FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

CHAPTER II - ORGANIZATION

SECTION 20: ADMINISTRATIVE STRUCTURE*

I.   OFFICE OF THE PRESIDENT

The office of the President shall be comprised of the chief executive and administrative officer for the District, as provided in Board Policy, Chapter II, Section 10.7, and such other staff as are necessary to carry out the office by authority of and within the guidelines of the Board, and within the policies of the District. Termination of the President shall be consistent with the provisions of the incumbent's contract or as mutually agreed upon by the President and the Board of Trustees of Flathead Valley Community College District.

The College President shall have the authority to make final decisions on all executive and administrative matters consistent with the law, with written College Policy, and with policy decisions of the Board. In situations where the Board has not developed a policy for administrative action, the President shall act on his/her own discretion, and report these acts to the Board for information and confirmation when appropriate.

The President is charged with the following essential duties and responsibilities:

A.   As delegated by the Board, the President is responsible for the organization and administration of the entire College.

B.   Serve as the hiring authority for the College and report all personnel actions to the Board.

C.   Delegate any powers and duties entrusted him/her by the Board, including the administration of the campus, but he/she shall be specifically responsible to the Board for the execution of such delegated powers and duties.

D.   Coordinate high school relations; college/university relations; relations with the Board of Regents of the Montana University System; the F.V.C.C. Foundation, alumni, state officials, and other college external constituencies.

E.   Provide leadership in the development, supervision and evaluation of the total College.

F.   Be responsible for the operation of the Personnel Office.

G.   Make Policy recommendations to the Board concerning all matters which affect the College.

H.   Have authority to establish rules and regulations governing routine matters within the framework established by the Board of Trustees.

I.   Supervise the preparation of an annual budget for submission to the Board and make any recommendations to the Board for budget changes.

J.   Make available any information or give any report pertinent to the operation of the College requested by the Board.

K.   Submit recommendations to the Board regarding plans for all construction and any changes in plans for buildings and grounds.

L.   Be responsible for supervision of all instruction and formation of curricula, evaluation of all personnel and all in-service training for all personnel.

M.   Assume responsibility for establishing and maintaining an adequate public relations program.

N.   Officially represent the College at professional association, state, and national meetings.

O.   Be responsible to and work cooperatively with community groups and advisory committees in the development of College programs, including the Flathead Valley Community College Foundation.

P.   Be responsible for the formulation of all College reports required by state and federal agencies.

Q.   Be responsible for the proper maintenance of the College Plant and equipment.

R.   Recommend to the Board changes in employee salary schedules.

S.   In the capacity as President, he/she shall attempt to attend all meetings of the Board.

T.   Perform other duties as assigned by the Board of Trustees.