

**BOARD OF TRUSTEES
OF CHICAGO STATE UNIVERSITY**

**GOVERNING BOARD
POLICIES**

Adopted December 4, 2023

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I. BOARD POLICIES

A. Board of Trustees

The Board of Trustees of Chicago State University (hereinafter the “Board”) is a body corporate, politic as well as an arm and agency of the State of Illinois created and authorized by the Illinois General Assembly pursuant to the Chicago State University Law, 110 ILCS 660/5-1 et seq, to operate, manage, control, and maintain Chicago State University (hereinafter the “University” or “CSU”) consistent with the laws of the State of Illinois.

The Board of Trustees is charged by law with full responsibility for governing the University. Although the Board may properly delegate authority to its duly designated officers and agencies, it cannot divest itself of the ultimate responsibility, imposed upon it by law, of governance of the University. Accordingly, the Board expressly reserves to itself the power to act on its own initiative in all matters affecting the University, notwithstanding that such action may be in conflict or may not be in conformance with the provisions of these Governing Board Policies.

Specific powers and duties of Trustees shall include those established under the Chicago State University Law at 110 ILCS 660/5-45, as amended.

B. Compensation of Board Members: Reimbursement of Expenses, Conflicting Interests, Restrictions on Employment

Members of the Board shall serve without compensation but shall be entitled to reimbursement of reasonable amounts for expenses necessarily incurred in the performance of their duties. No member of the Board shall hold or be employed in or appointed to any office or place under the authority of the Board, nor shall any member of the Board be directly or indirectly interested in any contract made by the Board, nor shall he be an employee of the state or federal government. This section does not prohibit the student member of the Board from maintaining normal and official status as enrolled students or normal student employment at Chicago State University.

C. Board Committees

The standing committees of the Board shall be as set forth in the Bylaws.

The Board may also establish ad hoc committees consisting of voting and nonvoting Board members to perform any assigned task as provided for in the Bylaws.

D. Governing Board Policies

Governing Board Policies are general statements of policy adopted by the Board concerning the conduct and operation of the Board or the governance of the University. Procedures and policies affecting the operation of the University (“Operating Procedures”) shall be set forth in relevant manuals, for example, the Faculty Handbook and the Employee Handbook, subject to review and revision by the Office of Legal Affairs and the approval of the Board of Trustees.

E. Adoption, Amendment, or Repeal of Governing Board Policies and Operating Procedures

1. Governing Board Policies and Operating Procedures may be adopted, amended, or repealed by a majority vote of the voting membership of the Board of Trustees. Any member of the Board, or the President, may request the adoption, amendment, or repeal of a Governing Board Policy or an Operating Procedure. The Board member or President shall notify the Board Chair of such request along with a recommendation for action by the Board. The President may also make a recommendation for action by the Board on any request. Any adoption, amendment, or repeal of a Policy or Operating Procedure shall become effective when approved by the Board of Trustees or at such later time as the Board may specify.
2. Except as specified in paragraphs (4) and (5) below, the adoption, amendment, or repeal of Governing Board Policies or Operating Procedures shall occur only after a public recital of a proposal for adoption, amendment, or repeal has occurred during open session at a Board of Trustees meeting.
3. Board action on a proposal for adoption, amendment, or repeal shall not be taken before the President makes the proposal available to appropriate faculty, staff, and student groups. Up to ten days prior to the Board meeting at which action is to be taken, members of the faculty, staff, and student body may submit their views and comments in writing to the President for distribution to the Board together with the President's recommendation for action on the proposal.
4. The Board and the President are authorized to make proposals for non-substantive amendments to Governing Board Policies and Operating Procedures, as needed, including but not limited to: Name or title changes; correcting typographical errors; cross-references; and updating citations. When such amendments are proposed, the Board may authorize action taken to make those non-substantive amendments.
5. When justified by administrative or governance timing considerations or the nature of the subject matter, proposals for adoption, amendment, or repeal of Governing Board Policies and Operating Procedures may be acted upon by the Board at the time of public recital or at such Special Meeting as the Board may convene.
6. Interpretations of Governing Board Policies and Operating Procedures shall be issued in writing by the University's General Counsel upon request of the Board or the President.

