



<b>CHAPTER 2</b>	<b>SECTION NO.</b>
COLLEGE PERSONNEL – PRESIDENT	2.00
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
2.00.01 President’s Duties & Responsibilities	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

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Duties and Responsibilities of the President

Board of Trustees Related:

- Inform the Board of the state of affairs, problems and progress in appropriate aspects of the College’s development
- Inform the Board of statutory duties requiring action
- Serve as the Board’s liaison with the College’s students, faculty, administrators and staff
- Prepare the agendas for Board meetings consistent with direction from the Board Chair and attend Board meetings, except when the President’s salary and/or contract are/is being considered
- Review all official correspondence to and write official correspondence for the Board of Trustees
- Advise the Board of other administrative matters that arise for which no provision has been made in law or by Board policy, to enable the Board to determine the appropriate action or response

Budget Related:

- Provide sufficient and timely information to enable all Trustees to make informed decisions
- Prepare and recommend to the Board the budget and all budgetary ancillary processes, (including providing for a budgetary cycle to facilitate Board review and approval)
- Recommend tuition and fee schedules
- Approve and sign grant applications, contracts and financial agreements
- Other matters necessary for the proper operation and control of the College

Personnel Related:

- Make recommendations to the Board regarding the employment, transfer, promotion and dismissal of appropriate personnel
- Recommend the granting of leaves for College personnel

Educational Programs Related:

- Review the total educational program of the College on a continuing basis and recommend to the Board modifications which will improve the scope and quality of the College offerings and related services
- Recommend policies for the admission of students
- Provide for the awarding of diplomas and certificates and confer the appropriate degrees at Commencement



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Leadership Related:

- Delegate to members of his/her staff the authority and responsibilities required for the performance of their duties
- Act as the chief spokesperson for the College to news media and outlets
- Provide leadership for continuous improvement in the overall physical and educational operation of the College
- Provide leadership in the private fund-raising activities of the College and the Foundation.
- Represent the College on appropriate community boards, commissions and committees
- Ensure that a working relationship is maintained with the Illinois Community College Board and Illinois Community College Trustees Association in order to represent the College to those state organizations
- Perform all specific statutory responsibilities, administer ICCB rules and perform other duties which might be requested or delegated by the ICCB
- Attend scheduled meetings of the Illinois Council of Community College Presidents