employee passes away after establishing credit for at least 1 1/2 years of service (10 years if the death occurs after termination of employment but before retirement).

1. Death benefit equal to the employee's normal retirement contributions of 8 percent of earnings and interest,
2. Lump sum survivors insurance payment of \$1,000, and
3. Monthly survivors annuity of one-half of the employee's earned retirement annuity or, if greater, an amount which depends upon the number of eligible survivors and the employee's average earnings during the high 4 consecutive fiscal years, or during the entire period of service if the employee has less than 4 years of service.

**RETIREMENT AGE:**

The employee may retire at any age without reduction for early retirement, with 35 or more years of service credits.

**AMOUNT OF RETIREMENT ANNUITY - GENERAL FORMULA:**

The retirement annuity is generally based upon years of service and average earnings during the high 4 consecutive fiscal years. The following schedule shows the percent of average earnings during the high 4 consecutive fiscal years which would be payable to the employee after age 60, or at any time with 35 or more years of service, subject to a maximum of 76% at age 63, 78% at age 64, and 80% at age 65 or later.

\*This is a summary of the general provisions of the State Universities Retirement System. More detailed information is available from the State Universities Retirement System, 1901 Fox Drive, Champaign, Illinois 61825-2710, Telephone (217) 333-3860.

**ICCTA OFFICIAL HOLIDAYS**

Independence Day	July
Labor Day	September
Columbus Day	October
Thanksgiving and Following Day	November
Christmas	December
New Year's Day	January
Martin Luther King	January
Presidents Day	February
Friday before Easter	April
Memorial Day	May

**MAILINGS**

**Board Highlights, (Yellow)**

ICCTA trustees and presidents  
ICCTA Associate Members

**Meeting Agendas**

ICCTA Officers  
Presidents  
Chairmen  
ICCTA Representatives  
ICCTA Alternates  
ICCB President

**Legislative Alerts**

ICCTA trustees and presidents  
ICCTA Associate members  
ICCB staff

**Meeting Notices**

ICCTA trustees  
ICCTA Associate members  
ICCB staff

**Seminar Brochures**

ICCTA trustees, presidents and secretaries  
ICCTA Associate members

## HOW ICCTA WORKS TO CREATE, SUPPORT, OR OPPOSE A BILL

### I. Pre-Legislative Stage

- A. ICCTA Government Relations Committee receives suggestions for positions on legislation or the creation of new legislation.
- B. Staff monitors reports of bills which might be introduced.
- C. After wide consultation, in January, the Government Relations Committee approves a legislative agenda to be pursued with the new General Assembly.
- D. ICCTA and ICCB staff and legislative staffs research issues related to potential bills of interest.
- E. Mike maintains contact with the Legislative Reference Bureau and the Higher Education Committee staff in both parties in both Senate and House. Through these contacts, the drafting of legislation is achieved.
- F. After discussing potential sponsors with the ICCTA Government Relations Committee, Gary and Mike discuss potential sponsors of favorable legislation and, based on past relationships, approach sponsors. (ICCB's opinion is also sought at this stage.)

### II. Legislative Stage

- A. ICCTA utilizes State Capitol Information Service, Inc. and the Legislative Information Services for tracking of:
  - 1. bills introduced.
  - 2. bills assigned to committee.
  - 3. committee action.
  - 4. Senate or House action.
  - 5. Gubernatorial action.

Each morning, Mike reads the daily reports and selects bills for further study.

- B. During the legislative session, Mike and Gary confer daily on bills which have been selected for study. When the Legislature is not in session, Gary and Mike confer weekly.

In these conferences, likely impact is determined, recommendations for support or nonsupport are formulated, and plans are made to track bills of importance through the legislative process.

During the session, ICCTA and ICCB staff confer often on bills of mutual interest.