F. Compilation of Bylaws, Governing Board Policies, and Operating Procedures

The Board Secretary or the Secretary's designee shall maintain an official compilation of the Board's Bylaws and Governing Board Policies and shall make them available online and by request to members of the Board. The official compilation shall also be made available on the

University's website and in the University Library for review by interested persons. An official compilation of the University's Operating Procedures shall also be made available online and by request for review by members of the Board, and made available on the University's website and in the University Library for review by interested persons.

G. Delegation of Authority of President

The President may sub-delegate the President's authority, as delegated to the President by Governing Board Policies or Board action, to any of the following officers as the President deems appropriate and necessary: the Provost, the Chief Financial Officer, the Treasurer, the Controller, and any vice president of the University, including any acting or interim appointments to such positions. The sub-delegation of authority to any other individual or office shall be subject to the approval of the Board of Trustees.

H. Review and Approval of University Contracts

Contracts in which the University or any related entity or individual is a party shall be prepared or reviewed and approved by the Office of Legal Affairs in consultation with the University administrator best acquainted with the subject matter and in whose department rests the responsibility for performance, and shall be approved by the President or the President's designee unless otherwise provided by Governing Board Policies, University Operating Procedures, or other action of the Board of Trustees. All contracts that fall under the following parameters shall also require prior Board approval: collective bargaining agreements, the acquisition or sale of real property; capital projects of \$250,000 or more; professional service contracts in excess of \$100,000; and any purchases of \$250,000 or more.

I. Board Meetings.

1. **Agenda.** The President, in consultation with the Board Chair, shall develop a meeting agenda prior to each Board meeting. The agenda shall set forth the items that are up for discussion and items for which Board action is requested at the designated Board meeting. The Board shall not take action on any items that are not included on the meeting agenda. The agenda shall be made available to the public in a manner consistent with applicable law. The President or the President's designee shall make meeting materials available to Board members and other appropriate parties at least seven days prior to the scheduled meeting, absent extenuating circumstances.

Prior distribution of meeting materials is subject to reasonable limitations in the case of special or emergency meetings. The agenda for each Board meeting shall be posted on the University's website in accordance with applicable law. At a minimum, any agenda of a regular scheduled meeting that is posted on the University's website shall remain posted on the website until the regular meeting is concluded.

2. **Reports.** The President shall provide for University and management reports to the Board as appropriate and necessary. Any item presented for Board action shall be accompanied by an appropriate resolution or recommendation that has been reviewed and approved by the University Office of Legal Affairs.
3. **Recording of Meetings.** Any person may record by tape, film, or other means the meetings of the Board of Trustees or its committees which are required to be open by Illinois law, provided that such recording is done in compliance with any reasonable constraints set forth in the Bylaws or Governing Board Policies and does not cause disruption to the Board meeting. If such recording is not consistent with applicable reasonable constraints, or causes a disruption to the meeting, then it shall be discontinued at the direction of the Chair or other presiding officer.
4. **Publication of Meeting Minutes.** In accordance with the provisions of Illinois law, the Board shall keep written minutes of all of its meetings, whether open or closed, and a verbatim record of all of the Board's closed meetings in the form of an audio or video recording. The minutes of Board meetings open to the public shall be posted on the University's website within ten (10) days of the approval of such minutes by the Board. Any minutes of the Board's meetings that are open to the public and posted on the University's website shall remain posted on the website for at least sixty (60) days after their initial posting.

The minutes of any closed meetings shall be made available only if the Board determines that the minutes no longer require confidential treatment or if the Board determines it is no longer necessary to protect the public interest or the privacy of an individual by keeping the minutes private. The verbatim record of a closed meeting shall be retained and made available in accordance with applicable law.

