

ADMINISTRATIVE ORGANIZATION**Table of Contents**

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Policy No. 2000
Updated 9/17/1976
Revised 8/18/1998
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 1/20/2015

ADMINISTRATION

Chief Administrative Officer – President

In fulfillment of the provision of the Illinois Public Community College Act (Illinois Compiled Statutes, 110 ILCS 805/1-1 through 110 ILCS 805/8-2), the Board of Trustees makes the appointment and considers the entire compensation package for the President. The provision for establishing additional administrative positions is set forth in Policy 2001.

Policy No. 2001
3/20/1973
Revised 8/18/1998
Renumbered 7/1/2001
Reviewed 1/20/2015

ADMINISTRATION

Additional Administrative Positions

The Board may, from time to time, upon the recommendation of the President, establish additional administrative positions, which are necessary to implement the policies of the Board, the regulations of the Administration, and the demands of the College programs. The President or his or her designee will be responsible for seeing that a job description, including a statement of qualifications for each such position, is developed and maintained and that existing positions meet current needs.

Policy No. 2002

12/16/1976

Revised 8/18/1998

Revised 1/23/2001

Revised 5/22/2001

Renumbered 7/1/2001

Revised 3/19/2002

Revised 11/18/2003

Revised 11/16/2004

Revised 3/22/2005

Revised 1/16/2007

Revised 6/26/2007

Revised 4/15/2008

Revised 6/30/2009

Revised 6/28/2011

Revised 5/22/2012

Revised 3/19/2013

Revised 6/25/2013

Revised 1/20/2015

ADMINISTRATION**Organizational Structure**

A set of organizational charts for the College will be developed and kept current, so that titles reflect duties and responsibilities, which are reconfigured from time to time, as indicated in Policy 2001.

Policy No. 2003

4/10/1973

Revised 8/18/1998

Reviewed 1/20/2015

ADMINISTRATION**Temporary and Part-Time Administrative and Supervisory Personnel**

The Board may, from time to time, upon the recommendation of the President, and without establishing a job description or list of qualifications, such as would be required for a permanent position, employ administrative or supervisory interns, on a temporary or part-time basis, or may employ consultants in planning, research, accreditation, or other areas of importance to the College, as temporary or part-time adjuncts to the regular administrative personnel of the College.

Policy No. 2004
4/10/1973
Revised 8/18/1998
Renumbered 7/1/2001
Revised 1/20/2015

ADMINISTRATION

Administrative Operations

The Board will determine the policies to guide the decision-making process governing all activities of the College. In setting these policies, it will seek the advice and assistance of the faculty, staff, and student body of the College, and of other relevant persons, through the President.

The President is responsible to the Board for the administration of the College under the applicable laws and the policies of the Board. In addition, the President, in cooperation with the administrative staff, shall prepare, in detail, where applicable, the procedures for implementing the approved policies. If a situation demanding decision is not covered by an existing policy or by regulations, the President or his designee is empowered to make the decision deemed best, later reporting to the Board.

Policies and procedures are adopted to govern the various constituencies within the College. All members of the College community are governed by the applicable policies and procedures.

The President shall balance responsibility with commensurate authority subject to the reserve and legal powers of the Board. That is, a member of the staff when assigned a responsibility or a position shall be given the authority to make the decisions necessary to perform the tasks.

Policy No. 2005
4/10/1973
Revised 8/18/1998
Renumbered 7/1/2001
Revised 1/20/2015

ADMINISTRATION

Line of Responsibility

The President in administering this policy shall be guided by the knowledge that the Board values the freest possible interchange of ideas outside the framework of direct responsibility. Nothing provided herein is intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

Each employee of the College, except the Treasurer of the Board, the auditor, and legal counsel, shall be responsible to the Board of Trustees through the President.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the President.

Policy No. 2006
4/10/1973
Revised 8/18/1998
Renumbered 7/1/2001
Revised 1/20/2015

ADMINISTRATION

Channels of Communication

In the development of plans and procedures the President shall include in the discussion preceding implementation, whenever feasible, representatives of the persons and groups likely to be affected by such plans and procedures.

The President will provide channels within the institution for prompt communication. The President is expected to give careful consideration to counsel given by other administrators, faculty, exempt and non-exempt classified personnel, and students especially that given by persons or groups designated to represent large constituencies, and to include reports of all such counsel in reporting administrative action and in recommending actions to the Board of Trustees.

In addition, the President will consult with such committees of the faculty, staff, administration, student body, or any combination of these groups, as may be organized from time to time, either as standing committees or ad hoc committees or task forces.

Policy No. 2007

4/10/1973

Revised 8/18/1998

Renumbered 7/1/2001

Revised 3/19/2002

Revised 1/20/2015

ADMINISTRATION**The President's Council**

In order to be of assistance in making decisions and administering the policies of the Board, the President has designated an advisory group known as the President's Council. The Council is a deliberative, not a voting body.

The President's Council consists of the President, the Vice Presidents, other administrators, as determined by the President. Other persons may be invited to attend and participate in the meetings of the Council from time to time.

