

MAINE COMMUNITY COLLEGE SYSTEM

ORGANIZATION AND GOVERNANCE
Section 106

SUBJECT: SYSTEM PRESIDENT: POWERS AND DUTIES

PURPOSE: To define the role of president of the Maine Community College System

A. Appointment and Responsibility

The Board of Trustees shall appoint the president of the System who must be qualified by education and experience. The president of the System shall serve at the pleasure of the Board of Trustees, implement the policies of the Board of Trustees, and be responsible for the operation of the System.

B. Powers and Duties

The powers of the System president shall include those expressly conferred or reasonably implied by law or other lawful authority delegated by the Board of Trustees. Such powers shall include the following:

1. General

The president of the System shall:

- a. Develop policies, goals and objectives with respect to the operation of the colleges, to be reviewed and, when necessary, approved by the Board of Trustees. The president of the System shall meet regularly with the Presidents Council to develop these policies and goals;
- b. Undertake duties as delegated by the Board of Trustees;
- c. In cooperation with the Presidents Council, undertake long-range planning and research, including planning for construction, renovation and reconstruction projects and report findings and recommendations to the Board of Trustees;
- d. Serve as the liaison between the M CCS and legislature, and be responsible for reviewing all legislation affecting the M CCS and representing the colleges in response to such legislation;
- e. Delegate duties and responsibilities as necessary to administer the System; and

- f. Implement the mission and goals set forth in Maine law and under MCCS Policy.

2. Personnel

The president of the System shall:

- a. Under procedures and standards developed by the Board of Trustees, appoint the staff of the System Office, including, but not limited to, private legal counsel and financial experts;
- b. Nominate college presidents for appointment by the Board of Trustees;
- c. Oversee the staff of the System Office and the presidents of the colleges; and
- d. Under policies and standards developed by the Board of Trustees, evaluate the performance of the System Office staff and of the presidents of the colleges and make personnel recommendations to the Board of Trustees.

3. Financial Affairs

The president of the System shall:

- a. Assist the Board of Trustees in the preparation of the biennial operating budget for the System;
- b. Provide for an accounting system and procedures which will reflect and identify all appropriations, allocations, income, revenues and all expenditures of each college and the System Office; and
- c. As the representative of the Board of Trustees, meet and confer with representatives of the State Board of Education regarding the distribution or allocation of federal money for vocational education in the State under the United States Carl D. Perkins Vocational Education Act, Public Law 98-524, or its successor, and report the results to the Board of Trustees.

4. Cooperation and Coordination

The president of the System shall:

- a. Promote cooperation among the community colleges and prepare plans for approval by the Board of Trustees with respect to the coordination of programs, activities and personnel;
- b. Promote cooperation and communication with the Department of Educational and Cultural Services and the Bureau of Employment Services, or their successors, with the University of Maine System and with other public and private educational and training institutions;
- c. Work closely with other state and local agencies that have an impact upon career and/or technical education, to promote consistent and coordinated policies, procedures and programs; and
- d. Work closely with the private sector in order to ensure that the colleges respond expeditiously to the needs of the private sector and the State's economy, particularly with respect to changing technology, industries and job training needs.

5. Secretary of the Board of Trustees

The president of the System shall serve as the Secretary of the Board of Trustees and shall:

- a. Prepare the agenda of each meeting of the Board of Trustees; send notices of meetings to the members of the Board at least seven days in advance, except under emergency or special circumstances; and maintain a meetings calendar for the Board of Trustees and its committees;
- b. Prepare exhibits for review at least one week in advance of Board of Trustee meetings;
- c. Post public notice of all meetings of the Board of Trustees in ample time to allow public attendance. An announcement of each regular meeting, including a summary agenda, shall be forwarded to the weekly Legislative Calendar on the Tuesday of the week preceding the meeting and to representative print and broadcast media on or before Friday of the week preceding the meeting. In the event of an emergency or special meeting, representatives of the media shall be notified, whenever practical, by the same or faster means as that used to notify the members of the Board or

committee;

- d. Attend or send a representative to all Board of Trustees meetings, prepare the minutes of such meetings, and forward copies of the minutes to members of the Board of Trustees. Keep all minutes in a form and a location that allows ready access by the public;
- e. Serve as custodian of the records of the Maine Community College System;
- f. Except where other provision is made by the Board of Trustees or by law or regulation, execute all documents on behalf of the Board of Trustees;
- g. Serve as custodian of the official seal of the Maine Community College System, and affix the seal to those documents whose execution under the seal on behalf of the System is duly authorized; and
- h. Perform such other duties as are incidental to the office of Secretary to the Board of Trustees, as may be assigned by the Board of Trustees, or as authorized by the parliamentary authority adopted by the Board of Trustees.

REFERENCES: 20-A M.R.S.A. §12703, §12706, §12708, §12709 and §12711; P.L. 1985, ch. 695, §20(8) and (9)

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