



## **PRESIDENT'S CABINET MEMBERSHIP AND STANDARDS PROCEDURE**

**Policy Number: 2.1002**

**Subject Area: General College Policies/Administration**

**Adopted: 03/10/2020**

**Revised: 03/10/2020**

The President's Cabinet is comprised of institutional leaders appointed by the College President and they represent all aspects of Kaskaskia College. The Cabinet provides advice and recommendations to the president on all strategic and operational matters. The College President and Cabinet members oversee the operations of the entire campus and establish the mission, vision, and institutional goals of the College. The cabinet is responsible for executing the college's strategic plan, and for making all policy recommendations to the Kaskaskia College Board of Trustees and the establishment of the procedures associated with the approved policies. Cabinet members provide information and submit reports and recommendations to the President and the entire cabinet. Policies presented and approved by the Cabinet are presented to the Board of Trustees for approval. The Board of Trustees oversees the policies of the institution, as the College President and leadership execute the procedures.

The Cabinet is chaired by the College President and meetings and activities of the cabinet are coordinated by the President's Office. Vice Presidents and their direct reports are responsible for ensuring that essential informational items from their respective areas are submitted to the President's Office for inclusion on the monthly meeting agenda. Agenda items for the meeting should be submitted to the President's office no later than 24 hours prior to the meeting. The Cabinet approves procedures as recommended by its members; deliberates on issues that affect student life, the operations of the campus, and the long-term sustainability of the institution.

Each member of the President's Cabinet is tasked to ensure effective communication with his or her direct reports, as well as with the remainder of the leadership team. This communication, which must be reciprocal, involves anticipating issues, seeking perspective and advice, and sharing information before and after decisions are made. Civil discourse and conflicting opinions are common nomenclatures and are a necessary component of the Cabinet dynamic. Professional and respectful conduct are mandatory of a Cabinet member. Meeting decorum, ethical conduct and respect for different opinions is also expected of a Cabinet member. Cabinet members are the institutional leaders of Kaskaskia College and it is an expectation of the President and Board of Trustees that they conduct themselves in a manner consistent with the College's Mission and Core Values at work and in public.

The senior leadership team of the President's Cabinet is defined as:

- President
- Executive Assistant to the President and Board of Trustees
- Vice President of Administrative Services
- Vice President of Student Services
- Vice President of Instructional Services
- Dean of Arts and Sciences
- Dean of Nursing and Health Sciences
- Dean of Career and Technical Education
- Dean of Enrollment Services
- Director of Public Safety
- Director of Marketing
- Director of Physical Plant
- Director of Human Resources
- Chief Information Officer

The President's Cabinet Leadership Team is defined as:

- Athletic Director
- Associate Dean of Assessment
- Director of Institutional Advancement
- Director of Institutional Effectiveness
- Director of Adult Education and Literacy
- Director of Academic Center of Excellence
- Director of Purchasing and Auxiliary Operations
- Director of Student Accounts
- Regional Director of Education Centers
- Institutional Assessment Coordinator (when applicable)

Notification of absence of Cabinet meetings should be sent 24 hours prior to meeting to the President's Office. Excused absences will be granted by the President's Office.

Agenda for Cabinet will be posted with the following information 24 hours prior to the Cabinet meeting:

Date, time and location of meeting

Approval of meeting minutes from previous Cabinet meeting (to include attendance roster)

Review of Board of Trustees Agenda for current month

Standing agenda items:

- Strategic Enrollment Management report (to include enrollment update)
- Accreditation – Update on Higher Learning Commission (HLC) reaccreditation process
- Update on execution of Annual Plan and Strategic Plan
- Reports from Divisions (Administrative, Student Services, and Instruction)
- Capital Project Updates
- Review of monthly calendar events
- Next meeting posting

Approval History: Replaces President's Cabinet Policy 2.93 approved March 10, 2020