

**Policy B-1****APPOINTMENT OF COLLEGE PRESIDENT AND  
RESPONSIBILITIES OF POSITION**

Adoption Date: 06/15/92  
Revision Date: 05/18/98  
Review Date: 08/26/08

**Appointment**

The Board of Trustees shall appoint the President of the College who shall serve as its Chief Executive Officer. The President's conditions of employment shall be under whatever terms are mutually-agreed upon at the time of employment and as modified through subsequent contracts and agreements.

The College President shall be the Chief Executive officer of Prairie State College and shall be directly responsible to the Board of Trustees for the total operation and administration of the College. The President shall provide overall leadership to ensure that maximum support for teaching, learning, and unity of effort is provided by all personnel. The President shall be supported in this role of institutional leadership by delegated authority from the Board of Trustees.

The President shall be expected to administer the affairs of the College in accordance with the provisions of the laws of the State of Illinois, the standards of the Illinois Public Community College Act, and the policies of the Board of Trustees.

**Responsibilities****A. Board of Trustees**

1. Prepare agendas for Board of Trustees' meetings and attend meetings of the Board of Trustees;
2. Serve as the liaison between the Board of Trustees and all employees and students of the College;
3. Prepare and recommend policies for action by the Board of Trustees and initiate periodic reviews of the relevancy/appropriateness of Board policies;
4. Interpret and execute Board policy, develop and administer procedures, and provide overall supervision for the implementation and adherence of policies;
5. Report to the Board of Trustees on accomplishments, conditions, and needs of the College and on statutory duties requiring actions; and
6. Carry out actions and requests of the Board of Trustees and serve as ex-officio member of all Board committees.

**APPOINTMENT OF COLLEGE PRESIDENT AND  
RESPONSIBILITIES OF POSITION**

B. Finance, Human and Physical Resources

1. Prepare and submit an annual budget to the Board of Trustees for approval;
2. Assure full and proper adherence to fiscal responsibilities by College personnel;
3. Recommend appointment, issuance of contracts, and suspension and dismissal of administrative employees and faculty for Board of Trustees' action;
4. Administer the appointment, dismissal, and disciplinary actions for support staff and adjunct faculty;
5. Recommend conditions of employment, wages and benefits, and other human resources matters for Board of Trustees' actions;
6. Recommend continued employment of, and tenure for, faculty for Board of Trustees' action;
7. Maintain position descriptions for all administrative employees, faculty, and staff positions;
8. Act for the Board of Trustees as custodian of all College properties and direct a program to meet the College's facility resource needs; and
9. Advance the Affirmative Action/Equal Opportunity policies and ensure that all employees pursue the goals of the Affirmative Action/Equal Opportunity Plan.

C. Programs and Services

1. Determine the educational needs and interests of the district and develop responsive programs and services;
2. Provide for the review and evaluation of College programs and services and recommend changes to improve the College's offerings;
3. Recommend suspensions or expulsions of students;
4. Provide leadership for the educational, student, financial, and organizational development of the College and the attainment of institutional goals;
5. Provide vision and encourage and inspire excellence among students and College personnel; and

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RESPONSIBILITIES OF POSITION**

6. Prepare and submit an academic calendar to the Board of Trustees for approval.

D. Community and External Relations

1. Represent the College in relationships with district, state, and federal agencies;
2. Maintain communications with, and assure completion of, all records for state and federal agencies;
3. Advance the purposes and goals of the community college and of Prairie State College within the College and to the external communities and public served;
4. Participate, on behalf of the College, in the affairs of the district and for the overall development of the community;
5. Work cooperatively with school districts, community colleges, universities, and other agencies to advance educational opportunities for residents of the district and the state;
6. Develop alternative resources through active participation in the affairs of the Prairie State Foundation and as a member of the Foundation Board of Directors;
7. Advocate the contributions of the College to the community, influence a positive attitude of the College's public, and maintain the good will of the various constituencies in the district; and
8. Maintain a high degree of professionalism and ethical conduct, implementing sound and just practices, and promoting employee and student morale.

**Policy B-2****ADMINISTRATIVE PHILOSOPHY AND GENERAL ORGANIZATION**

Adoption Date: 07/20/92  
Revision Date: 01/21/03  
Revision Date: 08/26/08  
Revision Date: 09/29/09

In its concern for the welfare and organization of Prairie State College, the Board of Trustees shall recognize an Administrative Philosophy as follows:

**Administrative Philosophy**

The administrative philosophy of Prairie State College is based upon a commitment to the value of interrelated roles within a structure, a respect for discrete areas of authority, responsibility, and accountability, and a balance between specialization and collaboration.

The administration of Prairie State College is concerned with creating, stimulating, maintaining and unifying those energies which comprise the educational endeavor and enable the realization of institutional goals and objectives. The administration seeks to synchronize and integrate the various efforts and contributions of all personnel in order to produce unity in purpose and effort.

The realization of the mission of Prairie State College depends upon the leadership exerted both by the appointed administrative employees and by all faculty and staff. Objectives of the College are achieved through systematic efforts of collaborative interaction. The administration seeks to facilitate optimal functioning within this interaction.