- C. Gary and Mike meet with the Government Relations Committee to discuss bills of interest and to make further recommendations. The Committee reports to the Board of Representatives. The Board then acts upon the recommendations.
- D. Mike or Gary contact staff and sponsors of bills which ICCTA will oppose to explain the reasons for opposition.
- E. In the event of support for a bill generated by someone besides ICCTA or ICCB, Mike or Gary contact the staff and sponsor to indicate ICCTA support and to offer assistance.
- F. When committees take up selected bills, either Gary or Mike monitors the hearing. Committee meeting coverage is assigned on the basis of subject matter. (However, personal lobbying is conducted by the person who has the greater rapport with the given legislator. (See II, H below.)
- G. Concern about important bills is shared with ICCB, (Legislative Director). Information is sent by ICCTA to:

The Board Representatives  
 The Board Chairperson  
 The College Presidents

in the form of a Legislative Alert, or a Bill Analysis. Either may contain a call for lobbying assistance.

An alternative form of communication is the telephone "hotline" which is a calling tree of presidents. Only the chairperson of the Council of Presidents can trigger the hotline.

Current information on bills is repeated in the monthly Legislative Report which ICCTA publishes for ICCTA representatives, board chairpersons, and presidents during the session and at the end of the session. Information is repeated in the minutes of the Government Relations Committee, the ICCTA Board of Representatives meeting, and in the Executive Director's monthly letters to all trustees.

- H. Gary or Mike lobby legislators based on the history of personal relations. Executive Branch offices, (e.g. IBHE or ISAC), also are contacted.

### III. Post-Legislative Session

- A. When a bill of interest passes, ICCB and ICCTA staff meet to formulate a strategy for obtaining favorable gubernatorial action.
- B. If necessary, local trustees are asked to assist in lobbying the Governor.

After July 1, ICCTA tracks gubernatorial action on a weekly basis and through a Legislative Alert, or the Legislative Reports, board chairs, representatives and college presidents are informed of the status of bills including final enactment.

**PROCEDURES AND GUIDELINES**  
**FOR NOMINATIONS FOR ACCT DIRECTORS/DIRECTORS-AT-LARGE NOMINEES**

***ICCTA GOVERNMENT RELATIONS COMMITTEE/NOMINATING COMMITTEE***

In order to encourage, promote, and support Illinois Trustees in their efforts to serve on the ACCT Board of Directors (see addendum), ICCTA has designated the Government Relations Committee as the Nominating Committee to consider endorsement of one or more Illinois Trustees as nominees for Regional Director and/or Directors-at-Large to be presented to the Central Region Nominating Committee at the Central Region Seminar being held on .

The ICCTA Government Relations Committee will be meeting for the purpose of interviewing potential nominees for the ACCT Regional Director and ACCT Director-at-Large positions at \_\_\_\_\_, and again \_\_\_\_\_ at in conjunction with the ICCTA Board of Representatives meetings.

In order to ensure consistent and fair evaluations of all candidates or nominees, the Government Relations Committee requests the following guidelines be observed:

1. With the prior approval of the Executive Committee, at the November meeting of the Board, the Government Relations Committee will make its announcement that the process for nomination for directors will begin or explain why they will not be seeking nominations for the next election.
2. Nominations are to be submitted in writing and accompanied by a resume of the nominee no longer than one page (single or double-sided). Nominations must be received in the ICCTA office ten (10) days prior to the March meeting.
3. Candidates and nominees will be seen in the order of receipt of the nominations.
4. Each candidate or nominee shall make an oral presentation even when his or her name has been placed in nomination by a fellow member. The committee interview will follow.
5. Oral presentations and committee questions will be conducted in open session. Any candidate or trustee nominating an individual will be excluded from the session in order to ensure fairness.
6. Deliberations of the committee shall be conducted in closed session after all candidates have presented themselves. Deliberations shall remain confidential in order to protect the candidates and nominees.

