

McLennan Community College

POLICIES AND PROCEDURES

Reference:	A-III	Effective Date:	02/26/2020
Subject:	Duties and Responsibilities of College President		
Source:	Board of Trustees		
Approval Authority:	Board of Trustees	Approval Date:	02/25/2020
History:	Previously effective 11/26/2001, replaced policy dated 02/27/1996		
Remarks:	Policy updated to new format. No other changes at this time.		

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 contracts which must be approved by the Board or signed by the Chairman of the Board under Statutes or Board Policies; the President is authorized to negotiate and execute contracts on behalf of the Board and the College as follows:
 - A. contracts which have been approved by the Board;
 - B. grant applications, proposals, contracts and contract amendments funded by discretionary funds;
 - C. contracts for the purchase of goods or services in compliance with State Purchasing Laws and Board Purchasing Policies;

POLICIES AND PROCEDURES

- D. contracts within the approved budget;
 - E. contracts necessary or advisable to carry out the policies of the Board and goals of the College.
- VII. Make recommendations to the Board regarding employment of all contract employees of the College; timely notify Board of terminations.
- VIII. Approve employment of non-contract and support staff personnel.
- IX. Assume responsibility for the administration of the Equal Employment Opportunity Policy of the College.