

SECTION: Administrative Organization

POLICY TOPIC: The President

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I. Authority

The President of San Juan College is the chief executive officer of the College. He/She is charged in the Community College Act, in the rules and regulations of the New Mexico Higher Education Department, and in the policies of the San Juan College Board with carrying out the policies of the Board and with administering the College efficiently and effectively. The President is directly responsible to the Board for the operation of the College and is expected to provide creative educational leadership in the achievement of the mission of the College, as adopted by the Board.

The Board, upon the President's recommendation, shall affirm the employment of other administrative personnel, instructional staff, or other personnel as may be needed for the operation, maintenance, and administration of the College. The President is responsible for the establishment of an administrative organization appropriate to the size, complexity, and objectives of the College. Any exceptions to a one-year employment contract require prior Board approval.

II. Responsibilities

Within the framework of the policies adopted by the Board, the President shall exercise broad and discretionary authority in carrying out the responsibilities of the position. He/She shall perform the following functions:

- A. Develop and periodically review and revise recommendations to the Board for comprehensive, long-range plans for the development of the College, setting forth institutional goals, philosophy, programs of study, resources, and facilities.
- B. Provide leadership in the recruitment and selection of an appropriate staff of professional and support personnel as needed to implement the mission of the College.
- C. In cooperation with the Board and staff, represent the College to the community by interpreting the community college to the public, parents, the media, and community organizations.

- D. Develop and implement administrative policies and procedures consistent with Board policies and applicable laws, as appropriate for effective operation of the College.
- E. Represent the College in its dealings with governmental and regulatory agencies and be responsible for the formulation of all reports required by local, state, and federal agencies.
- F. Lend influence toward the development of local, state, and national educational policies.
- G. Provide the Board with a flow of information regarding the College and its needs.
- H. Prepare and distribute an agenda and supporting materials for all Board meetings and submit minutes for adoption by the Board.
- I. Maintain official records of all Board meetings and other College records as required by law.
- J. Prepare and submit an annual budget to the Board and make recommendations to the Board for budget changes.
- K. Make recommendations to the Board as to changes of administrative personnel, instructional staff, or other personnel as may, in the opinion of the President, be needed.