

**POLICY TYPE: BOARD-STAFF LINKAGE    BSL-2**

**POLICY TITLE: OPERATIONAL RESPONSIBILITIES**

The President of Skagit Valley College serves as the Chief Executive Officer of Community College District 4, the college district. The Board of Trustees has delegated these responsibilities to the President.

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

**OPERATIONAL RESPONSIBILITIES**

**Board Related Items:**

1. Evaluate present and future community needs of Skagit Valley College in conjunction with the Board of Trustees.
2. Inform the Board of relevant trends, anticipated adverse media coverage, and relevant external and internal changes.
3. Submit monitoring data required by the Board in a timely, accurate and understandable fashion.
4. Inform the Board in a timely manner of an actual or anticipated noncompliance with any policy of the Board.
5. Inform the Board if, in the President'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 President.
6. Inform 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.
7. Serve as Executive Secretary to the Board of Trustees.

**Overall Responsibility:**

8. Assume responsibility for all management affairs of the college district.
9. Operate dormitories, food service facilities, bookstores and other self-supporting facilities as necessary.
10. Exercise executive responsibility for decisions concerning the operations of the Skagit Islands Head Start/Early Head Start Program.

**Compliance Responsibility:**

11. Ensure the College respects and obeys all applicable laws, policies and directives.

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Revised: July 9, 2001  
Revised: April 11, 2006  
Revised: March 10, 2009  
Revised: February 11, 2014  
Revised: May 8, 2018

12. Maintain an effective and efficient college governance system.
13. Maintain records systems for the college district.
14. Ensure that operational policies are up-to-date, followed, and consistent with Board Policies.
15. Review, authorize and evaluate all operational policies and procedures related to the college district.
16. Maintain a current file of all State Board for Community and Technical Colleges policies, rules, regulations, and directives.
17. Sign leases and contracts for Skagit Valley College on behalf of the Board of Trustees.

### **Budget/Planning:**

18. Ensure the College budget is mission driven and reflects the College's Strategic Plan.
19. Monitor through feedback systems to evaluate the effectiveness and efficiency of college programs.

### **Personnel Items:**

20. Appoint, discipline or dismiss administrative officers of the college district.
21. Establish and maintain a system of tenure as prescribed by law.
22. Establish and maintain a system for employee performance evaluation and grievances.
23. Appoint and dismiss all district employees with the exceptions of the decision to award or deny tenure and decision to dismiss a tenured faculty member, including the provision of timely notice of renewal or non-renewal (as required) of these positions.

### **External Relations:**

24. Articulate and coordinate college matters with appropriate external constituencies, including state officers, public officials, accrediting agencies, school district leaders, and other leaders of higher education institutions.
25. Work within the community to provide visibility for an understanding of college programs.
26. Serve on appropriate external committees within the district and the state.
27. Provide appropriate and adequate publicity for all programs of Skagit Valley College.
28. Enter into agreements with other entities to further the College's mission consistent with State laws and regulations.

### **Other Duties:**

29. Perform additional duties as directed by the Board of Trustees.

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