



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Officers of the College

**NO.** 2.3.1

**SECTION:** Administration

**PAGE:** 1 of 1

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The President is the Chief Executive Officer of the College. Other Officers of the College shall consist of the Provost, who is Chief Academic and Student Officer, and the Vice President of Administrative Services. The Provost and the Vice President have broad but specific authority for their area of responsibility, as delegated by the President, and exercise this authority in conformity with stated policies and procedures. The Provost and Vice President represent the College at the President's request and performs any special duties as assigned by the President.

For the purpose of authorized check signatories, the following shall be enforced for all check issuance:

- |                       |  |
|-----------------------|--|
| Less than \$10,000    | a facsimile plate signature of Chief Financial Officer/Treasurer.  |
| Greater than \$10,000 | two (2) signatures shall be required: one being the facsimile plate signature of the Chief Financial Officer/Treasurer; and the second being an original hand-signed signature from any one College Officer (President, Provost or Vice President of Administrative Services); in the physical absence of all College Officers and when signature cannot wait for the return of a College Officer, a Dean designated by the President may sign as the President's designee |

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**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977; December 19, 2018

**DATES REVISED:** March 24, 1983; November 17, 1994; August 24, 2000; September 27, 2006; December 15, 2010; October 26, 2011; September 25, 2013; November 28, 2018

**REVIEWED DATES:** August 2013; November 28, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527