

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 302.3

Title President of the College

Duties and Responsibilities

The Board employs a President to serve as the chief executive officer of the Board. The Board delegates to the President decisions made by the Board concerning the internal operations of the College, unless specifically stated otherwise.

The basic functions of the President of the College shall be to formulate and implement plans and policies for the administration of the College and to have full responsibility for the total education program and all College personnel, facilities, and equipment.

In executing the duties stated herein, the President shall consider the financial situation of the College as well as the needs of the students and employees. Specifically, the President shall:

1. Administer the College in conformity with the adopted policies of the Board, the rules and regulations of the Iowa Department of Education and the U.S. Department of Education, all state and federal statutes, and the policies and criteria of any accrediting association which the Board approves.
2. Direct the preparation and presentation of the budget of the College.
3. Provide direction and coordination of all programs and services of the College.
4. Keep the public informed regarding the activities and programs of the College through a variety of media, including personal addresses to constituent groups.
5. Direct a continuous study of the development and needs of the College.
6. In the absence of policies or direction by the Board, exercise the authority necessary to deal effectively with unforeseen situations.
7. Participate in meetings of the Board, except where his/her employment is concerned, and keep the Board informed on all matters vital to the College.
8. Evaluate and/or direct the evaluation of all persons employed by the College.
9. Insure development of a continuous in-service program for all personnel employed by the College.
10. Coordinate the activities and program of the College with community and governmental agencies.

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11. Direct the preparation of reports requested by the Board or otherwise necessary to the activities and program of the College.
12. Insure channels of communications from the Board to employees of the College and from employees to the Board.
13. Act as the official representative of the Board in all negotiations.
14. Provide direction and support to the College Foundation and work with the Foundation Board for the betterment of the College.
15. Recommend employee compensation policies for consideration by the Board.
16. Recommend or approve all employees for appointment, change of status, transfer, dismissal, or suspension, depending upon existing law and policy of the Board.
17. Administer the building program of the College.
18. Suspend, dismiss, or place on probation those students who are guilty of gross misconduct or insubordination in relation to the policies, rules, and regulations of the College and the statutes of the state of Iowa.
19. Recommend programs and materials for the College to the Board.
20. Insure initial orientation of professional staff of the College.

This list of duties and responsibilities shall not act to limit the Board's authority and responsibility over the President.

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Related Administrative Procedures and Cross References _____