

POLICY TYPE: BOARD-STAFF LINKAGE BSL-2

POLICY TITLE: OPERATIONAL RESPONSIBILITIES

The President of Skagit Valley College is the Chief Executive Officer of the college district. The Board of Trustees has delegated these responsibilities and limitations to the Chief Executive Officer.

The President may delegate such delegated authority to Skagit Valley College employees in accordance with job descriptions which reflect specific duties and functions.

OPERATIONAL RESPONSIBILITIES

1. To be responsible for all management affairs of the college district.
2. To serve the Board of Trustees as an advisor in matters pertaining to Skagit Valley College.
3. To serve as Executive Secretary to the Board of Trustees.
4. To perform additional duties as directed by the Board of Trustees and/or the State Board of Community and Technical Colleges.
5. It shall be the responsibility of the Chief Executive Officer to keep a current file of all State Board for Community and Technical Colleges policies, rules, regulations and directives. He/she shall keep the members of the Board of Trustees informed at all times concerning these policies, rules, regulations and directives. Furthermore, the chief administrative officer shall be responsible for enforcing the same in the name of the Board of Trustees.
6. To develop and maintain a balanced, effective and efficient system of community college education throughout Skagit Valley College.
7. To maintain a balanced, effective and efficient student services program throughout Skagit Valley College.
8. To develop, administer and coordinate a budget, which reflects the goals and strategic plan of Skagit Valley College.
9. To articulate and coordinate college matters with appropriate state officers, public officials, the Board of Trustees, other college administrators, the faculty and student units of the college.
10. To review, authorize and evaluate all operational policies and procedures related to the college district.
11. To assure that operational policies are up-to-date, followed, and consistent with Board Policies.
12. To maintain an effective and efficient college governance system throughout the college district.

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13. To conduct regular meetings of college administrators for the purpose of coordinating efforts and maintain upward, downward and lateral flow of information.
14. To actively work within the community to provide visibility for an understanding of college programs.
15. To serve on appropriate external committees within the district and the state.
16. To work closely with the Public Information Officer to provide appropriate and adequate publicity for all programs of Skagit Valley College.
17. To monitor through feedback systems and to evaluate the effectiveness and efficiency of the various college programs.
18. To establish and maintain a system for performance evaluation.
19. To appoint, discipline or dismiss administrative officers of the college district.
20. To maintain records systems for the college district.
21. In conjunction with the Board of Trustees, to evaluate present and future community needs of Skagit Valley College. To modify or create programs to meet these needs.
22. The Chief Executive Officer may operate dormitories, food service facilities, bookstores and other self-supporting facilities connected with the operation of a community college.
23. The Chief Executive Officer shall establish and maintain a system of tenure as prescribed by law.
24. The Chief Executive Officer may enter into agreements with common school boards for the use by either of the other's services, facilities or equipment and for presentation of courses of either for students of the other where such agreements are deemed to be in the best interests of the education of the students involved.
25. The Chief Executive Officer has the authority to sign leases and contracts for Skagit Valley College on behalf of the Board of Trustees.
26. The Chief Executive Officer has the authority for decisions concerning the operations of the Skagit Islands Head Start/Early Head Start Program.
27. The Chief Executive Officer shall appoint and dismiss all district employees with the exceptions of the decision to award or deny tenure and the decision to dismiss a tenured faculty member which the Board reserves unto itself. Adjunct faculty appointments, temporary full-time faculty appointments, and probationary tenure-track appointments are delegated to the President, including the provision of timely notice of renewal or non-renewal (as required) of these positions.

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