J. Shared Governance

In order to promote shared engagement in responsible and accountable decision-making and to ensure open channels of communication, the University supports the establishment of elected campus organizations, the structures of which shall be determined by the constituencies they represent, and which shall be subject to approval by the President. Except as may be limited by the terms of collective bargaining agreements between the Board and University employees and the requirements of good faith collective bargaining, appropriate and duly constituted representatives of the Faculty Senate and approved elected campus organizations may participate in the decision-making process of the University, subject to the ultimate authority of the Board of Trustees, in the following areas:

1. University Curriculum
2. Basic policies with regard to campus planning and facilities construction and utilization.

3. Policies related to student life and conduct, following consultation with the Student Government Association.
4. Academic planning and the determination of priorities for the conduct and development of the University.

II. EMPLOYEES

Employees of Chicago State University are subject and held accountable to the applicable provisions of the Governing Board Policies and applicable University Operating Procedures.

University personnel practices shall ensure freedom from discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, disability, sexual orientation, unfavorable discharge from military service, status as a disabled veteran, or (if the applicant or employee is a U.S. citizen or an “intending citizen”) citizenship. Current state and federal legal definitions of the above prohibited bases of discrimination shall be followed, when applicable.

A. GENERAL

1. **Authority to Employ.** The Board of Trustees is the employer of all academic, administrative, civil service, and other employees of the University. All civil service employees of Chicago State University are employed in accordance with the provisions of applicable Illinois law for such employees and are entitled to all rights and subject to all requirements contained therein.
2. **Principles Governing Employment of Academic and Administrative Staff.** The following principles shall govern the employment of the academic and administrative employees of the University:
 - a. The members of the Academic and Administrative staff shall be employed, and salaries fixed by the Board of Trustees, or the President or President’s delegee.
 - b. Salaries for the various ranks shall be determined by the President or the President’s delegee, subject to the approval of the Board of Trustees.
 - c. The academic year shall consist of that period of the year so determined by the President and the Board of Trustees.
3. **Delegation of Authority.**
 - a. Board approval shall be required for the award of tenure, based on the recommendation of the President; the final approval of contracts with any collective bargaining representative; and where applicable, the creation, elimination, or modification of the categories of employment set forth in applicable Operating Procedures.

- b. The Board may delegate authority to the President to make all appointments and promotions for the University and such decisions shall be made solely on the basis of the fitness of the individual for the work required of the position.
 - c. Acceptance of the resignation of an employee on behalf of the Board of Trustees may be made by the President.
4. **Professor Emeritus.** The title of Professor Emeritus may be conferred by the Board of Trustees in the following manner: Within six months before or after retirement (unless an extension is granted by the President), the relevant Department Chair, Department Faculty and Dean may recommend that the title of Professor Emeritus be conferred upon a retiring professor. The criteria for submitting recommendations for this honor shall be established by the President. The Provost shall submit the recommendation to the President and the President shall forward the recommendation, along with any additional recommendation desired, to the Board for approval.
5. **Official Residences, Offices, and Automobiles.**
- a. The President shall be required as a condition of employment to live in an official residence provided by the University. The official residence shall include a public area to be used for ceremonial and entertainment purposes, as well as conferences and other university business. The official residence shall have the capabilities to enable the President to maintain direct contact with the institution and perform official duties on an on-call basis. The University shall maintain the official residence and its grounds and may provide housekeeping services and furnishings for the public area.
 - b. The President shall submit to the Board for approval an annual budget for repair, remodeling, and furnishing of the official residence. Requests for Board approval of such projects shall be accompanied by a description of the project, a project budget, and a statement of justification. In addition, prior Board approval shall be required for each such project which has not been previously approved by the Board, provided that in emergency situations approval may be granted by the Board Chair, after consultation with the Board Chair, and reported to the Board at its next meeting.
 - c. Prior Board approval shall be required for each project involving the construction, remodeling, furnishing, or refurbishing of the President's office and conference, if the aggregate expenditures for labor, materials, or furnishings for the project, irrespective of the source of funds, will exceed the amount budgeted for the project by the time the project is completed or if all such projects relating to a President's office or conference area will exceed a threshold amount established by the Board in a fiscal year.

Requests for board approval of such projects shall be accompanied by a description of the project, a project budget, and a statement of justification.

- d. As outlined in a contract for employment, the President may be provided by the Board with an automobile for official business and personal use.

