



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

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Duties and Responsibilities of College President	BFA – I	2	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
Section B - Local Governance	BFA — Chief Executive Officer: Qualifications and Duties	BFA	08/26/2025

PROCEDURE

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:

- I. Assume responsibility for the implementation of Board policies.
- II. 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.
- III. Serve as Deputy Budget Officer to the Board, bearing responsibility for preparing, recommending to the Board, and administering the annual budget of the College.
- IV. 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.
- V. Represent the college to the general public and to educational, governmental, and other groups or agencies.
- VI. Except for the contracts identified below in this section, contracts must be approved by the Board and signed by the chair or designee of the Board to the extent required under



applicable law or Board Policies. The President is authorized to negotiate and execute contracts on behalf of the Board and the College as follows:

- a. grant applications, proposals, contracts and contract amendments funded by discretionary funds;
 - b. contracts for the purchase of goods or services in compliance with State Purchasing Laws and Board Purchasing Policies;
 - c. contracts within the approved budget;
 - d. contracts necessary or advisable to carry out the policies of the Board and goals of the College.
 - e. Non-contract and support staff personnel and contracted administrative (professional) staff (and execute any such employment contracts); timely notify Board of terminations.
- VII. Make recommendations to the Board regarding employment contracts for non-tenure faculty and tenure track faculty; timely notify Board of terminations.
- VIII. Assume responsibility for the administration of the Equal Employment Opportunity Policy of the College.