

Item #13.4
September 11, 2020

Illinois Community College Board

**AUTHORIZATION TO MAKE MINOR CHANGES TO THE
EMPLOYEE GUIDEBOOK**

The Board is authorizing the Executive Director to make minor changes to existing office policies as needed. New policies and substantive changes to existing policies will require Board approval.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes the Executive Director to make non substantive changes to the ICCB Employee Guidebook, as needed.

BACKGROUND

Changing circumstances often require minor revisions and clarifications on existing policies. Empowering the Executive Director to make minor changes and updates to existing policies as needed would allow for more flexibility in dealing with needs as they arise. New policies, major revisions, and policy shifts would still need board approval.