6. **Labor Relations.**

- a. Authority for the negotiation, administration, and coordination of all collective bargaining agreements and overall responsibility for labor relations activities is delegated by the Board of Trustees to the President.
- b. No collective bargaining agreement shall be effective or implemented until first ratified by the certified employee representative and then approved by the Board of Trustees.
- c. All collective bargaining agreements shall be signed by the Chair and Secretary of the Board of Trustees or, where appropriate, by the President who shall sign such instruments on behalf of the Chair and Secretary.

B. UNIVERSITY PRESIDENT AND ADMINISTRATIVE EMPLOYEES

1. **Employment of the President.** The President is the chief executive officer of the University and shall be employed by and serve at the pleasure of the Board. The President is responsible for the enforcement of the Governing Board Policies and Operating Procedures. The President's specific duties shall be outlined in the President's employment agreement and in accordance with the Bylaws.
2. **Evaluation of the President.** The performance of the President shall be reviewed annually at a time designated by the Board Chair. The results of such review shall be shared with the President in a session with the Board. The material used in the annual review of the President's performance shall include a statement of the President's goals and objectives and such other material as specified by the Board. Additional material may be submitted at the discretion of the President.
3. **Reassignment of the President.** Unless the President's contract of employment specifies otherwise, the President may be reassigned by the Board without advance notice. A President who is reassigned shall receive written notice of any reduction in monthly compensation as follows:
 - a. In the first or second year of employment as President, not later than three (3) months prior to the reduction in monthly compensation date specified in the notice.

- b. In the third or subsequent years of employment as President, not later than six (6) months prior to the reduction in monthly compensation date specified in the notice.
 - c. If in the judgment of the Board a reassigned President is unwilling or fails to perform all the duties of the position to which the President is reassigned, then such a President's right to the compensation at the level paid prior to the reduction in monthly compensation as provided above shall cease.
4. **Termination of the President.** The President shall receive written notice of termination, signed by the Chair of the Board in accordance with the provisions of the employment agreement with the Board and consistent with the University Employee Handbook.
5. **Resolution of Disagreements.** Except as specifically provided in any contract for employment of the President, the following procedure shall be used in the event of a disagreement between the President and the Board which they are otherwise unable to resolve.
- a. The President may ask the Board Chair for an opportunity to address the Board concerning the matter. The President shall notify the Chair prior to making any such request.
 - b. The Chair shall notify the Board of any such request by the President and shall consult with the President prior to taking action on the request. The Chair shall notify the Board of any action taken on the request.
6. **President's Authority Regarding Administrative Employees.**
- a. Appointment. Administrative employees shall be employed by the University and serve at the pleasure of the President as at-will employees.
 - b. Reassignment.
 - (1) Employees at the University may be reassigned by the President without advance notice. The President shall advise the Board prior to the reassignment of a Level I Employee. Employees, other than employees with a temporary appointment (including employees serving in an "Acting" or "Interim" role or whose appointment is supported by grant or contract funds), who are reassigned shall receive written notice of any reduction in monthly compensation no later than thirty (30) days prior to the effective date of reduction in monthly compensation.
 - (2) If in the President's judgment a reassigned employee is unwilling or fails to perform all the duties of the position to which the employee

is reassigned, then such an employee's right to the compensation at the level paid prior to the reduction in monthly compensation as provided above shall cease.

c. Termination.

- (1) In the exercise of their authority to dismiss or request the resignation of employees from their positions, the President or Board (when applicable) may take such action in respect to such officer prior to the expiration of the term for which the individual was appointed. As at-will employees, employees shall not be entitled to advanced notice of termination. The President shall consult with the Board prior to terminating a Level I employee.
- (2) In designating the effective date of dismissal or requested resignation, the President or Board shall give due consideration to the time reasonably required for the adjustment of the employee's personal affairs.
- (3) Academic and Administrative staff who are hired contingent upon or pursuant to grant funding, shall be terminated upon expiration of the grant (the date of the last funded day). Notice of the terms of employment shall be set forth in the original offer letter. Termination shall be without further notice.

d. Termination for Adequate Cause (Hereinafter "Termination")

- (1) **Employees Covered by a Collective Bargaining Agreement.** Termination of employees covered by a collective bargaining agreement shall be governed by the applicable provisions included within that collective bargaining agreement.
- (2) **Employees Not Covered by a Collective Bargaining Agreement.** Termination of employees not covered by a collective bargaining agreement before the end of the specified term of employment may be terminated at any time for adequate cause and in accordance with the University Employee Handbook.
- (3) **Severe Sanctions other than Dismissal for Adequate Cause.** Severe sanctions other than dismissal for cause may be imposed on any employee, provided that procedures are adopted by the President and in accordance with the University Employee Handbook.

