

## POLICIES AND PROCEDURES

Subject: Duties and Responsibilities  
of College President Reference: A-III

Source: Board of Trustees Eff. Date: November 26, 2001

Approval Auth: Board of Trustees Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated February 27, 1996.

Date: November 26, 2001

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The Board of Trustees selects the College president to serve as chief executive officer of the College. The president answers to the Board of Trustees, provides leadership for long-range planning and the setting of priorities, and is responsible for the overall management of the college. The Board of Trustees empowers the president to accomplish the following:

- ✧ assume responsibility for the implementation of Board policies.
- ✧ serve as advisor to the Board, keeping the Board fully and promptly informed concerning the operation and welfare of the College and making recommendations regarding the establishment of Board policies.
- ✧ serve as Deputy Budget Officer to the Board, bearing responsibility for preparing, recommending to the Board, and administering the annual budget of the College.
- ✧ organize and coordinate all activities of the college in such a manner as to achieve amity and unity of purpose and to effectively utilize the resources of the college in the fulfillment of its goals.
- ✧ represent the college to the general public and to educational, governmental, and other groups or agencies.
- ✧ except for contracts which must be approved by the Board or signed by the Chairman of the Board under Statutes or Board Policies; the President is authorized to negotiate and execute contracts on behalf of the Board and the College as follows:
  - contracts which have been approved by the Board;
  - grant applications, proposals, contracts and contract amendments funded by discretionary funds;
  - contracts for the purchase of goods or services in compliance with State Purchasing Laws and Board Purchasing Policies;

- contracts within the approved budget;
- contracts necessary or advisable to carry out the policies of the Board and goals of the College.
- ✧ make recommendations to the Board regarding employment of all contract employees of the College; timely notify Board of terminations.
- ✧ approve employment of non-contract and support staff personnel.
- ✧ assume responsibility for the administration of the Equal Employment Opportunity Policy of the College.