

SECTION: Administrative Organization

POLICY TOPIC: The President

---

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 overall leadership in the achievement of the mission and strategic goals of the College as adopted by the Board.

Upon the President's recommendation, the Board shall employ 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. (see Section 21-13-10 NMSA (1978))

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 mission, strategic goals, programs of study, resources, and facilities.
- B. Provide leadership in the recruitment and selection of appropriate faculty, professional staff, and support staff personnel as needed to implement the mission of the College.
- C. In cooperation with the Board, shall represent the College to the students, general public, 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. Assist in the development of local, state, and national policies that are supportive of the College.
- G. Provide the Board with needed and appropriate information regarding the College, including annual updates on strategic goals.
- 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. Submit an annual budget to the Board and make recommendations to the Board for budget changes.
- K. Provide citizens the opportunity to have input into the College's operations. The President, or designee, will be responsible for the release of all public information pertaining to the College. Generally, the President will delegate the necessary authority to the Marketing and Public Relations Director to carry out that responsibility. This officer, in cooperation with appropriate staff, shall implement a program that will achieve the College's public information objectives within the framework of this policy.
- L. Ensure that the College maintains its regional accreditation with the Higher Learning Commission.
- M. Work constructively with the Foundation, private and governmental entities to provide resources for institutional use to meet strategic goals.