

**01.36.00      BOARD REQUESTS FOR INFORMATION**

**Division:**      **Board of Trustees**

**Adopted:**      **10/1994**

**Revised:**      **11/1996, 01/2000, 06/2015, 06/2019, 12/2022**

**Reviewed:**

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In making decisions in the best interests of Joliet Junior College (College), the Board of Trustees (Board) needs appropriate access to College files and records necessary to make informed decisions. Such access should clearly be related to the Board decision-making process.

The Board, including individual Trustees, must maintain appropriate confidentiality of any files reviewed in conformance with applicable state and federal laws, as well as the Higher Learning Commission and the Illinois Community College Board. The President shall consult with appropriate legal counsel in providing access to files. The Chair Person of the Board shall be advised of the activity. The following procedures will be observed in providing the Board, including individual Trustees, access to College files:

- All requests to access College records are to be made directly to the President of the College reasonably in advance of when the record review is being sought.
- Requests shall be in writing, specifying the records to be reviewed.
- Reviews shall take place on campus in a location to be determined by the President and in the presence of an appropriate staff member responsible for the file.
- A file access control form shall be completed for each review. Copies of the access control form shall be maintained in the record reviewed by the President and furnished to the Board.
- No materials shall be removed from the records being reviewed. No phones or electronic devices are allowed in the room when the files are being reviewed.
- No copies shall be made of materials contained in personnel files, student files, or files otherwise exempt from disclosure under the Illinois Freedom of Information Act [5 ILCS 140]. Copies of other materials may be made up to a limit of 100 pages in any 12-month period. Any copies requested in excess of this number will be at the expense of the individual Board member. A reasonable time period will be provided for the College to provide the requested copies.
- Access to student files will be restricted in accordance with the Family Educational Rights and Privacy Act as amended or as otherwise applicable by law.

Further, the Board shall adhere to all guidelines and obligations regarding accreditation requirements

for the Higher Learning Commission are met. This includes, but is not limited to, the following:

- The Board shall act sufficiently autonomous to make decisions in the best interest of the College and to assure its integrity.
- The Board's deliberations shall reflect priorities to preserve and enhance the College.
- The Board shall review and consider the reasonable and relevant interests of the College's internal and external constituencies during its decision-making deliberations.
- The Board shall preserve their independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties when such influence would not be in the best interest of the College.
- The Board shall delegate day-to-day management of the College to the administration and expect the faculty to oversee academic matters.

In exercising its functions as the governing body of the College, the Board shall at all times remain fully accountable for its duty as the ultimate fiduciary of the College.

**Related Institutional Procedures:**

None