

<b>Responsibilities of the CEO</b>	Policy Number	1.3.1
	Effective Date	September 19, 2012

**1.0 POLICY & PURPOSE**

- A. The Board of Trustees of Laramie County Community College establishes the Office of President and delegates to the President the powers and duties as described in this policy.
- B. The President is the Chief Executive Officer of Laramie County Community College, is the sole employee of the Board, and is responsible to the Board for the proper administration of the College.
- C. The President is expected to perform the duties contained in the President’s job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the President.
- D. The primary roles of the President are:
  - 1) to implement the policies and strategic vision of the Board of Trustees; and
  - 2) to provide direction for the operation of the College. In order for the Board as the policy-making body and the President as the administrative officer responsible for services to students and the community to work effectively, all formal communications and recommendations to the Board of Trustees are coordinated by the President.
- E. More specifically, it is the responsibility of the President to:
  - 1) Develop the organizational structure of the College;
  - 2) Appoint, remove, discipline and supervise all employees of the College in a manner consistent with the Board’s Human Resources policies and all applicable state and federal laws and regulations;
  - 3) Prepare and submit a recommended annual College budget for the Board's review and approval and properly administer the budget as adopted by the Board;
  - 4) Keep the Board advised of the financial condition and needs of the College;
  - 5) Make recommendations on new or modified Board policies;
  - 6) Develop administrative procedures to implement Board policies;
  - 7) Act as the purchasing agent for the College and execute and administer contracts under authority of the Board;
  - 8) Subject to the approval of the Board, conduct all aspects of real property transactions on behalf of the College;
  - 9) Maintain open communications with the Board and for keeping the Board informed as to all matters pertinent to the governance of the College;
  - 10) Facilitate the development and implementation of the College’s Strategic Plan, and coordinate other planning efforts of the College to ensure connection and coordination between and amongst plans;
  - 11) Promote and sustain a healthy institutional climate of mutual respect and high standards of performance for all faculty and staff in achieving high levels of student success;
  - 12) Model and sustain effective leadership and shared governance practices which enhance achievement of the goals of the institution;

- 13) Ensure the College acquires and maintains institutional, and required program-level accreditation by the appropriate accrediting bodies;
- 14) Review the educational program on a continuing basis and effect changes that will improve the quality and scope of services offered, and enhance student success;
- 15) Promote an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of the College's operations;
- 16) Represent the Board and College in a professional and supportive manner to the public and the media;
- 17) Serve as the College's chief advocate before coordinating, regulatory, and legislative agencies;
- 18) Represent the Board and College at professional and civic meetings;
- 19) Make recommendations on all matters that come before the Board for its consideration and/or approval; and
- 20) Perform other duties consistent with this policy and as required by the Board.

F. The President has the authority to delegate to his/her employees the responsibility for all or portions of these responsibilities. However, the responsibility to the Board for satisfying these responsibilities resides solely with the President.


## 2.0 REVISION HISTORY

Adopted on: 9/19/12

## 3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees  
Laramie County Community College President

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REQUIRED	NAME/SIGNATURE	DATE
Originators(s) (Name)	Joe Schaffer, President	9/5/12
Approval by College Council		N/A
Recommended by President (Signature)	N/A	N/A
Approval by Trustees (Signature)		9/19/12