7. **Employee Benefits.**

- a. Implement Policies. The University may develop policies implementing the benefits afforded to University employees and included within the University's Employee Handbook. The policies and changes shall become effective when approved by the President and are reported to the Board.

C. **Academic Freedom**

1. It is the policy of the University to maintain and encourage full freedom within the law of inquiry, discourse, teaching, research, and publication and to protect any member of the academic staff against influences, from within or without the University, which would restrict the member's exercise of these freedoms in the member's area of scholarly interest. The right to the protection of the University shall not, however, include any right to the services of the University Counsel or the Counsel's Assistants in any governmental or judicial proceedings in which the academic freedom of the staff member may be in issue.
2. As a citizen, a faculty member may exercise the same freedoms as other citizens without institutional censorship or discipline. A faculty member should be mindful, however, that accuracy, forthrightness, and dignity befit association with the University and a person of learning and that the public may judge that person's profession and the University by the individual's conduct and utterances.
3. If, in the President's judgment, a faculty member exercises freedom of expression as a citizen and fails to heed the admonitions of discipline imposed by the President or the Board, the President may publicly disassociate the Board of Trustees and the University from and express their disapproval of such objectionable expressions.
4. **Honorary Degrees.**
 - a. An Honorary Degree may be awarded to an individual who has demonstrated merit in one or more of the following areas:
 - (1) Distinguished contribution to cultural, scientific, academic, social, business, or other significant fields of endeavor.
 - (2) Achieved major distinction in urban leadership in the Chicago, national, or global arena.
 - (3) Outstanding commitment to fostering the appreciation and expression of human diversity.
 - b. Honorary Degree Committee (HDC)
 - (1) The President of the University will make a general call for nominations of individuals to serve on the Honorary Degree Committee.

- (2) The President will appoint a standing HDC composed of:
 - (a) six elected faculty (elected by the Faculty Senate)
 - (b) two students (elected by the Student Government)
 - (c) two Civil Service (elected by the Civil Service Council)
 - (d) two administrators (elected by the Executive Council)
 - (e) one alumnus (or alumna, elected by the Alumni Council)
 - (f) three Board chair appointees
 - (g) additional members at the discretion of the President.
- (3) HDC members will serve for two-year terms except that half of the first appointees will serve only a one-year term so that the HDC maintains a continuing membership.
- (4) The President will appoint a Chair from the standing HDC.
- (5) All HDC members agree to hold all nominations and the evaluation process in strict confidence. Individuals under consideration for an Honorary Degree must not be informed of their candidacy until contacted by the President or the President's designee.
- (6) After screening nominations, the HDC will make recommendations to the President or candidates to receive either The Doctor of Humane Letters (L.H.D.) degree or The Doctor of Laws (LL.D.) degrees.

c. Nomination Process.

- (1) All nominations and supporting documents are considered strictly confidential and are not subject to disclosure.
- (2) Only CSU students, faculty, the President, and staff may submit Honorary Degree nominations and the HDC will invite nominations from these individuals. Candidates may not self-nominate.
- (3) The nominator is responsible for compiling and submitting the following materials:
 - (a) Biographical information on the nominee, including:
 - (i) Full name and date of birth

- (ii) Degrees received and granting institutions
 - (iii) Experiences and career history as relevant to the nominating criteria
 - (iv) Awards, memberships, and achievements of note
 - (v) Bibliography of major works
 - (vi) Other information as relevant
- (b) A detailed narrative outlining the significance of the nominee's achievements as they relate to the Honorary Degree criteria, and their particular significance to CSU's mission and values.
- (4) Nominees who are not awarded Honorary Degrees in a given year will have their names held in the candidate pool for a period of three years from the time of their first nomination.

d. Restrictions.