Within the context of the formal organization, a considerable measure of flexibility and ongoing clarification is necessary to ensure effective communication. Major objectives of the College are more readily obtained when people work in concert. Through cooperative and coordinated contributions, a direct impact on student learning is most likely achieved. Those who retain the symbolic authority of the College are to possess an appreciation not only of the processes through which the administration can effectively serve the needs of Prairie State College, but also of the concerns of the people who comprise the College as well.

Administrative actions are to be directed in such a manner as to accomplish the purposes of the College and to protect the integrity of the people involved. Individual and group performance must withstand the test of evaluation according to predetermined institutional objectives.

Understanding and support of individual and subgroup objectives are to be encouraged where possible.

**General Administrative Organization**

The Board of Trustees shall recognize the following general administrative structures as recommended by the President:

Prairie State College is organized into four major administrative units as noted below. Each administrative unit is under the direction of an executive officer:

**ADMINISTRATIVE PHILOSOPHY AND GENERAL ORGANIZATION**

**Academic Affairs:** Charged with the primary responsibility of assuring that the academic and educational support programs of the College are of highest quality. The Vice President serves as the liaison between the President and the faculty and staff of Academic Affairs.

**Finance and Administration:** Charged with the primary responsibility of assuring that finance and business operations of the College are of highest quality. The Vice President serves as liaison between the President and the staff of the Finance & Administration. This position shall also serve as Treasurer.

**Community & Economic Development:** Charged with the primary responsibility of assuring that the adult, continuing education and community service programs of the College are of highest quality, and that the specialized and off-campus training needs of the community are addressed. The Vice President serves as liaison between the President and the faculty and staff of Community & Economic Development.

**Student Affairs:** Charged with the primary responsibility of assuring that the student development and campus life programs and services of the College are of highest quality, and that there is campus-community understanding of ethnicity, gender, religious, and cultural diversity and consideration for multicultural perspectives. The Vice President serves as liaison between the President and the staff of Student Affairs. The Vice President serves as liaison between the President and students.

**Absence of the President:** The President will, when he/she is absent from the campus for extended periods, appoint an administrator in charge.

**General Statements**

The Board of Trustees shall recognize the following general and guiding statements of administrative philosophy and practices:

It shall be the administrative philosophy and practice of each unit of the College to provide for maximum access to and input in the decision-making process of its operation(s). The aforementioned premise is predicated on the following assumptions while respecting that the final responsibility and authority for decision-making within the unit rests with the respective administrator:

**Democratic Process:** While the democratic process is time-consuming, often unwieldy and can result in little more than compromise, it is the optimum form of governance for increasing the likelihood of high morale and effective esprit de corps;

**ADMINISTRATIVE PHILOSOPHY AND GENERAL ORGANIZATION**

**Worth and Dignity:** Personnel have worth and dignity as individuals and have much to contribute to decisions being made which directly affect the implementation of their functional responsibilities;

**Expertise:** In areas of specific expertise, personnel whose training, education, and/or experience are pertinent shall be used to the extent that their contribution in the decision-making process aids and facilitates the unit's decisions and operations;

**Involvements:** Better decisions are usually made when those affected are involved in the decision making process; and

**Team Functioning:** The unit adheres to the philosophy of team functioning, recognizing that shared responsibility and accountability strengthen the team-functioning concept.



**Policy B-3**

**COLLEGE ORGANIZATIONAL STRUCTURE/  
COMMUNICATION**

Adoption Date: 11/18/91  
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Review Date: 08/26/08

The College President shall be authorized to develop and establish an administrative organizational structure. The President shall present the organizational structure to the Board of Trustees annually and when significant changes are to occur.

The administrative organizational structure shall be presented to the College community in order to assist the Board, administration, faculty, staff, and students in understanding their relationships to each other and to help ensure that communications pertaining to College operations are handled through appropriate channels.

All College employees shall be expected to respect and adhere to this administrative organizational structure.



**Policy B-4**

**POSITIONS DESCRIPTIONS**

Adoption Date: 11/18/91  
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Position descriptions for each administrative position and for all categories/classifications of faculty and of support staff positions shall be developed, implemented, and periodically updated. An official copy of each position description shall be maintained in the Human Resources Office.

The description for each position shall be approved by the College President upon review and recommendation by the executive officer for the area. The College President shall advise the Board of Trustees of significant changes to the position description for an administrative position.

The President shall be responsible for the development of the Position Descriptions Manual and for administrative procedures which cover the maintenance and distribution of the manual.





**Policy B-5**

**ACCEPTANCE OF GIFTS AND DONATIONS**

Adoption Date: 02/17/92  
Revision Date: 06/29/98  
Review Date: 08/26/08

The College President, or designee, shall be authorized by the Board of Trustees to accept and acknowledge appropriate gifts/donations to the College so long as the purpose for which the gift/donation is tendered is consistent with the needs of the College.

