GENERAL DESCRIPTION/PRIMARY PURPOSE:

The President is responsible for the total community college program. The President shall serve as the executive officer and corporate secretary for the District Board of Trustees and shall be responsible to the Board of Trustees for setting the agenda for meetings of the Board of Trustees in consultation with the chair. The President also serves as the chief administrative officer of the community college, and all the components of the institution and all aspects of its operation are responsible to the Board of Trustees through the President. This includes all of the college credit courses and such vocational and adult services as are assigned to the College by the District Board of Trustees. The President works with local educational personnel, State Department of Education personnel and university administrative personnel, as well as the faculty, students and alumni of the institution. The President puts into effect the policies regarding the operation of the institution, which have been adopted by the Board.

The total responsibility of the President includes the development of the institutional program of the College to attain a proper balance among the various types of programs, university parallel, technical programs, general education and adult education and continuing education services. This administrative position also includes major responsibility for fiscal, personnel, and program management and the overall supervision of the total community college program. This is a twelve-month position.

NOTE: Position descriptions and essential functions are subject to change due to advances in technology, utilization of work force, changes in law and regulation, and facts that may impact the College’s need to modify position requirements.

ESSENTIAL JOB FUNCTIONS: The following essential job functions identify various types of work performed in this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Applicants may be asked to demonstrate ability to perform any or all of the following essential duties:

- Assumes responsibility for the organization and administration of the community college and provides leadership in implementing the educational program.

- Works with the District Board of Trustees in developing policies affecting College personnel, finances, and curriculum; maintains records of all meetings; and, keeps Board members completely informed.

- Recruits staff and recommends the appointment and release of all staff members.
o Supports the growth and retention of qualified staff through professional development opportunities.

o Develops a budget for the approval of the District Board of Trustees.

o Directs educational planning for plant facilities.

o Works with the Regional Articulation Council regarding educational matters affecting the community college in Manatee and Sarasota Counties.

o Assumes responsibility for Consortia agreements with other agencies and institutions.

o Encourages use of special Advisory Committees on curriculum and program development.

o Encourages implementation of a strong EA/EO program and demonstrates leadership that values diversity.

o Makes emergency decisions, e.g., natural disasters affecting the welfare of the general public, as it relates to the college operation.

o Approves school calendar and all official College publications, e.g., catalog, handbook, etc.

o Approves all scheduling of campus facilities.

o Recommends to the Board of Trustees approval of all staff travel.

o Represents the College in the community in such a way as to enhance the image of the College.

o Serves in consultative capacity in the development of state and national educational policies affecting the community college program.

o Serves actively in the Division of Community Colleges Council of Presidents, the American Association of Community Colleges, the Florida Association of Community Colleges and other organizations involving junior and community colleges.

o Assumes responsibility for the completion of all school reports required by local and state agencies or requested by national agencies.

o Assumes responsibility for developing an effective in-service training program for personnel.

o Assumes basic responsibility for maintaining all accreditation standards and other standards of the State Board of Education.
Assumes responsibility for administering the College’s program of intercollegiate athletics.

Assumes ultimate responsibility for the College’s fundraising efforts.

Delegates authority and responsibility to other officers, administrators and faculty members and holds these individuals responsible for the full discharge of their duties.

Develops long-range plans to provide for continued growth and improvement of the community college.

 Maintains close contact with students and works with them on specific occasions and shows interest in student development.

Encourages an “open door” policy with faculty, career employees and students.

 Works with local and state legislators, as necessary, for the improvement and well-being of the College.

Supports maintaining competitive technology in the classroom and throughout the College.

Serves on, or delegates a representative to, the board of directors and the executive committee of the College's direct-support organization.

Note: See attachment, Rule 6A-14.0261, Florida Administrative Code, and Sections 1001.65 and 1004.70, Florida Statutes, for duties and responsibilities as legally required by the State of Florida.

QUALIFICATION STANDARDS: The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

Education and/or experience:

1. An earned Doctorate in an appropriate field from a regionally accredited institution.

2. Five (5) years of successful senior level leadership experience in higher education of which at least three (3) years must have been in an administrative position of major responsibility for fiscal, personnel and program management.

3. Experience in teaching at post-secondary, community college or college level, preferred.

4. Demonstrated ability to work with people in the community, faculty and staff.

5. A knowledge of and ability to articulate a commitment to the mission and goals of the College.
College.

6. Demonstrated ability in leadership capacities and willingness to accept responsibilities for the duties of the President, including those listed in the State Board of Education's regulations.

7. Dedication to the concept of community college as an educational service institution and ability to put this concept into practice.

