

## **PRESIDENT**

**General Statement of the Function:** The President is the authorized representative of the College, having duties and authorities provided by Mississippi State Laws and those delegated duties and authorities specified by the Board of Trustees (see Mississippi Annotated Code §37-29-1 through §37-29-273). Once employed, the President is re-elected annually by the majority vote of the membership of the Board of Trustees at the regular March meeting of the Board of Trustees where the terms of employment, compensation, and length of contract are approved. The length of the contract shall not exceed four (4) years in accordance with applicable Mississippi State Laws (see Mississippi Annotated Code §37-29-61). In the case of a vacancy in the office of the President, the Board of Trustees shall determine the method and process to be followed to conduct a search.

### **Duties and Responsibilities:**

1. Serves as the chief executive officer of the College with authority to manage and direct all affairs of the College in accordance with the policies and regulations established by the Board of Trustees and the laws of the state of Mississippi governing community colleges;
2. Administers and enforces all adopted policies and regulations relating to the operation and management of the College;
3. Prepares, with the counsel of the Vice President for Instruction and the faculty, recommendations and reports on the educational programs, curricula, and courses of study for the Board of Trustee's consideration and information;
4. Recommends full-time instructional personnel, makes nominations for their appointment to the Board of Trustees, and determines and assigns their duties & responsibilities. It is the responsibility of the Board of Trustees to either accept or reject the President's nominations.
5. Controls and directs the admission, classification, and graduation of students, to include the awarding of degrees and certificates, in conformity to accreditation requirements and applicable policies of the Board of Trustees;
6. Assures the safety and the proper care and use of all College property;
7. Supervises for the Board of Trustees the purchasing of all supplies, materials, and services authorized by the annual budget in accordance with the laws of the state of Mississippi and duly adopted policies of the Board of Trustees;
8. Delegates authority and responsibilities for directing specific areas of operation of the College to other employees of the College, including the temporary designation of presidential authority due to absence, with the final authority and responsibility retained by the President;
9. Manages, through appropriate channels, the transportation services of the College;
10. Prevents nepotism from developing among staff, faculty, and members of the Board of Trustees;
11. Employs, terminates, and arranges working schedules for all non-instructional College personnel in accordance with relevant federal statutes and the laws of the state of Mississippi;
12. Authorizes all checks for all monies paid out of College controlled funds or has a designated representative to do so;
13. Prepares, with the assistance of the Vice President for Business Operations and other personnel, an annual budget for the approval and adoption by the Board of Trustees;
14. Negotiates agreements with architects for services at East Central Community College which shall include stipulations that the architects shall be responsible to the President of the College for all phases of any contracting agreements approved by the Board of Trustees of the College;
15. Prepares, with the assistance of the Vice President for Business Operations and other personnel, monthly reports on the financial progress of the College;
16. Makes necessary revisions in the annual budget to be approved by the Board of Trustees;
17. Directs and oversees the development and ongoing maintenance of the College's physical facilities and infrastructure;

18. Oversees the development of the athletic program with specific attention being given to developing a balanced program in athletics (intercollegiate, intramural, and other activities) to provide for the needs of all students who attend East Central;
19. Supervises and supports the fundraising and development efforts for both the College and the College's foundation; and
20. Travels both in-state and out-of-state to perform College business;
21. Attends all meetings of the Board of Trustees;
22. Develops an agenda for regular meetings of the Board of Trustees with advice and counsel of the Chairman of the Board;
23. Furnishes creative leadership to the Board of Trustees and all employees of the College;
24. Notifies the chancery clerk of each county of the expiration of term of members of the Board of Trustees;
25. Performs any other lawful duties as appropriate and as directed by the Board of Trustees of East Central Community College.

(Revised 11/9/10; Revised 6/12/12; Reviewed 8/9/16; Revised 11/8/16; Revised 11/12/19)