



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Other Administrators

**NO.** 2.5

**SECTION:** Administration

**PAGE:** 1 of 1

---

Other administrators have certain duties and responsibilities in common in addition to those job descriptions, and for which they are accountable. These include:

- a. To plan, organize and administer efficiently;
- b. To keep abreast of change relating to their functions;
- c. To efficiently staff their units in accordance with the current organizational structure;
- d. To foster the development, retention, and morale of competent personnel, and to maintain effective channels of communication among the staff;
- e. To promote an integrated effort in the administration of the College by cooperating and coordinating with other administrators and staff;
- f. To effectively interpret the College and its programs to its various constituencies;
- g. To assist in development of the budget and administer the budget as approved by the Board;
- h. To serve on committees, as directed.
- i. To engage in appropriate professional developmental activities;
- j. To perform other appropriate duties as assigned.

Administrators below the position of Vice President shall not represent to outside third parties that his/her opinions are those of Morton College unless written authorization to do so is granted by the President of the College or the Board Chair.

---

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

**DATES REVISED:** March 24, 1983; December 15, 2010

**REVIEWED DATES:** November 28, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527