7. The Government Relations Committee may or may not nominate an individual for Regional Director nominee or Director-at-Large nominee.
8. Announcement of the Committee decision shall be first presented to the ICCTA Executive Committee at the March meeting.
9. Formal announcement and recommendations shall be presented to the ICCTA Board of Representatives at the May meeting. At that time, nominations from the floor may be accepted. The ICCTA Board of Representatives will then vote to endorse (or not endorse) any candidate(s).
10. A candidate who has been endorsed by the Executive Committee and also by the ICCTA Board of Representatives shall have a letter stating thus sent to the Central Regional Nominating Committee signed by the President of ICCTA.

**ADDENDUM TO**  
**PROCEDURES AND GUIDELINES**  
**FOR NOMINATIONS FOR ACCT DIRECTORS/DIRECTORS-AT-LARGE NOMINEES**

The policy implementing body of ACCT is the Board of Directors. To provide geographical representation on the Board of Directors five regions have been designated:

**CENTRAL REGION:** Indiana, Illinois, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

**NORTHEAST REGION:** Connecticut, Delaware, District of Columbia, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, and Quebec.

**SOUTHERN REGION:** Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, West Virginia, Virginia, Puerto Rico, Virgin Islands, and Panama Canal area.

**WESTERN REGION:** Colorado, Idaho, Kansas, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Wyoming, Alberta, Manitoba, and Saskatchewan.

**PACIFIC REGION:** Alaska, Arizona, California, Hawaii, Nevada, Oregon, Utah, Washington, Guam, The Trust Territory of the Pacific Islands, and British Columbia.

The Board of Directors is comprised of:

1. Fifteen members elected by the regions on the basis of three from each region. Each region shall, at a caucus held during the ACCT annual convention, prior to the ACCT Senate meeting, elect a director from that region.
2. Nine members elected at large by the ACCT Senate. Directors-at-Large shall be elected at the annual meeting of the ACCT Senate. Directors-at-Large may come from any Region.
3. Two members may be appointed by the President, subject to the approval of the Board of Directors.
4. The immediate past president, if not a regular member of the Board of Directors, shall be a member of the Board with voting rights.

Each Director serves a three-year term. No director shall serve more than six consecutive years and is not eligible for reelection or appointment until at least one year has elapsed.

The ACCT Central Region Nominating Committee will meet at the Central Region Seminar being held in \_\_\_\_\_ on \_\_\_\_\_, to nominate at least one person to fill the Regional Director position for a three-year term. That nomination will be presented to the Central Region caucus to be held in conjunction with the ACCT Annual Convention held in \_\_\_\_\_, on \_\_\_\_\_.

\_\_\_\_\_ . They will also be considering a possible nominee for Director-at-Large.

**ICCTA DISASTER PLAN****1. IN CASE OF THE DEATH OR DISABLEMENT OF THE EXECUTIVE DIRECTOR:**

The ICCTA Operating Manual specifies that the Director of Government Relations will assume the Director's duties. If the Government Relations Director is unable to assume the duties, the office will be directed by the Director of Communication. For more detail, see Appendix 4 of the Operations Manual.

**2. IN CASE OF FIRE OR OTHER DESTRUCTION OF THE ICCTA OFFICES:**

ICCTA keeps microfilm of its archives off-premises. ICCTA keeps a backup tape of its Local Area Computer Network in a safe deposit box. Contents of the office are insured against loss by fire. ICCTA would temporarily relocate and be prepared to resume operations within a week of the loss of its offices although some functions such as fax-on-demand would take longer to restore. ICCTA owns two cellular phones that could be used to maintain communication with members.

**3. IN CASE OF A NEED TO NOTIFY MEMBER COLLEGES:**

ICCTA would contact member college presidents and ask them to relay messages to trustees.

In the event of any of the emergencies cited above, ICCTA staff will immediately notify the Association's president, vice-president, secretary and treasurer who will then assist the staff in notifying the other members of the Executive Committee.