8. Possess general characteristics of openness, honesty, flexibility, creativity and integrity, and the ability to be diplomatic yet firm.

9. Committed to the concept of a comprehensive community college including university parallel, occupational and technical and community service education.

10. Sensitivity to community educational needs of the area, the state and the nation.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to touch, handle, feel or reach objects, tools and controls; and verbally communicate with co-workers. The employee is frequently required to sit for extended periods of time. The employee is occasionally required to stand.

The employee is occasionally required to independently transport oneself over uneven surfaces to various campus locations on up to 100-acre campuses at three (3) different campus locations.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment varies from very quiet to moderate as is typical of an office or classroom environment.

The environment is usually indoors in a centrally heated/air-conditioned climate.

Lighting conditions meet recommended standards and are provided by direct and/or indirect electric light fixtures of various kinds.

PERFORMANCE STANDARDS AND EXPECTATIONS:

1. Knowledge of the College’s mission, purpose, and goals.

2. Grooming and Appearance: State College of Florida, Manatee-Sarasota seeks to
maintain a neat and professional image at all times. When issued, College personnel must wear uniforms and maintain a neat, clean, and well-groomed appearance.

3. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illness. Employees are required to wear personal protective devices as provided.

4. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times in accordance with College Rules and Procedures.

5. State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.
Rule 6A-14.0261, Florida Administrative Code

General Powers of the President.

The president shall:
(1) Exercise general oversight of the college to determine needs and recommend improvements.
(2) Advise and counsel the board of trustees and recommend board action.
(3) Recommend and enforce rules of the board of trustees.
(4) Recommend and enforce minimum standards for the operation of college programs and for student completion of instructional programs.
(5) Perform duties and exercise responsibilities assigned by law, by rules of the State Board of Education, and by the board of trustees.
(6) Delegate authority necessary to insure that laws and rules are executed efficiently.

Specific Authority 1001.02(1), (9), 1001.65 FS. Law Implemented 1001.61, 1001.64 FS. History—Formerly 6A-8.77, Repromulgated 12-19-74, Amended 12-9-75, 12-26-77, 7-26-84, Formerly 6A-14.261.

Section 1001.65, Florida Statutes

Community college presidents; powers and duties.—The president is the chief executive officer of the community college, shall be corporate secretary of the community college board of trustees, and is responsible for the operation and administration of the community college. Each community college president shall:

(1) Recommend the adoption of rules, as appropriate, to the community college board of trustees to implement provisions of law governing the operation and administration of the community college, which shall include the specific powers and duties enumerated in this section. Such rules shall be consistent with law, the mission of the community college and the rules and policies of the State Board of Education.

(2) Prepare a budget request and an operating budget pursuant to s. 1011.30 for approval by the community college board of trustees at such time and in such format as the State Board of Education may prescribe.

(3) Establish and implement policies and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, and remove personnel, within law and rules of the State Board of Education and in accordance with rules or policies approved by the community college board of trustees.

(4) Govern admissions, subject to law and rules or policies of the community college board of
trustees and the State Board of Education.

(5) Approve, execute, and administer contracts for and on behalf of the community college board of trustees for licenses; the acquisition or provision of commodities, goods, equipment, and services; leases of real and personal property; and planning and construction to be rendered to or by the community college, provided such contracts are within law and guidelines of the State Board of Education and in conformance with policies of the community college board of trustees, and are for the implementation of approved programs of the community college.

(6) Act for the community college board of trustees as custodian of all community college property and financial resources. The authority vested in the community college president under this subsection includes the authority to prioritize the use of community college space, property, equipment, and resources and the authority to impose charges for the use of those items.

(7) Establish the internal academic calendar of the community college within general guidelines of the State Board of Education.

(8) Administer the community college's program of intercollegiate athletics.

(9) Recommend to the board of trustees the establishment and termination of programs within the approved role and scope of the community college.

(10) Award degrees.

(11) Recommend to the board of trustees a schedule of tuition and fees to be charged by the community college, within law and rules of the State Board of Education.

(12) Organize the community college to efficiently and effectively achieve the goals of the community college.

(13) Review periodically the operations of the community college in order to determine how effectively and efficiently the community college is being administered and whether it is meeting the goals of its strategic plan adopted by the State Board of Education.

(14) Enter into agreements for student exchange programs that involve students at the community college and students in other institutions of higher learning.

(15) Approve the internal procedures of student government organizations and provide purchasing, contracting, and budgetary review processes for these organizations.

(16) Ensure compliance with federal and state laws, rules, regulations, and other requirements that are applicable to the community college.

(17) Maintain all data and information pertaining to the operation of the community college, and report on the attainment by the community college of institutional and statewide performance expectations.
accountability goals.

