

Northern Marianas College
Board Of Regents Policy

SUBJECT:	Board Operations	EFFECTIVE:	September 26, 2013
SECTION:	1006	POLICY NAME:	Duties of the President
WSCUC Standard/Policy:	Standard III CFR's 3.6; 3.7; 3.8		

- I. The President is the chief executive officer of the Northern Marianas College, and in this capacity is charged with full administrative responsibility for the College. As such, the board holds the president accountable for the operation of the College. The Board of Regents judiciously recognizes and supports the President as the major line of communication between the Board and the internal and external College community. In this capacity as the Board's Liaison, the President informs the Board of such communications, and is guided by the policies, general directions, and financial guidelines established by the Board. The Board fully supports the president's role and responsibilities.
- II. The President's fundamental responsibility is to develop and maintain an institution that fulfills the mission and achieves the goals of the Northern Marianas College in accordance with the Purpose Statement set forth in Article XV, Section 2 of the CNMI Constitution and in accordance with the Postsecondary Education Act of 1984, as amended. This implies a commitment to the philosophy of a comprehensive community college and an understanding that the President's energies must be directed towards the realization of such.
- III. The President is an educational leader of the Commonwealth, and as such represents the College in the community. The President recommends policies to the Board, and is authorized by the Board to exercise broad discretionary powers, without interference, according to the policies, goals, and general directions established by the Board for the College.
- IV. The President's specific duties and responsibilities include the following:
 - A. Being responsible for the organization and administration of the College and for the coordination of its entire instructional program and services
 - B. Providing direction and leadership in the development and implementation of a research, planning, and evaluation system to assure institutional effectiveness and that the results of such activity will be used for institutional improvement and the establishment of priorities;
 - C. Ensuring that various constituencies of the College have a substantive and clearly-defined role in institutional;
 - D. Overseeing institutional adherence to the Standards of the Accrediting Commission so as to assure continuing accreditation of the College;
 - E. Recommending to the Board new and revised policies and establishing administrative procedures for

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1. Board operations
 2. Finance and procurement
 3. Educational programs
 4. Human resources
 5. Student services
 6. Administrative services
- F. Developing an effective professional development and improvement; plans for employees to support the college's mission and goals.
- G. Preparing a budget in line with the needs of the College, and approving expenditure of funds appropriated to the College by the federal or Commonwealth government or donated to the College by any other entity;
- H. Guiding capital improvement activities and ensuring safe and adequate facilities and grounds in order to maintain a quality learning environment;
- I. Representing the College to the community and maintaining an adequate public information service;
- J. Maintaining open and adequate channels of communication with the internal and external College community;
- K. Entering into contracts, cooperative agreements, and such other transactions as may be helpful to conduct the business of the College;
- L. Responsible for the management of all personnel including the appointing, reassigning and terminating staff and faculty. Establishes and maintains a classified compensation plan.
- M. Accepting gifts, grants, donations, bequests, or other contributions on behalf of the Board and depositing the same in a College Trust Fund for the exclusive use and expenditure of the College approved by the Board;
- N. Formulating reports required by local and federal agencies;
- O. Approving regulations and activities of groups and organization functioning within the College; and

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- P. Recommends to the Board for approval or discontinuance of degree programs.
- Q. Consistent with applicable accreditation standards, the president brings to the board plans for organizational changes.
- R. To carry out the policies, goals, and general directions established by the Board for the college.

HISTORY:

Replaces Board Policy No. 1009 (September 2003)