**ICCTA MEETING CANCELLATION POLICY WITH PROCEDURE****Policies:**

1. It is the policy of ICCTA to protect the lives of trustees and presidents by providing for a procedure that permits the ICCTA President and Executive Director to call off a meeting when unforeseen circumstances present a threat to trustee safety or otherwise render the meeting impossible.
2. It is the policy of ICCTA not to reschedule cancelled meetings. Instead, the Executive Committee will function (by conference call, if necessary) in place of the Board of Representatives until the next scheduled ICCTA meeting.
3. It is the policy of ICCTA not to use ICCTA resources to purchase meeting cancellation insurance. Costs of cancelled meetings, if any, will be covered by ICCTA reserves.

**Procedures:**

1. Twenty-four and twelve hours before each ICCTA meeting, the Executive Director shall check for conditions that might make the meeting impossible to hold. If, at any time prior to announced beginning of the meeting, the Executive Director decides to recommend cancellation of the meeting, the Executive Director shall confer with the ICCTA President and a joint decision should be made either to cancel or not cancel the meeting.
2. Results of the decision shall be communicated immediately to all the college presidents and each president shall be asked to notify his or her trustees.
3. On every agenda, trustees will be advised to call ICCTA if they have any question about whether the meeting has been cancelled. The 800 telephone number will be given and the “general hello” will be used to announce cancellations.

**ASSOCIATE MEMBERSHIP CATEGORY**

In order to permit friends of ICCTA to demonstrate their support of the Association, the Executive Committee of ICCTA shall approve association membership for those who apply and meet the following criteria.

1. Demonstrated support of public community colleges
2. No reported ethical violations
3. No reported or apparent problem with the quality of products or programs.

ICCTA Associate members may request complementary copies of the ICCTA Directory, (up to 10 per member), and they will receive reduced prices for all ICCTA seminars and products. At least once each year, all associate members will be listed in the Illinois Trustee. Colleges seeking vendors shall be referred by the ICCTA staff to the annual directory of associate members. Associate members shall have first opportunity to host ICCTA events.

The cost of associate membership in ICCTA shall be as follows:

- |                          |                   |
|--------------------------|-------------------|
| 1. Individual membership | \$ 100 per year   |
| 2. Commercial membership | \$ 500 per year   |
| 3. University membership | \$ 6,000 per year |

Associate membership shall be granted or renewed on an annual basis and reported to member colleges annually.

Associate members shall be informed that associate membership neither entitles the associate member to the use of ICCTA logos in its advertising nor does it constitute an endorsement of the associate member's program, service or products.

**REQUIREMENTS FOR ICCTA AFFINITY CONTRACTS**

Whereas the Illinois Community College Trustees Association was created in 1970 to promote “development and support” of Illinois public community colleges, and

Whereas at one time or another all Illinois public community colleges have chosen to become voluntary members of the Association, and

Whereas the activities of the Association are funded through the members’ payment of dues, and

Whereas financial pressures on the college members create a desire on the part of trustees to control the increase in Association dues, and

Whereas non-dues revenue projects like those common to most American not-for-profit associations may provide an alternative method for the support of the Association,

Therefore the Illinois Community College Association hereby adopts the following procedures for granting others the right to use the ICCTA name and/or logo.

1. Through the ICCTA Executive Committee, the party shall make application to use the ICCTA name and/or logo;
2. The Executive Committee shall ask the ICCTA Executive Director to determine whether the applicant:
  - 1) supports community colleges,
  - 2) has not been reported for ethical violations,
  - 3) is not known for substandard products or programs.

These are the three standards for Associate Membership in ICCTA.  
(See ICCTA Operations Manual, Appendix 12.)

3. If the applicant measures up to the three standards for associate in ICCTA (see item two, above), the Executive Director shall recommend that the Executive Committee grant the right to use the ICCTA name and/or logo for a period of one year.
4. Renewals shall be granted by the Executive Committee at the recommendation of the Executive Director.