(18) Certify to the department a project's compliance with the requirements for expenditure of PECO funds prior to release of funds pursuant to the provisions of chapter 1013.

(19) Provide to the law enforcement agency and fire department that has jurisdiction over the community college a copy of the floor plans and other relevant documents for each educational facility as defined in s. 1013.01(6). After the initial submission of the floor plans and other relevant documents, the community college president shall submit, by October 1 of each year, revised floor plans and other relevant documents for each educational facility that was modified during the preceding year.

(20) Establish a committee to consider requests for waivers from the provisions of s. 1008.29 and approve or disapprove the committee's recommendations.

(21) Develop and implement jointly with school superintendents a comprehensive articulated acceleration program, including a comprehensive interinstitutional articulation agreement, for the students enrolled in their respective school districts and service areas pursuant to the provisions of s. 1007.235.

(22) Have authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the board of trustees of the community college pursuant to the provisions of s. 1006.62.

(23) Submit an annual employment accountability plan to the Department of Education pursuant to the provisions of s. 1012.86.

(24) Annually evaluate, or have a designee annually evaluate, each department chairperson, dean, provost, and vice president in achieving the annual and long-term goals and objectives of the community college's employment accountability plan.

(25) Have vested with the president or the president's designee the authority that is vested with the community college.

History.--s. 81, ch. 2002-387.

Section 1004.70, Florida Statutes

Community college direct-support organizations.--

(1) DEFINITIONS.--For the purposes of this section:
(a) "Community college direct-support organization" means an organization that is:

1. A Florida corporation not for profit, incorporated under the provisions of chapter 617 and approved by the Department of State.

2. Organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, a community college in this state.

3. An organization that the community college board of trustees, after review, has certified to be operating in a manner consistent with the goals of the community college and in the best interest of the state. Any organization that is denied certification by the board of trustees may not use the name of the community college that it serves.

(b) "Personal services" includes full-time or part-time personnel as well as payroll processing.

(2) BOARD OF DIRECTORS.--The chair of the board of trustees shall appoint a representative to the board of directors and the executive committee of each direct-support organization established under this section, including those established before July 1, 1998. The president of the community college for which the direct-support organization is established, or the president's designee, shall also serve on the board of directors and the executive committee of the direct-support organization, including any direct-support organization established before July 1, 1998.

(3) USE OF PROPERTY.--

(a) The board of trustees is authorized to permit the use of property, facilities, and personal services at any community college by any community college direct-support organization, subject to the provisions of this section.

(b) The board of trustees is authorized to prescribe by rule any condition with which a community college direct-support organization must comply in order to use property, facilities, or personal services at any community college.

(c) The board of trustees may not permit the use of property, facilities, or personal services at any community college by any community college direct-support organization that does not provide equal employment opportunities to all persons regardless of race, color, national origin, gender, age, or religion.

(4) ACTIVITIES; RESTRICTIONS.--

(a) A direct-support organization may, at the request of the board of trustees, provide residency opportunities on or near campus for students.

(b) A direct-support organization that constructs facilities for use by a community college or its students must comply with all requirements of law relating to the construction of facilities by a
community college, including requirements for competitive bidding.

(c) Any transaction or agreement between one direct-support organization and another direct-support organization or between a direct-support organization and a center of technology innovation designated under s. 1004.77 must be approved by the board of trustees.

(d) A community college direct-support organization is prohibited from giving, either directly or indirectly, any gift to a political committee or committee of continuous existence as defined in s. 106.011 for any purpose other than those certified by a majority roll call vote of the governing board of the direct-support organization at a regularly scheduled meeting as being directly related to the educational mission of the community college.

(5) ANNUAL BUDGETS AND REPORTS.--Each direct-support organization shall submit to the board of trustees its federal Internal Revenue Service Application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990).

(6) ANNUAL AUDIT.--Each direct-support organization shall provide for an annual financial audit in accordance with rules adopted by the Auditor General pursuant to s. 11.45(8). The annual audit report must be submitted, within 9 months after the end of the fiscal year, to the Auditor General, the State Board of Education, and the board of trustees for review. The board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability may require and receive from the organization or from its independent auditor any detail or supplemental data relative to the operation of the organization. The identity of donors who desire to remain anonymous shall be protected, and that anonymity shall be maintained in the auditor's report. All records of the organization, other than the auditor's report, any information necessary for the auditor's report, any information related to the expenditure of funds, and any supplemental data requested by the board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability, shall be confidential and exempt from the provisions of s. 119.07(1).

History.--s. 219, ch. 2002-387.