Policy No. 2008
3/17/1982
Revised 8/18/1998
Renumbered 7/1/2001
Reviewed 1/20/2015

ADMINISTRATION

Oakton College Faculty Association, IEA-NEA

The Administration and Board of Trustees recognize the existence of the Oakton College Faculty Association, IEA-NEA, elected by the full-time faculty to represent them. The Board of Trustees recognizes the President of the Oakton College Faculty Association, IEA-NEA, as the faculty's designated delegate during the term of office. As such, the Board provides a place for the President of the Oakton College Faculty Association, IEA-NEA, at all public meetings, and invites contributions to the deliberations or the Board at whatever point the interests of the faculty require these interests be voiced.

Policy No. 2009
Revised 8/18/1998
Renumbered 7/1/2001
Reviewed 1/20/2015

ADMINISTRATION

Classified Staff Association, a Chapter of the Cook County College Teachers Union Local 1600, American Federation of Teachers

The President and Board of Trustees recognize the existence of the Classified Staff Association, a chapter of the Cook County College Teachers Union, Local 1600, American Federation of Teachers (hereinafter Classified Staff Association) as the staff group elected by the members of the classified employees of the college to represent them and speak for them in discussions with the administration and Board of Trustees.

The Board of Trustees recognizes the President of the Classified Staff Association as the classified staff's designated delegate during the term of office. As such, the Board provides a place for the President of the Classified Staff Association at all public meetings, and invites contributions to the deliberations of the Board at whatever point it is believed the interests of the classified staff require these interests to be voiced.

Policy No. 2010
Revised 8/18/1998
Renumbered 7/1/2001
Reviewed 1/20/2015

ADMINISTRATION

Adjunct Faculty Association/ Illinois Education Association, National Education Association at Oakton College

The President and Board of Trustees recognize the existence of the Adjunct Faculty Association/ Illinois Education Association/National Education Association at Oakton College as the group elected by the members of the adjunct faculty to represent them and speak for them in discussions with the administration and Board of Trustees.

The Board of Trustees recognizes the President of the Adjunct Faculty Association/Illinois Education Association/National Education Association at Oakton College as the adjunct faculty's designated delegate during the term of office. As such, the Board provides a place for a President of the Adjunct Faculty Association/Illinois Education Association/National Education Association at Oakton College at all public meetings, and invites contributions to the deliberations of the Board at whatever point it is believed the interests of the adjunct faculty require these interest be voiced.

Policy No. 2011
2/10/1995
Revised 8/18/1998
Renumbered 7/1/2001
Revised 1/27/2009
Reviewed 1/20/2015

ADMINISTRATION

Oakton College Police Department, Fraternal Order of Police

Oakton College police officers are appointed by the Board of Trustees as “conservators of peace.” Within the intent of the Illinois Community College Act (Chapter 110, Illinois Compiled Statutes, Section 805/3-42.1), members of Oakton College Police Department shall be conservators of the peace and as such shall have all the powers possessed by policemen in cities, and sheriffs in counties, including the power to make arrest on view or warrants of violations of state statutes and city or county ordinances of the county in which Oakton is located. Campus police shall be appropriately trained and equipped as required to insure for the protection of the college properties and interests, and its students and personnel. Police Department Personnel cooperate with all law enforcement agencies and investigate crime reports from members of the college community.

The President and Board of Trustees recognize the existence of the Illinois Fraternal Order of Police Labor Council/Oakton College Police Department Officers as the group elected by the members of the Police Department Officers to represent them and speak for them in discussions with the administration and Board of Trustees.

Policy No. 2012
4/10/1973
Revised 8/18/1998
Renumbered 7/1/2001
Revised 1/20/2015

ADMINISTRATION

Student Government Association

The Administration and Board of Trustees recognize the existence of the Student Government Association as the student group elected by the student body at large to represent them and provide general leadership from among their peers. The Board of Trustees recognizes the President of the Student Government Association as the Student Government Associations' leader.

Policy No. 2013

5/22/1973

Renumbered 7/1/2001

Reviewed 1/20/2015

ADMINISTRATION**Control and Communications Systems**

The President of the College is responsible for the establishment of control and communication systems for the dissemination of policy information and for any other information of benefit and interest to the employees of the College.

Policy No. 2014
5/22/1973
Updated 8/27/1974
Renumbered 7/1/2001
Revised 1/20/2015

ADMINISTRATION

Policy and Regulations Systems

The President of the College is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative procedures needed to put them into effect.

Accessibility is to extend to all who seek information on these matters.

Policy No. 2015

5/22/1973

Revised 8/18/1998

Renumbered 7/1/2001

Revised 1/16/2007

Reviewed 1/20/2015

ADMINISTRATION**Memberships and Subscriptions**

The Board encourages the President and the other administrators of the College to participate in appropriate professional organizations such as the American Association of Community Colleges, the Council of North Central Two-Year Colleges, the Higher Learning Commission and other associations related to the work of the College on a local, state, regional, national, or international level. The College assumes the cost of appropriate institutional memberships.

Policy No. 2016

5/22/1973

Revised 8/18/1998

Renumbered 7/1/2001

Reviewed 1/20/2015

ADMINISTRATION**In-Service Development and Training**

The President is responsible for the establishment and maintenance of a system of in-service development and training.