AGENDA ITEM #XII-A-1  
AUGUST 19, 2014  
HIGHLAND COMMUNITY COLLEGE BOARD

ACTION, IF NECESSARY

REVISED JOB DESCRIPTION  
PRESIDENT AND CEO

RECOMMENDATION OF THE BOARD: That the Board of Trustees approves the attached revised job description for President and CEO, formerly President.

BACKGROUND: The job description is part of a transition plan that allows the President and CEO to focus on external relations and long-term resource development this school year and shifts day-to-day College leadership responsibilities to the Executive Vice President. Highland President Dr. Joe Kanosky announced in June that he will retire June 30, 2015.

BOARD ACTION: ____________________________________________
**PRESIDENT AND CEO**

**Selection:** The President and CEO will be approved and appointed by the Board of Trustees.

The President and CEO is responsible for the College’s adherence to its mission and achievement of its goals. The President and CEO fulfills this responsibility by establishing appropriate organizational structure and procedures and by recommending policies, which promote the maximum participation of all Highland Community College constituents in fostering the values of integrity, compassion and respect.

**Duties and Responsibilities:** The President and CEO shall be directly responsible to the Board of Trustees and shall:

A. Act as chief executive officer of Highland Community College under the Board of Trustees and be charged with putting into effect Board policies and regulations.
B. Make recommendations to the Board on all matters pertaining to the salaries, promotion, demotion, and dismissal of members of the teaching and administrative staff.
C. Have final authority for hiring, promotion, demotion and dismissal of all classified employees of the college.
D. Bear responsibility to the Board of Trustees for the satisfactory governance and administration of the college. The President may delegate responsibility for specified management functions.
E. Direct the selection of a competent and harmonious teaching and administrative staff, and recommend their employment to the Board of Trustees.

A. Work closely with HCC Foundation staff to complete the campaign to retire the nursing wing debt certificates.
B. Serve on state and national committees to the extent that the President’s and CEO’s primary responsibility to the College is not impaired.

G. Prepare and supervise an annual balanced budget for the operation of the College.
H. Make periodic reports to the Board of Trustees, to recognized accrediting and standardizing agencies, to the College constituency, and to State coordinating agencies.

I. Maintain amity and unity of purpose among all members of the teaching, administrative and classified staffs, the Board of Trustees, the College’s alumni, and all other College constituencies.

J. Coordinate the planning process for the College.

K. Maintain a systematic evaluation process for all components of the College.

L. Determine annually the membership of College standing committees and appoint ad hoc committees for special purposes not in conflict with the responsibilities of the standing committees.

E. Coordinates and leads the achievement of Higher Learning Commission (HLC) accreditation using the Academic Quality Improvement Program (AQIP) model.

F. Provides input, coordination, and leadership as required for institutional planning and effectiveness.
G. Works with internal and external stakeholders to continually scan changes in academic services programs and standards and insures optimal planning and effective strategic decisions.

M-H. Perform all other duties and responsibilities as may be assigned by the Board of Trustees.

Minimum Qualifications: Doctorate in educational administration, business administration, Juris Doctor or related field, combined with experience demonstrating successful and increasing leadership responsibilities required. Five years experience in educational administration with 2 years in community college administration desired. Prior management, governmental and political processes, and leadership required. Must be student success and enrollment management oriented, interested in Boardmanship and have an understanding of finance, preferably educational finance. Must be able to effectively communicate with students, employees, the community, including the outlying communities, and have the ability to develop and maintain partnerships. A strategic, service-oriented thinker is required. Must be fair and equitable and believe in a climate, which appreciates the differences of every individual and encourages multicultural perspectives. Must have the ability to promote the opportunity for new ideas and to critically determine feasibility. Must believe in and follow Servant-Leadership and Core Values of the institution.

Salary: Administrative Range I

ADA
Job Code: 100
President

Revised/Approved 03/22/82
Revised/Approved 10/29/86
Revised/Approved 03/16/93
Revised/Approved 04/18/06