

**Sauk Valley Community College  
January 26, 2026**

**Action Item 4.1**

**Topic:** **Board Policy *203.01 Duties and Responsibilities of Administrative and Confidential Personnel* – Second Reading**

**College Health Metric:** **Planning – The College conducts thoughtful, systematic planning to support future operations. Plans are updated annually or as necessary.**

**Presented By:** **Dr. David Hellmich**

**Presentation:**

The administration reviews all Board policies annually. As a part of this review, after discussion on this policy, *203.01 Duties and Responsibilities of Administrative and Confidential Personnel* has been recommended for deletion and the content has been added to board policy *401.01 Personnel Classifications and Definitions*.

**Recommendation:**

The administration recommends the Board approve the deletion of *203.01 Duties and Responsibilities of Administrative and Confidential Personnel* as presented for a second reading.

### ***203.01 Duties and Responsibilities of Administrative and Confidential Personnel***

Administrators of the College are expected to responsibly administer the areas under their management and supervision in accordance with the policies and regulations set forth by the Board and as designated by the Illinois Public Community College Act. Within the limits of their authority, they shall demonstrate initiative and good judgment and, in full cooperation with other administrators and faculty, provide leadership in helping to create effective conditions for the fulfillment of the College's mission.

#### **1. Duties of the President**

- a. The President shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.
- b. The President shall in the regular course of his or her duties assist and act in a confidential capacity to persons, including the Board of Trustees, who formulate, determine, and effectuate management policies with regard to labor relations and shall in the regular course of his or her duties have access to information relating to the effectuation or review of employer's collective bargaining policies.
- c. The President shall have the authority to recommend to the Board of Trustees to hire, transfer, suspend, reward, or discipline employees and to recommend action concerning grievances of employees.
- d. The above duties are in addition to the duties listed in Policy 204.01.

#### **2. Duties of the Vice Presidents, Deans, and Directors**

- a. Vice Presidents, Deans, and Directors shall in the regular course of their duties assist and act in a confidential capacity to persons, including the Board of Trustees and the President, in formulating, determining, and effectuating management policies with regard to labor relations and, toward this end, shall have access to all collective bargaining policies.
- b. Vice Presidents, Deans, and Directors shall be engaged in executive management functions and are charged with the responsibility of directing and effectuating Board of Trustees policies and practices.

#### **3. College Treasurer: The Treasurer shall in the regular course of his or her duties have access to information relating to the effectuation or review of employer's collective bargaining policies.**

#### **4. Executive Assistant to the President; Administrative Assistants to the Vice Presidents and Deans: The Assistants shall have in the regular course of their duties access to information relating to the effectuation or review of the employer's collective bargaining policies.**

**Revised:** 03-23-1981, 12-19-1983, 07-22-2002

**Cabinet Reviewed:** 07-09-2024, 10-07-2025