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 of Trustees 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.

A. Duties of the President

1. 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.

2. The President shall in the regular course of his/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/her duties have access to information relating to the effectuation or review of employer's collective bargaining policies.

3. 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.

4. The above duties are in addition to the duties listed in Policy 204.01.

B. Duties of the Vice Presidents and Deans

1. Vice Presidents and Deans 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 effectuation management policies with regard to labor relations, and toward this end shall have access to all collective bargaining policies.

2. A Vice President or Dean shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.
C. College Treasurer

The Treasurer shall in the regular course of his/her duties have access to information relating to the effectuation of review of employer's collective bargaining policies.

D. Job Description and Duties of the Office Secretary, Secretary to the President, Secretary to the Vice Presidents and Deans

The Secretary shall have in the regular course of his/her duties access to information relating to the effectuation or review of the employer's collective bargaining policies.