

College	Which is closest to your position title? Please choose the closest option. Otherwise, please select Other and input your title.	Do you have a separate contract or agreement? Please describe below.	Please share any additional feedback you have regarding the topic.	How is your employment classified?	Are you a member of the President's Cabinet?
College of Lake County	Includes both titles - Executive Assistant to the President and Board Liaison	All CLC employees in the Professional job category have 1-year contracts that the board re-approves each year.		Exempt Employee	No
Elgin Community College	Executive Assistant	No separate contract. A board action was voted on to name me at the "board recorder and election authority" for the college.	my actual title is Sr. Executive Assistant / the only one at ECC.	Exempt Employee	Yes
Harper College	Executive Coordinator (to the President)	There is no contract or agreement for this position.		Exempt Employee	I am not a member of the President's Executive Cabinet; however, I do attend the weekly Executive Cabinet meetings in the support role.
Harper College	Chief of Staff/VP of External Affairs (Board liaison is part of the role but not specified in the position title)	I have a contract as an administrator at the college.		Administrator with contract	Yes
Harper College	Executive Assistant			Non-exempt - classified employee	No
Heartland Community College	Chief of Staff and Executive Assistant to the President	No		Exempt Employee	Yes

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Highland Community College	Executive Assistant/Board Secretary	No		Exempt Employee	Yes
Illinois Central College	Executive Assistant	No, I do not have a separate contract or agreement.		Exempt Employee	No
Illinois Central College	Board Secretary & Assistant to the EVP/CFO	No, but my position and the Assistant to the President are the only two assistant positions within the College that are salaried.		Exempt Employee	No
Illinois Valley Community College	Executive Assistant	No contract or agreement.	The Executive Assistant is appointed as Secretary to the Board at reorganization meetings.	Exempt Employee	Yes
JJC	Executive Assistant	n/a		Exempt Employee	as president's assistant
Joliet Junior College	Board Liaison	No		support staff (non-union) non-exempt (hourly), 28 hours per week	No
Kankakee Community College	Executive Assistant	No		Exempt Employee	Yes
Kishwaukee College	Administrative Coordinator	Yes.		Exempt Employee	No

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Lake Land College	Chief of Staff	No	Board of Trustees relations/administration is just one component of my job functions. I oversee numerous other areas of the College including Campus Police, Institutional Effectiveness (data, IR, and grants and strategic planning). I coordinate all weekly Cabinet meetings and am a member of the President's Cabinet. I also supervise our Executive Assistant to the President's Office who provides significant support to our Board of Trustees and all Board meetings as well.	Exempt employee and an administrator	Yes
Lake Land College	Executive Assistant				No
Moraine Valley Community College	Senior Administrative Assistant to the President/Board Liaison	No.		Classified Administrator	No
Morton College	Executive Assistant to the President/Board Liaison	No		Classified Administrator	No
Oakton College	Executive Assistant	I work under the staff contract.	I am the EA for the President's Office, Bea Sparks is the Sr. EA and Board liaison		No
Oakton College	Sr. Executive Assistant to the President / Special Assistant to the Board of Trustees	No.		Exempt Employee	Not technically, but I attend all their meetings.

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Parkland College	Executive Assistant	No.		Confidential employee, non-exempt	My role is to support the President and the Board. I work closely with the Executive Leadership Team but do not make strategic decisions.
Prairie State College	(Both) Sr. Executive Assistant and Special Assistant to Board of Trustees	No, we have different job classifications/job descriptions pertaining to our specific title and duties of our positions.		Manager-Professional	Yes
Richland Community College	Executive Assistant			Exempt Employee	Yes
Rock Valley College	Executive Assistant	no		Classified Administrator	Yes
Sauk Valley Community College	Executive Assistant	N/A		Exempt Employee	Yes
Shawnee Community College	Executive Assistant	No		Exempt Employee	Yes
Spoon River College	Executive Assistant	No		Exempt Employee	Yes

*For more information, please contact:*

**Illinois Community College Trustees Association** • 401 E. Capitol Avenue, Suite 200 • Springfield, IL 62701 • 217-528-2858 • [www.communitycolleges.org](http://www.communitycolleges.org)

Which is closest to your position title? Please choose the closest option. Otherwise, please select Other and input your title.

27 Responses

Best Response

**Executive Assistant**

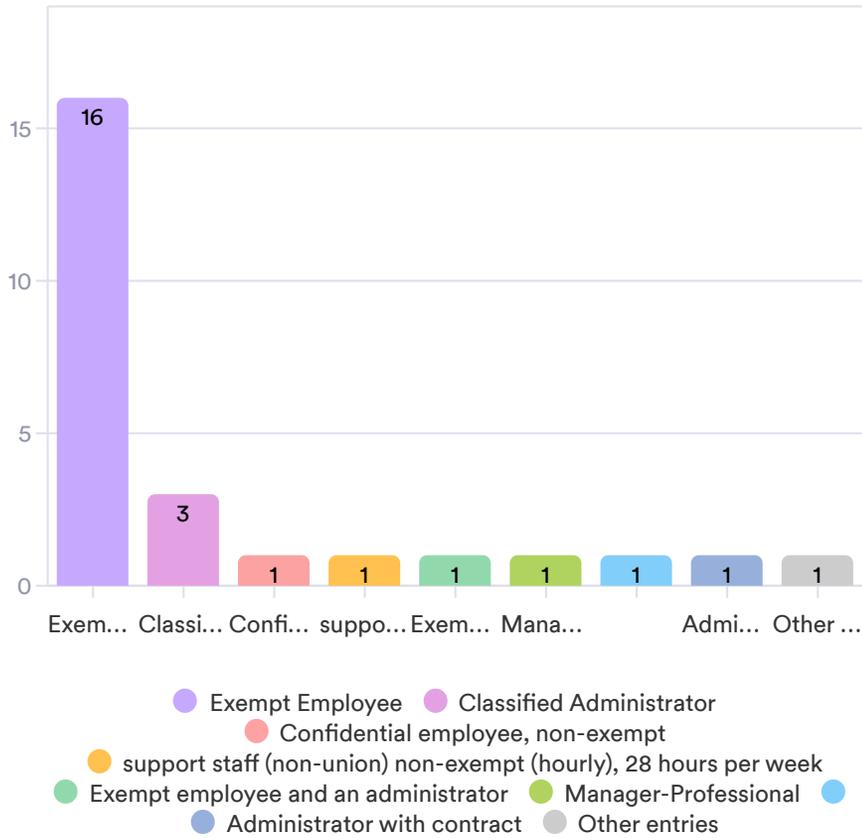
**52%**  
Percentage

**27**  
Responses

Data	Response	%
Executive Assistant	14	52%
Board Liaison	1	4%
Administrative Coordinator	1	4%
Executive Assistant to the President/Board Liaison	1	4%
Chief of Staff and Executive Assistant to the President	1	4%
Chief of Staff	1	4%
(Both) Sr. Executive Assistant and Special Assistant to Board of Trustees	1	4%
Executive Assistant/Board Secretary	1	4%
Other entries	6	22%

### How is your employment classified?

26 Responses- 1 Empty



### Are you a member of the President's Cabinet?

27 Responses

Best Response

Yes

48%  
Percentage

27  
Responses

Data	Response	%
Yes	13	48%
No	10	37%
My role is to support the President as president's assistant	1	4%
I am not a member of the President's Cabinet	1	4%
Not technically, but I attend all meetings	1	4%