- (1) Honorary Degrees may be awarded each year. The identity of Honorary Degree recipients shall be kept confidential until the time of their award or prior disclosure by the President.
- (2) Persons currently holding elective or appointive positions in State of Illinois governmental agencies and members or employees of the CSU Board of Trustees are ineligible to receive an Honorary Degree. Exceptions to this restriction may be made after the prior affirmative recommendation of the President and upon a two-thirds vote of the members of the Board present at the meeting where the vote is taken.
- (3) Faculty, staff, and students are ineligible for Honorary Degrees while employed or enrolled at CSU.
- (4) Honorary Degrees may not be awarded in absentia, and candidates must agree to participate in ceremonies/activities associated with the award of the Honorary Degree prior to final candidate approval, unless otherwise approved by the President.
- (5) Honorary Degrees are awarded by approval of the Board of Trustees upon the recommendation of the President. Prior to requesting Board approval, the President shall submit to the Board written information concerning each candidate's achievements and qualifications.

III. STUDENTS

As members of the community of scholars, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and respect conditions conducive to the freedom to learn is shared by all members of the academic community. The University shall provide means by which students participate in university governance. Students shall be guaranteed due process in disciplinary proceedings and freedom from discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, disability, or sexual orientation. Current state and federal legal definitions of the above prohibited bases of discrimination shall be followed, when applicable. Appropriate and duly constituted committees of student government may develop and propose to the President, or such other administrative officers as the President may designate from time to time, advisory recommendations with respect to student concerns.

A. Admission Policies

The University shall develop policies for the admission of undergraduate and graduate students. The policies shall become effective when approved by the President.

B. Student Conduct

The University shall develop policies concerning student rights and conduct. The policies and any changes shall become effective when approved by the President.

C. Student Activities and Organizations

The University shall develop policies concerning student activities and organizations. The policies and any changes shall become effective when approved by the President.

D. Student Affairs

The Dean of Student Affairs shall be responsible for collaborating across units at the University for the development of appropriate recommendations regarding policies on student affairs. Student Affairs shall ensure the opportunity for substantial student involvement in the development of these recommendations. All policies shall become effective when approved by the President.

E. Student Publications and Broadcasting Policies

The University shall develop policies concerning the operation of all student media which are supported in whole or in part by University funds. The policies and any changes shall become effective when approved by the President.

F. Student Legal Services

The University may develop policies concerning the provision of student legal services. The policies and any changes shall become effective when approved by the President.

G. Student Housing

The University shall develop policies concerning student housing. The policies and any changes shall become effective when approved by the President.

H. Military Service

The University shall develop policies concerning credit for students who enter active military service. The policies and any changes shall become effective when approved by the President.

I. Intercollegiate Athletics Policy

An intercollegiate athletics program is an important and worthwhile activity. A properly administered program can make a significant contribution to the quality of campus and student life. The primary responsibility for management of an intercollegiate athletics program rests with the President. The President's exercise of that responsibility is subject to applicable law and these Governing Board Policies and applicable Operating Procedures, including the following:

1. The President shall inform the Board in advance of any action or proposal which significantly affects the intercollegiate athletics program, including proposals to change conferences, athletic associations, or divisions, or to add or drop sports.
2. State appropriations may be used to support the intercollegiate athletics program, but not more than that amount specified under state law of a University's annual state appropriation may be expended for intercollegiate athletics unless approved by the Board.
3. Student athletic fees may be used to support the intercollegiate athletics program but increases in such fees should normally not exceed the projected rate of inflation for the year in which the increase is to take effect. Proposals to increase student athletic fees should not be presented for Board approval without prior consultation with appropriate student advisory bodies.
4. Every effort should be made to minimize reliance on state appropriations and student fees as revenue sources for intercollegiate athletics.
5. The President shall prepare an annual report for the Board on intercollegiate athletics which shall include appropriate financial and program information.

