

**EXECUTIVE LIMITATIONS**

1. **General Executive Constraint** - The Chief Executive Officer shall not allow in or by the operating organization any practice, activity, decision or situation which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics, or is contrary to the provisions set forth in Board Policies.
2. **Treatment of Employees** - The Chief Executive Officer may not:
  - a) Operate without written personnel procedures, which clarify personnel rules for staff, or a system for handling of grievances.
3. **Financial Condition and Activity** – With respect to the actual, ongoing condition of the organization’s financial health, the Chief Executive Officer may not cause or allow the development of fiscal jeopardy. Accordingly, he or she may not:
  - a) Expend more funds than have been received in the fiscal year to date, plus the accumulated surplus.
  - b) Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within ninety (90) days.
  - c) Fail to settle payroll and debts in a timely manner.
  - d) Allow tax payments, other government-ordered payments or filings to be overdue or inaccurately filed.
  - e) Acquire, encumber, or dispose of real property without Board approval.
  - f) Fail to aggressively pursue receivables after a reasonable grace period.
4. **Communication and Support to the Board** – With respect to providing information and counsel to the Board, the Chief Executive Officer may not permit the Board to be uninformed. Accordingly, he or she may not:
  - a) Neglect to submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
  - b) Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
  - c) Fail to advise the Board if, in the Chief Executive Officer’s opinion, the Board is not in compliance with its own policies, particularly in the case of Board behavior, which is detrimental to the work relationship between the Board and the Chief Executive Officer.

- d) Fail to marshal for the Board as many staff and external points of view, issues and options as needed for fully informed Board choices.
- e) Fail to provide a mechanism for official Board communications.
- f) Fail to deal with the Board as a whole, except when fulfilling individual Board member requests for information.
- g) Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.
- h) Fail to notify the Board of major upcoming events where their attendance can enhance the college/community relationships, or where the event is a landmark in the college's growth or history.