

BP 2433 Responsibilities of the President

References:

ORS 341.290

General Responsibility

The President is appointed by the Board and shall serve as the chief executive officer of the College. The administration of the College, in all of aspects, shall be delegated to the President.

The President shall carry out administrative responsibilities and functions in accordance with the policies adopted by the Board. The President shall attend regular, emergency, and special meetings, and executive sessions of the Board unless otherwise requested by the Board chairperson. The execution of all decisions made by the Board concerning the internal operation of the College shall be delegated to the President. The President may delegate functions to the staff.

Responsibilities of the President

The President is responsible for all College administrators, professional support staff, faculty and classified staff.

1. Administration

The President shall:

- a. Update and/or recommend College policy for consideration by the Board with input from faculty, staff, and students;
- b. Implement the policies of the College as approved by the Board, the rules and regulations of the State Board, and the post-secondary education laws of the State of Oregon;
- c. Implement College procedures in accordance with College approved policy;
- d. Maintain the organizational structure of the College and review annually;
- e. Oversee comprehensive College instructional programs and support services;
- f. Serve in a public relations capacity;
- g. Develop and maintain standards of high quality in all facets of instruction, management, and support services;
- h. Provide the necessary leadership to obtain appropriate accreditations and to maintain accreditation standards;
- i. Provide the Board with timely information on matters which impact the College;
- j. Develop and submit the annual budget in accordance with Oregon budget law and administer funds within the approved budget;
- k. Provide reports as required by local, state, and federal law;

- l. Provide general direction for election of board members as required by Oregon law; and
- m. Provide leadership for the development and success of the College's plans.

2. College Personnel

The President shall:

- a. Complete performance evaluations of administrators;
- b. Provide appropriate in-service and training for administration, professional staff, faculty, and classified staff;
- c. Foster a healthy and safe work environment; and
- d. Review recommendations provided by the human resource office and/or hiring committee when appointing administrative, faculty, professional staff, and classified personnel.

3. College/Community Function

The President shall:

- a. Represent the College at meetings and conferences with federal, state and local agencies and associations, as needed;
- b. Serve as the College representative at meetings, conferences, and public events deemed to be beneficial to the College;
- c. Inform the Board about developments and innovations in education and workforce training;
- d. Maintain relationships with other educational institutions and community partners;
- e. Serve as a non-voting ex-officio member of all Board and committees as requested by the Board.

Contracts

The President of the College or designee of the President shall sign all contracts on behalf of the College not specifically required to be signed by the chairperson of the Board.

ADOPTED: 12/19/2023