The President shall also be authorized to refuse an inappropriate gift/donation to the College if it is determined to discriminate against or be prejudicial to persons of any race, color, religion, national origin, age, gender, disability, ancestry, marital status, military service, current physical condition, unfavorable discharge from military service, or veteran status; is so restrictive as to make the management of the gift/donation unnecessarily difficult; or is not deemed to be in the best interest of the College.

The value of the non-cash gift/donation is the sole responsibility of the donor to establish.

As an alternative, gifts/donations may be offered to the Prairie State College Foundation and may be accepted or refused by the Foundation according to the guidelines established by the Foundation and consistent with the policies of the Board of Trustees.



**Policy B-6**

**GRANTS/SPONSORED PROGRAM SUBMISSION**

Adoption Date: 11/18/91  
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The College President shall be authorized to act on and officially submit proposals for grants and sponsored programs on behalf of Prairie State College which would, in his/her justification, further the Mission and Goals of the institution.

The President shall provide a periodic information report to the Board of Trustees on the proposals submitted.



**Policy B-7**

**CITIZENS ADVISORY COMMITTEE**

Adoption Date: 07/20/92  
Revision Date: 05/18/98  
Review Date: 08/26/08

A Citizens Advisory Committee may be appointed from time to time by the Board of Trustees or by action of the President.

A Citizens Advisory Committee may be formed to help identify needs/interests within the community and to provide guidance on the overall College mission, programs/services, physical matters, and other matters for which members of the community may be positioned to provide input.



**Policy B-8**

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

Adoption Date: 03/16/92  
Revision Date: 04/26/04  
Revision Date: 08/29/06  
Revision Date: 08/26/08

The principles of equal employment opportunity and the right of all persons to work and to advance on the basis of merit, ability, and potential shall be considered by Prairie State College as fundamental to the Mission and Goals of the College.

It is the policy of Prairie State College to afford equal employment opportunity without regard to race, religion, color, gender, national origin, ancestry, age, marital status, disability, military status, unfavorable discharge from military service, citizenship status, or membership in any other groups protected against discrimination under federal, state or applicable local law. Prairie State College shall be committed to the principles of affirmative action/equal opportunity in order to increase the numbers of underrepresented groups in positions where they have not been traditionally employed.

As a positive commitment to affirmative action/equal opportunity and fair labor practices, Prairie State College shall assure that the components of this policy are applied at all levels and in all segments and locations of the College community including faculty, students, staff, and administrative employees and for all agencies, persons, vendors, and other organizations which contract to do business with the College.

The College President shall be responsible to cause the development and maintenance of an Affirmative Action/Equal Opportunity Plan in compliance with this policy and other applicable federal and state rules and statutes. Supervising managers shall be held accountable to achieve the actions, recommendations, and goals of the Affirmative Action/Equal Opportunity Policies & Status Report.

The President shall be delegated responsibility to appoint an Affirmative Action/Equal Opportunity Officer and to establish administrative procedures and guidelines to ensure implementation of the College's affirmative action/equal opportunity policies. The President shall have ultimate responsibility to enunciate and reaffirm the College's affirmative action/equal opportunity policies and to take steps to assure that each supervising manager and all employees are fully aware of these policies and of the Affirmative Action/Equal Opportunity Policies & Status Report.



**Policy B-9**

**EMPLOYEE HIRING AND STAFFING**

Adoption Date: 03/16/92  
Revision Date: 06/29/98  
Review Date: 08/26/08

The College President shall be authorized to initiate the hiring and staffing of all personnel position vacancies of Prairie State College and to establish procedures and standards to ensure that competent and outstanding personnel are employed to carry out the mission of the College, subject to change by the Board of Trustees.

Individuals for full time faculty and administrative positions would be subject to final approval by the Board of Trustees.



**Policy B-10**

**PUBLIC USE OF COLLEGE FACILITIES**

Adoption Date: 03/16/92  
Revision Date: 05/18/98  
Revision Date: 08/26/08  
Revision Date: 06/25/13

The facilities of Prairie State College shall be made available for activities/functions of non Prairie State College organizations, agencies, or groups subject to space availability. Priority shall be given to citizens of District 515.

The College President shall establish procedures pertaining to the public use of College grounds, buildings, and other facilities, which shall be made available to persons or groups requesting use of College facilities.

The Board of Trustees shall grant authority to the College President to establish the fee schedule within the procedures and review the fee schedule every two (2) years.



**Policy B-11**

**ADMINISTRATIVE PROCEDURES**

Adoption Date: 07/20/92  
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Administrative procedures are rules and guidelines which translate Board of Trustees' policy into appropriate directives and action at any given time. Once the Board has adopted a particular policy, it shall be the primary responsibility of the College President to cause administrative procedures to be developed for the implementation of said policy and to initiate recommendations for official policy revisions as may be necessary.

The Board of Trustees retains the final responsibility for all Board policy creation, revision, and delegation. It also retains the authority and responsibility to review periodically each policy's implementation procedure(s). The President may present particular implementation procedures to the Board for consideration, confirmation or information.