IV. ADMINISTRATIVE AFFAIRS

No financial obligation shall be entered into except on authority of the Board and after a general or specific appropriation has been made by the Board allocating funds therefore, as evidenced by its records, and after having been approved by the Chief Financial Officer and Vice President of Financial Operations. No department or unit shall receive any monies directly unless authorized by the Chief Financial Officer and Vice President of Financial Operations to do so. All monies shall be accounted for and paid over in such manner as the Chief Financial Officer and Vice President of Financial Operations deems appropriate.

A. Budget and Appropriations Process

1. **Budget Committee.** The President shall establish a University-wide budget committee composed of faculty, staff, and students selected so as to provide representation of academic support areas consistent with a practical committee size. The budget committee shall participate in making recommendations with respect to:
 - a. The setting of program priorities in the university budget.
 - b. Periodic review of the university budget; and
 - c. Transfers of significant amounts among internal budget items.
2. **Budget Requests.** The President shall establish guidelines and procedures for preparation of operating and capital budget requests for the University. The President shall review and make recommendations concerning the requests and submit them to the Board for approval. The President, after review of available data and after consultation with the Vice-presidents, shall present recommendations concerning employee salaries as part of the operating budget request. The President shall submit budget requests approved by the Board to the Board of Higher Education and shall take actions on the Board's behalf as are necessary and appropriate during the appropriations process.
3. **Appropriations Requests.** The President shall prepare the University's requests for operating and capital appropriations. The President shall submit the initial requests for operating and capital appropriations to the Board for approval prior to their introduction in the General Assembly. The President shall introduce appropriations requests approved by the Board in the appropriate house of the General Assembly and shall take such actions on the Board's behalf as are necessary and appropriate during the appropriations process.
4. **Financial Plans and Reports.**
 - a. The President shall establish guidelines and procedures for the preparation of an annual financial plan for appropriated as well as non-appropriated funds and make recommendations concerning the financial plans and submit them to the Board of Trustees for approval.

The President shall establish guidelines and procedures for the preparation of financial reports for the Board.

5. **Contract Preparation and Signature.**

- a. The Board of Trustees, constituted a body corporate and politic, is the contracting entity for all contracts involving the University. All such contracts shall bear the name of the Board and, as appropriate, shall also include the name of the Trustees for Chicago State University. The President is authorized to sign all contracts for the University. The President may delegate such authority to an administrative employee under conditions recommended by the President and approved by the Board.

B. Contributions

1. **General.** The Board is charged by law to succeed to and administer all trusts, trust property, and gifts belonging or pertaining to Chicago State University. Contributions may be accepted by the University or on behalf of the University by authorized University officials.
2. **Definition.** For the purpose of this Policy, contributions are defined to include cash, gifts, endowments, marketable securities, closely held stock, life insurance, trusts, bequests, devises, and other donations made to the Board or the University.
3. **Authority to Accept.** The President is authorized to accept contributions to the Board and or to the University. Board approval shall be required prior to acceptance in the case of contributions which involve a significant commitment of resources for the operation, maintenance, or administration of the contribution or in cases which raise ethical considerations.

Reports. An annual report to the Board of Trustees shall be presented by the President of the University on contributions of \$10,000 or more received during the preceding year by the Board of Trustees and the University.

C. Purchases

Purchases consist of contracts, purchase orders, or other agreements (collectively referred to in this Subsection B. as “contracts”) for the receipt of services or the acquisition of real or personal property which obligate financial resources of Chicago State University. The financial resources of the University include all funds received by or belonging to the University, including income received and retained in accordance with Section 6a-2 of the State Finance Act, 30 ILCS 105/6a-2. All purchasing transactions shall be conducted in accordance with applicable state and federal statutes and regulations and applicable University policies.

