

Administrative Series—2000

PRESIDENT OF THE COLLEGE/CHIEF EXECUTIVE OFFICER AND CLERK OF THE COLLEGE BOARD OF EDUCATION

General Responsibility:

The Chemeketa Community College president/chief executive officer shall serve as the chief executive officer and clerk for the College Board of Education. The administration of Chemeketa Community College in all of its aspects shall be delegated to the president/chief executive officer. The president/chief executive officer shall perform other administrative duties as may be assigned by the College Board of Education. When acting as the chief executive officer and clerk, the president/CEO serves the College Board of Education in areas of specific board interest.

RESPONSIBILITIES AND DUTIES:

A. The college president/chief executive officer assists the College Board of Education by:

1. Being responsible for implementing/administering the general policies of the college as approved by the College Board of Education, the rules and regulations of the Higher Education Coordinating Commission and laws of the State of Oregon as defined in the statutes.¹
2. Initiating policies for the College Board of Education consideration and developing related administrative procedures and evaluating the effectiveness of board policies and college procedures.
3. Administering the planning, development, and maintenance of a positive educational program in conformity with the adopted policies of the College Board of Education.
4. Studying the needs of the college for new construction and recommending needs to the College Board of Education.
5. Keeping the College Board of Education regularly informed of the progress and conditions of the college.

B. The college president/chief executive officer is responsible for:

1. Preparing all agendas for meetings of the College Board of Education.
2. Attending all meetings of the College Board of Education and participating in all its deliberations.

¹ ORS Chapter 341

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3. Informing the College Board of Education about the appointment of all contracted employees.
4. Employing qualified college personnel, defining duties, terms and conditions and providing contracts as required and overseeing all personnel actions.
5. Conducting continuous studies of the development and needs of the college and keeping the College Board of Education and the public informed.
6. Supervising the preparation and administration of the annual budget with recommendations for adoption.
7. All other responsibilities not explicitly retained by the Board of Education through policy and/or statute.

C. The college president/chief executive officer serves as:

1. The college and district representative to meetings and conferences with federal, state, and local accrediting associations and other agencies requiring college participation. The college president/chief executive officer may delegate this responsibility if necessary.
2. The college and district representative to meetings, conferences, and public events deemed to be of value to the college. The college president/chief executive officer may delegate a portion of this service to other college officials in accordance with the best interests of the college.
3. Ex-officio member or guest of, and has a right to attend, all committee or organizational meetings held in college facilities or related to college activities. For meetings and activities related to labor relations, the college president/chief executive officer should exercise discretion.

July 17, 1985

Adopted Board of Education

March 15, 2006; February 17, 2010

July 20, 2016

Revised College Board of Education