

**BOARD OF TRUSTEES  
OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois**

**BYLAWS**

**2011 – 2012**  
*Adopted December 1, 2011*

## 2.5.2 College Mission.

Subject to the approval of the Chancellor and the Board, each President, after consultation with the faculty, community representatives and others, shall establish the mission of the College, which shall be consistent with the overall mission of the District.

## 2.5.3 Community Advisory Council.

Each President shall establish a community advisory council which may include representatives of the College community, faculty, students and staff to assist the College in fulfilling its mission and to advise the President.

## 2.5.4 Annual Report.

Each President and District Office department shall prepare an annual report regarding the College and/or department activities and accomplishments for the year. This report shall be developed within a format provided by the Chancellor and shall include educational plans and operational goals. This report shall be submitted to the Chancellor following the conclusion of the academic year for review and transmittal to the Board. Based on the goals set forth in each Annual Report, a six (6) month progress report shall be made by each President and District Office department as directed by the Chancellor.

## 2.6 GENERAL COUNSEL.

In addition to the duties and responsibilities set forth in Bylaw 1.4.6, the General Counsel shall assist the Chancellor in his or her responsibilities and shall be responsible for additional duties as assigned by the Chancellor. The General Counsel shall be responsible to the Chancellor for administrative planning and implementation of programs in his or her assigned areas of responsibilities and shall be involved with the Chancellor in District policy formation and interpretation. The Chancellor is responsible for overseeing the performance of the General Counsel and may request reports and assign projects or additional duties as deemed appropriate. The General Counsel shall assist the Board Committees as may be requested by the Chancellor.

## 2.7 INSPECTOR GENERAL.

### 2.7.1 Term and Termination

- (a) The Inspector General shall have responsibility for the operation and management of the Office of Inspector General.

- (b) The Inspector General shall be appointed by the Board upon the recommendation of the Chancellor for a term of four (4) years, which may be renewed. The Inspector General may be removed from office prior to the expiration of his or her term only for cause by a majority of the Board. The Chancellor must report, in writing, the reasons for removal to the Board and the Board shall determine, by majority vote, whether just cause exists for the removal of the Inspector General.

### 2.7.2 Powers and Duties

The Inspector General shall have the authority to conduct investigations regarding waste, fraud and misconduct by any officer, employee, or member of the Board; any contractor, subcontractor, consultant or agent providing or seeking to provide goods or services to the City Colleges of Chicago; and any program administered or funded by the District or Colleges.

The Inspector General shall have the following powers and duties:

- (a) To promote economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the District by identifying any inefficiencies, waste and potential for misconduct therein, and recommending policies and methods for the elimination of inefficiencies and waste, and for the prevention of misconduct;
- (b) To receive and register complaints and information concerning waste, fraud, and abuse within the District;
- (c) To investigate and audit the conduct and performance of the District's officers, employees, members of the Board, agents, and contractors, and the District's functions and programs, either in response to a complaint or on the Inspector General's own initiative, in order to detect and prevent waste, fraud, and abuse within the programs and operations of the District;
- (d) To report to the Board concerning results of investigations and audits undertaken by the Office of Inspector General; and
- (e) To request and receive information related to an investigation or audit from any officer, employee, agent, or contractor of the District.

### 2.7.3 Confidentiality

All investigatory files and reports of the Inspector General shall be confidential and shall not be divulged to any person or agency, except to: (1) the Chancellor, the Board Chairperson, and the General Counsel at the conclusion of the investigation with recommendations of disciplinary or other action; (2) the appropriate prosecutorial authorities; (3) the appropriate law enforcement agencies; (4) other appropriate offices of Inspector General; or (5) as otherwise provided in this Section.

#### 2.7.4 Obligation to Cooperate

- (a) At all times the Inspector General shall be granted access to any building or facility that is owned, operated, or leased by the City Colleges of Chicago.
- (b) It shall be the duty of every officer, employee, Board member, contractor, and/or subcontractor to cooperate with the Inspector General in any investigation conducted pursuant to the Inspector General's authority under this Section. Every City Colleges of Chicago contract shall contain a statement indicating the contractor's acceptance of this Section of the Bylaws.
- (c) No person shall retaliate against, punish or penalize any other person for complaining to, cooperating with or assisting the Inspector General in the performance of his/her office.

#### 2.7.5 Summary Report

The Inspector General shall provide to the Chancellor and the Board a summary of investigations and audits resulting in sustained findings of waste, fraud, or misconduct for the period of January 1<sup>st</sup> through June 30<sup>th</sup> not later than September 1<sup>st</sup> each year and for the period of July 1<sup>st</sup> through December 31<sup>st</sup> not later than March 1<sup>st</sup> each year. The summary shall contain the following:

- (a) a description of the nature of the allegation or complaint;
- (b) a description of the results of the investigation or audit;
- (c) the Inspector General's recommendations for discipline or other corrective measures;
- (d) the disciplinary or other action taken; and
- (e) any such other information as the Inspector General may deem relevant to the investigation or audit.

The summary report shall not mention the name of any informant, complainant, witness or person investigated or audited, unless otherwise authorized by the Chairperson of the Board.

#### 2.8 TREASURER.

The Treasurer shall be bonded as required by the State Act. The Treasurer shall receive all taxes and other funds of the District, shall be responsible for giving any required notification thereof to any governmental officials and shall perform such other duties as shall be assigned by the Board or the Chancellor. The Treasurer shall be responsible to the Chancellor for administrative planning and implementation of programs in his or her assigned areas of responsibilities. The Chancellor is responsible for overseeing the performance of the Treasurer, and may request reports and assign projects or additional duties as deemed appropriate. The Treasurer shall assist the Board Committees as may be requested by the Chancellor.