

## Board Policy: 302 – Duties of the President

Subject: Administrative Function  
Series 302: Duties of the President

In keeping with the mission of the College the responsibilities of the President are:

1. Be in all respects the Chief Executive Officer (CEO) for the College, having the power to make rules, remaining at all times in compliance with State, Federal and local laws, and with the policies of the Board, and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the College.
2. Provide leadership in initiating new procedures for accomplishing goals of the College. Specifically, responsible for developing, organizing and guiding strategic planning exercises on a college-wide basis for the purpose of long- and short-range goal identification and achievement.
3. Be directly responsible to the Board. The President shall be expected to initiate and develop policies for the approval of the Board, and to delegate such responsibility to associates and subordinates as appropriate. All authority delegated to the staff is delegated through the President; therefore, all authority and accountability of staff is considered by the Board to be the authority and accountability of the President.
4. Be present for all deliberations of the Board, except those concerned with the President's contract status, and be granted the privilege of taking part in the deliberations, but shall not vote.
5. Have the power to make appointments, promotions, demotions, and/or discharges, of all employees of the College as provided by law and the policies of the Board. All appointments, promotions, demotions and discharges shall be reported to the Board for ratification. The President shall have the authority to assign, transfer and suspend employees of the College. More importantly, the President shall set the tone among employees for the College to exhibit an attitude of forward-thinking people. The environment should be one of positive thinking which enhances the overall high morale of the College.
6. Provide a learning program of quality and excellence in all divisions of the College and maintain an educational environment conducive to this pursuit. The President shall promote and foster the College as a community of learners, and lead the development of measures and assessments to ensure the future quality and success of the College.
7. Direct the professional staff of the College. The President, through the staff, shall direct, assign and assist the faculty and all other educational employees in the performance of their duties; classify, assign and control the promotion of students, and perform such other duties as the Board determines. The President shall annually present reports to the Board as are necessary to keep the Board properly informed.
8. Direct the work of the professional staff in the evaluation of the education programs, and upon the basis of the findings shall recommend revision, if needed, to the Board for consideration and judgment.

9. Direct the preparation of an annual budget showing the estimated financial needs for the ensuing fiscal year, including recommendations for resident and non-resident tuition rates and the anticipated income from all sources, and submit the budget to the Board in accordance with the requirements of law. The President is responsible for the overall accountability of the College. This applies to not only financial accountability, but to the management and utilization of human resources, as well. The President shall provide sound financial management and leadership regarding the finances of the College, with an emphasis on maintaining the operation of the college at its current or greater capacity regardless of external factors.
10. Direct the formulation of salary recommendations for presentation to the Board for its approval as deemed necessary for the continued improvement of the educational program and competitive position of the College to attract and retain highly qualified personnel.
11. Exercise leadership in directing necessary studies of sites and buildings, taking into consideration population trends and the educational and cultural needs of the district to ensure timely decisions by the Board and electorate regarding construction and renovation projects.
12. Represent the College as its President in all dealings with other colleges, social institutions, business firms, agencies of government and the general public. The President shall assume a leadership role in governmental relations, economic development and serve as an advocate for community colleges.
13. Keep the public informed about modern educational practices, educational trends, and the objectives, achievements, needs and conditions of the College. In doing this the President must keep the College in the best public image possible by taking a very active, visible role within the community, state, and national arena as it relates to leadership within the community college movement.
14. Initiate and conduct research that will lead toward more effective operation of Kirkwood Community College.
15. The President is encouraged to participate in leadership and governance programs (boards of directors, trustees, governor appointments) of key constituencies on the local, state and national levels, to represent the College and general education initiatives with external organizations.
16. Be directly involved in the fundraising efforts of the College. This includes supporting the Foundation office by being an active participant in fund solicitation as appropriate, and serving in a leadership role with the board of directors for any foundations of the College.

SPECIFIC ENUMERATION OF THE DUTIES OF THE PRESIDENT AS DETAILED ABOVE SHALL NOT ACT TO LIMIT THE BROAD AUTHORITY AND RESPONSIBILITY OF THE OFFICE OF THE PRESIDENT.

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Legal Reference (Code of Iowa):  
Chapter 279.20

Related Administrative Rules and Regulations: