



Policy

Policy Title: President Accountability

Number: B2002

Policy Type: Board – Delegation of Authority

Responsible: President

Related Policies: [B2000](#), [B2001](#), [B2003](#), [B3000](#), [B3001](#), [B3002](#), [B3003](#), [B3004](#), [B3005](#), [B3006](#), [B3007](#), [B3008](#), [B3009](#), [B3010](#), [B3011](#), [B3012](#), [B3013](#)

Linked Operating Standards: None

Related Laws: [110 ILCS 805/](#) Illinois Public Community College Act

Related External Standards: None

HLC Criterion: 2C, 3F, 3G

Policy Statement

The President is the Board's primary employee and official link to the administration and operation of the College. The Board shall instruct the President through written Strategic Outcome and Executive Limitation policies.

The Board recognizes and supports the primary role of the President, which is to lead the College, internally and externally, and create the rules and processes (i.e., operational activities) to accomplish the Board's Strategic Outcomes in an efficient and effective manner. The Board shall delegate full authority to the President to determine, implement, and execute the operational activities to achieve the Board's Strategic Outcomes. Although the President may delegate operational activities to the College's employees, the President remains accountable to the Board for operational activities and outcomes.

The Board, as a collective body, will assess the President's performance annually. The President's performance will be considered synonymous with the performance of the College as related to the achievement of the Board's Strategic Outcome policies through implementation of activities identified in the College's Strategic Plan.

The President is accountable to the Board for:

1. Accomplishment of the Board's policies on Strategic Outcomes.
2. Accomplishment of the College's strategic plan.
3. Operating the College within the prudent and ethical boundaries established in Executive Limitation policies.
4. Accomplishment of the responsibilities set forth in the duties below.

Within the areas of President accountability to the Board, the President exercises broad authority in executing the following (non-exhaustive list of) duties:

LEADERSHIP

1. Creates and sustains a supportive College culture that engages employees, recognizes diversity, ensures equity, promotes inclusion, and creates a sense of belonging by fostering an environment of teamwork, accountability, communication, mutual respect, and vision.
2. Advises the Board on policy development and review.
3. Prepares and submits plans to the Board.
4. Develops and approves Administrative Policies, Rules and Guidelines needed for effective College operation in the achievement of the Board's Strategic Outcome policies. Administrative Policies, Rules and Guidelines will be shared with the Board as points of information.
5. Engages in legislative activities that influence the work of the College.
6. Communicates with the Board by providing timely and accurate information that relates to the Board's oversight role and College needs.
7. Develops and sustains a high performing Cabinet.
8. Prepares agenda materials in consultation with the Board Chairperson for Board meetings and maintains a record of the proceedings.
9. Prepares, in conjunction with the Board Chairperson, a strategy and schedule for Board Engagement with the community that may include, but is not limited to: meeting with individuals and community groups; observing and meeting with other public Boards; and hosting opportunities which afford the public the opportunity to learn about the College.
10. Makes timely monitoring reports to the Board as it relates to the performance of academic programs, student support/success programs, community service programs, and other operational areas of the College as requested by the Board.

MANAGEMENT

1. Ensures alignment and integration of the Strategic Plan with college operations and the annual operating budget.
2. Assesses the effectiveness of College programs and services based on student and community need.
3. Enhances student success by implementing quality improvements to programs and services.
4. Promotes and sustains a healthy institutional climate of mutual respect and high standards of performance for all employees in achieving high levels of student success.
5. Models and sustains effective Servant-Leadership and shared governance practices which enhance achievement of institutional goals.
6. Manages College operations.
7. Recommends for Board Approval the employment of all full-time employees to be included in the annual Board approved budget.
8. Recommends for Board approval the need for any new position(s) that emerge after the annual budget is approved.
9. Performs routine Personnel actions, including the appointment, resignation, or retirement of any full-time College employee whose position is reflected in the

Board approved budget, and advise the Board of these actions on a monthly basis.

10. Recommends for Board approval the dismissal of any full-time College employee.
11. Recommends for Board approval the employment of any Vice President, Executive Director, and/or full-time tenure-track faculty member.
12. Provides the Board with a list of all other personnel actions taken, including the appointment or dismissal of all part-time employees.
13. Serves as the final decision-making authority for all personnel and student disputes.
14. Manages the administrative structure of the College. The Board will be informed of major changes to the organizational structure prior to implementing changes.
15. Ensures the College operates in compliance with applicable laws, rules, regulations, and Board policies.
16. Delegates administrative authority, as appropriate.
17. Develops succession planning to ensure continuity of College operations and reviews on an annual basis with the Board Chairperson.

ACCOUNTABILITY

1. Ensures compliance with federal, state, and local laws, regulations, and reporting requirements.
2. Ensures the College meets all Higher Learning Commission Accreditation and ICCB Recognition reporting standards, eligibility requirements, and policies.
3. Promotes an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of instruction and student support services.
4. Establishes performance standards for college programs and services.

COMMUNITY/PARTNERSHIPS

1. Represents the College, in collaboration with the Board and employees, to the community and develops appropriate partnerships which assist in the advancement of the College's mission and vision.
2. Engages with P-20 Partners within the tri-state area to facilitate student transition and success with their higher education pursuits.

FISCAL

1. Ensures sound fiscal practices.
2. Collaborates with College Foundation and other community partners to enhance the financial resources of the College.
3. Prepares and submits budget recommendations to the Board; implements the College budget as approved and amended.

4. Implements policies and operating standards used for emergency and/or crisis management situations and ensures appropriate resources, tools, and technologies are available to support policy implementation.

Change Log		Governance Unit: Board of Trustees
Date	Description of Change	
03-07-22	Initial Adoption	
06-15-23	Clarified Duties, Minor Grammatical Edits, the Term "Means" Clarified as "Operational Activities"	
08-17-23	Amendments Approved, Management/Bullet 9	
08-17-23	Addition of Policy Language, Management/After Bullet 9	
08-15-24	Board Reviewed, No Changes	
08-21-25	Board Reviewed, Minor Grammatical/Punctuation Changes; HLC Criterion Updated	