# TABLE OF CONTENTS
## SERIES 300
### ADMINISTRATIVE FUNCTION

<table>
<thead>
<tr>
<th>SERIES NUMBER</th>
<th>POLICY STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>Statement of Guiding Principles</td>
</tr>
<tr>
<td></td>
<td>Executive Officer</td>
</tr>
<tr>
<td>302</td>
<td>Qualifications</td>
</tr>
<tr>
<td>303</td>
<td>Appointment</td>
</tr>
<tr>
<td>304</td>
<td>Functions</td>
</tr>
<tr>
<td></td>
<td>Administrative Operation</td>
</tr>
<tr>
<td>310</td>
<td>Line of Responsibility</td>
</tr>
<tr>
<td></td>
<td>Vice Presidents</td>
</tr>
<tr>
<td>331</td>
<td>Appointment</td>
</tr>
</tbody>
</table>
BOARD POLICY 301

Administrative Function

Statement of Guiding Principles

It is the policy of the Board of Trustees to establish the qualifications and conditions of the employment for the College President. The Board of Trustees shall also establish the parameters within which the College President shall conduct College business.
Executive Officer

Qualifications

The President of the College shall meet the legal requirements as designated by the State Department of Education and the College Board of Trustees.
Executive Officer

Appointment

The Board of Trustees shall appoint the President to serve as the Chief Executive Officer of the College, to conduct the daily operations of the College, and to implement board policy with the power and duties prescribed by the Board and the law.

In appointing a President, the Board shall consider applicants that meet or exceed the standards set by the Iowa Department of Education and any other applicable state or federal law and any other qualifications established by the Board in the job description for the President position. In employing a President, the Board shall consider the qualifications, credentials and records of the applicants without regard to race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status. The Board will also consider any training, experience, skill and demonstrated competence of qualified applicants in making its final decision. Additionally, in choosing a President, the Board shall also consider the College’s educational philosophy, financial situation, organizational structure, education programs and any other factors deemed relevant by the Board. The Board may contract for assistance in the search for a President.

The length of the contract for employment between the President and the Board shall be determined by the Board and shall comply with all applicable state and federal laws. Such contract shall state the terms of employment. The Board has complete discretion to set the salary and benefits afforded to the President. It shall be within the discretion of the Board to pay dues to professional organizations for the President and any other benefits or compensation over and above the amount of salary, provided such benefits or compensation are included in the contract or the records of the board in accordance with board policies.
It is the policy of the Board of Trustees that the President shall:

1. Have the power to make rules not in conflict with the law or with the policies of the Board, and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the College.

2. Be directly responsible to the Board, and shall initiate and develop policies for the approval of the Board, and delegate such responsibility to associates and subordinates as may be deemed desirable.

3. Attend all meetings of the Board and shall make recommendation for those issues that require Board action.

4. Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the College as provided by law and the policies of the College. All appointments, promotions, demotions, and suspensions shall be reported to the Board.

5. Direct the professional staff of the college. The President through the administration staff shall direct, assign, and assist instructors and all other employees in the performance of their duties; classify, assign, and control the promotion of students; and perform such other duties as the Board determines. Reports to the Board shall be made, including an annual report, and other reports as are necessary to keep the members properly informed concerning the matters under the President's supervision.

6. Direct the work of the professional staff in the evaluation of the educational programs, and upon the basis of the findings shall make revision, if needed. The Board shall approve all new programs or the discontinuation of all programs.

7. Direct the preparation of an annual budget showing the estimated financial needs for the ensuing fiscal year, and the anticipated income from all sources and submit the budget to the Board in accordance with requirements of law.

8. Direct the formulation of salary programs and implement after Board approval.

9. Exercise leadership in directing necessary studies of sites and buildings, taking into consideration population trends and the educational and cultural needs of the district to assure timely decisions by the Board regarding construction and renovation projects.

10. Represent the College as its President in all dealings with other educational units, social institutions, business firms, agencies of government and the general public.

11. Keep the public informed about modern educational practices, educational trends, and the practices and challenges of the College.

12. Initiate and conduct research that will lead toward a more effective operation of the College.

SPECIFIC ENUMERATION OF THE DUTIES OF THE PRESIDENT AS DETAILED ABOVE SHALL NOT ACT TO LIMIT THE BOARD AUTHORITY OR RESPONSIBILITIES OF THE OFFICE OF THE PRESIDENT.
Administrative Operation

Line of Responsibility

The line of responsibility shall be as designated by the organizational chart. Establishing the line of responsibility shall be the function of the College President.
Vice Presidents

Appointment

Vice Presidents shall be appointed by the Board of Trustees upon recommendation of the President.