



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Duties of the President of the College

**NO.** 2.3

**SECTION:** Administration

**PAGE:** 1 of 2

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The President as the Chief Executive Officer is directly responsible and accountable to the Board. In accordance with state statutes, and authority of the Board, the President executes directly or by delegation to members of the staff, all executive and administrative duties necessary for the operation of the College.

The President shall have the following duties and responsibilities:

- a. To run the day-to-day operations of the College, make all final operational decisions, and administer and direct the affairs of the College in accordance with the provisions of the laws of the United States, the State of Illinois, the Rules of the Illinois Community College Board, other authorized regulatory agencies, and the policies of the Board.
- b. To define and interpret the purposes and goals of the comprehensive two-year college in the State of Illinois to the Board, public and college staff.
- c. To assume primary responsibility for the attainment of these goals, for administrative action, and for establishing and maintaining channels of communication which link the components of the academic community.
- d. To represent the institution to the public, and be chief spokesman for the College.
- e. To provide leadership in engaging the staff in setting directions for curricular and organizational change designed for improvement of the total educational program of the College.
- f. To present to the Board employee views, including dissenting ones, in areas and on issues of significant concern. (See Board Policy 8.24.)
- g. To inform the employee of the views of the Board and the administration on the various issues which from time to time confront the College. {See Board Policy 8.24.)
- h. To recommend to the Board for its approval all candidates for full-time and part-time employment, including dismissal, and shall have the authority to make emergency hires for a period not exceeding thirty (30) days when there is an urgent need to commence employment.
- i. To report to the Board all resignations.

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**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977; December 19, 2018; November 18, 2020

**DATES REVISED:** March 24, 1983; April 20, 1987; December 20, 2001; April 26, 2005; September 25, 2013

**REVIEWED DATES:** June 2013; November 28, 2018; October 28, 2020

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- j. To ensure that each administrator and each full-time member of the faculty and classified staffs and each part-time member of the faculty, be evaluated in writing on an annual basis. Part-time staff members may also be evaluated.
- k. To strive for the creation of new resources as well as the maintenance of existing ones.
- l. To serve as a mediator between and among the students, the public, the college staff and the Board as appropriate.
- m. To keep the Board apprised regarding the operations of the College in a reasonable and responsible time frame.
- n. To inform the Board of any trustee's question, concern, or non-binding advice regarding the operations of the College and any answer given or action taken as a result thereof in a reasonable and responsible time frame. (See Board Policy 1.9.)

{Reference 110ILCS 805/3-26}

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