1. **Approval.** Approval of purchases shall be obtained, prior to the obligation of financial resources of the University as follows:
 - a. All transactions involving the acquisition of real property and purchases of \$250,000 or more; Capital Projects of \$250,000 or more, including architectural and engineering fees, construction cost, Professional Service Contracts that exceed \$100,000 and contingencies (except as specified in paragraph d. below) shall require approval by the Board. In addition, capital projects of \$250,000 or more involving services of an architect or engineer shall require approval by the Board before commencement of design services. Such capital projects shall be submitted to the Board by the President in an annual capital project plan. Any revision that exceeds Board approved authorization or revisions that subsequently qualify a transaction for Board approval must be submitted by the President to the Board of its approval.
 - b. Authority for approval of purchases, other than those referred to in paragraph a. above, is delegated to the President for the university.
 - c. The President may grant an exception to the requirement of Board of Trustees approval of a purchase if, in the opinion of the President, (1) immediate action is required, (2) a reasonable effort has been made by the President to consult individually with members of the Board or the Executive Committee, and (3) there is insufficient time to obtain approval by the Board or the Executive Committee before action must be taken. The President shall present a report on exceptions granted under this provision at the next regular meeting of the Board.
 - d. Approval by the Board under paragraph a. above is not required for the following purchases: natural gas, utility services, fire protection, library books and periodicals, textbooks, food products, entertainment services paid for with student fees and/or ticket sales receipts, resale items, postal charges, and approved items bid through the Illinois Public Higher Education Consortium (IPHEC).
 - e. **Reports.** At each regular meeting of the Board, the President shall present a report on purchases of at least \$50,000 but less than \$100,000 (other than purchases listed in paragraph 1. d . above) made since the preceding regular Board meeting.

V. PHYSICAL FACILITIES

A. Use of University Facilities

The use of University premises and facilities shall be subject to applicable law and shall be in accordance with the Governing Board Policies and University Operating Procedures approved by the Board of Trustees. The use of University premises and facilities by individuals other than in connection with University educational or research programs will be permitted only under procedures approved by the President or the President's designee.

The University shall develop Operating Procedures concerning the use of University facilities. The Operating Procedures and any changes to them shall become effective when approved by the President. The Operating Procedures shall include the following provisions and such others as are necessary and appropriate:

1. Protection of the right of free speech, subject to reasonable limitations on the time, place, and manner of exercise of that right.
2. Restriction of the use of University facilities to events and meetings sponsored by (a) University groups and organizations, (b) non-university groups and organizations, and (c) individuals. University facilities may be used by individuals or non-university groups and organizations only when the event or meeting is of educational, cultural, or social significance or serves the general community welfare. Use of University facilities for official activities or by University groups and organizations shall have priority over use by individuals or non-university groups and organizations.
3. Prohibition of fund raisers, canvassers, solicitors, vendors, and their agents from pursuing their occupations on University property except on official University business or in accordance with approved University regulations.
4. Provisions concerning compliance by individuals, groups, and organizations using University facilities with University requirements regarding insurance to protect the Board, its members, and employees.

B. Construction

1. **Selection Procedures for Architects and Engineers.** The University shall develop Operating Procedures for the selection of architects and engineers for University projects.
2. **Manual for Architects and Engineers.** The President or the President's designee may develop a Manual of General Information for architects and engineers engaged by the Board in connection with University projects.

C. Naming of University Property

1. The Board reserves the right to name, rename, and to remove names from all buildings (or parts thereof), structures, facilities, streets, grounds, and other real property belonging to the University, hereinafter referred to as "University

property” subject to such agreements as it may make with donors and other third-parties and applicable law.

2. University property may be named for notable former employees of the University, distinguished former members of the Board, donors of substantial funds, or public persons of the State and Nation or of any country.
3. University property may not be named for persons holding elected or appointed office in national, state, or local government, members or employees of the University, or members or employees of the Illinois Board of Higher Education during the term of their office or employment.
4. The University shall develop policies for the naming of University property. The policies and any changes to them shall become effective when approved by the President.
5. The President shall make recommendations to the Board for its approval regarding the naming of University property.

D. Alcoholic Beverage Policy

The University shall maintain policies concerning the sale, delivery, possession, use or consumption of alcoholic beverages on University property. The policies shall require compliance with all applicable law and shall become effective when approved by the President.

E. Use of University Personal Property

The University shall develop policies concerning the use of University personal property (*e.g.*, paintings and sculptures) which shall comply with applicable law. The policies and any changes to them shall become effective when approved by the President.