

1.5 Statement on Relationships

THE BOARD OF TRUSTEES OF COMMUNITY-TECHNICAL COLLEGES, THE CHANCELLOR, AND THE COMMUNITY COLLEGE PRESIDENTS

The purpose of this statement is to provide for orderly administration of the Connecticut Community College system, with an appropriate opportunity for the exchange of ideas, concerns, and suggestions for the good of the system.

The chancellor is the chief executive officer of the system. He or she is directly responsible to the board of trustees and has the responsibility to provide compliance with its actions. Each president is the chief executive officer of the college under the direction of the chancellor. Close cooperation of these officials is vital to the continuing success of the system. The chancellor also has responsibility for the proper functioning of the board of trustees and its committees. The presidents will participate in standing committee work of the board as nonvoting members. Presidents are encouraged to make recommendations on policy and procedural matters. It is understood presidents are free to communicate with the board chairperson or other board members with respect to matters of special concern.

I. The Role and Duties of the Board of Trustees

The primary function of the Board of Trustees of Community-Technical Colleges is to establish policies for the development and maintenance of the educational programs and services of the community colleges. The board shall be the policy-determining body on all matters relating to the proper management of the colleges.

The board will establish and maintain appropriate working relationships with the board of governors of higher education, the board of trustees of The University of Connecticut, the board of trustees for the Connecticut State University, the governing boards of the private colleges of Connecticut, regional and national associations for higher education, and the departments and agencies of the state and federal governments.

The board, therefore, shall establish policies and take action as needed on matters including, but not limited to, the following:

1. Plans for the continuing development of the community college system which will ensure maximum educational opportunity for the citizenry of the state.
2. The administration of each college and the community college system.
3. Personnel policies for the recruitment, appointment, evaluation, tenure, compensation, dismissal, professional improvement, and assignment of duties of all unclassified personnel.

4. Educational programs, community services, and other educational services in all colleges.
5. Operating and capital budgets and physical plant needs of the colleges individually and the presentation of such needs to appropriate commissions and agencies of the state government.
6. Admission of students and enrollment projections for the colleges.
7. Preparation of materials to be considered by the state legislature and other state agencies in behalf of the community colleges.

II. The Role of the Chancellor

Under policies established by the board of trustees, the duties and responsibilities of the chancellor include, but are not limited to, the following:

1. Serves as the chief executive officer for the system of community colleges and reports directly to the board of trustees.
2. Directs the operation and the personnel of the system, enforces the policies and regulations adopted by the board of trustees, and possesses the authority requisite to that end, including implementation of the collective bargaining agreements in force with unions.
3. Submits to the board of trustees information and recommendations concerning any phase of system policy or administration as may seem necessary to the best interests of the community college system, including, but not limited to, appropriate personnel policies, procedures, and salary structure for the system, criteria for evaluation of professional personnel, and plans or programs for in-service training and professional staff development.
4. Acts, customarily through the presidents, as the official medium of communication between the board of trustees and the colleges in the system.
5. Serves as the official representative, along with the board chairperson, for the system of community colleges in all matters affecting the community colleges which come before the general assembly.
6. Serves as the official representative of the board of trustees in all matters affecting the system of community colleges which involve other departments and agencies within and without the state government.
7. Supervises the preparation of the annual operating and capital budgets for consideration and approval of the board of trustees and supervises the use of funds as allocated by the board of trustees.

8. Works with the presidents, the management team, and professional staff organizations to encourage among all elements of the system the communication and consideration of information which will promote the understanding, integration, and coordination of the educational program of the community college system.
9. Assists the board of trustees in the (a) selection of presidents of the community colleges; (b) development and maintenance of public relations; (c) provision of adequate secretarial and other staff assistance for the board of trustees and its committees; (d) preparation of agendas for meetings and maintenance of official records; and (e) operation of the committees of the board.
10. Provides guidance to the presidents in their professional development and provides the board of trustees with an evaluation of each president annually.
11. Prepares such reports as are required by the board of trustees and the state and federal governments.
12. Performs specific functions as assigned by the board of trustees and its committees.
13. In the interval between regular meetings of the board, the chancellor is authorized to make necessary professional appointments within budgetary limitations and subject to subsequent ratification by the board.

III. The Role of the Community College President

In accordance with policies established by the board of trustees, the duties and responsibilities of each community college president include, but are not limited to, the following:

1. Serves as the chief academic and chief executive officer of the college, and in this capacity reports and recommends directly to the chancellor of the board of trustees.
2. Develops and maintains an appropriate administrative organization and management team for the college, consistent with board policies.
3. Provides and maintains educational programs in cooperation with the professional staff of the colleges as authorized by the board of trustees and other state authorities.
4. Serves as an educational leader in the community and may be called upon to assume a leadership role in a variety of community affairs, consistent with the time limits imposed by the president's responsibilities to the college.

5. Serves as chief spokesperson for the college and develops and maintains effective relations with all elements of the community served by the college.
6. Encourages the participation of the professional staff and other elements of the college community in the planning, development, and operation of the institution while preserving the ultimate executive authority and responsibility of the president and the board of trustees. In so doing, he or she should make clear that the president does not have the authority to approve, agree to, or acquiesce in policies, practices or procedures which, expressly or by implication, limit or condition the authority of the president to carry out his or her responsibilities as chief academic and executive officer of the college, unless the contrary is indicated by action of the board and duly recorded in its records.
7. Recommends to the board of trustees all personnel for appointment, except as the board may otherwise provide; supervises and evaluates all personnel in accordance with salary schedules, personnel policies established through the board of trustees and the collective bargaining agreements, and provides guidance to members of the professional staff in their professional development; and determines that affirmative action and equal opportunity procedures and policies are effectively implemented.
8. Directs and supervises, in cooperation with the chancellor, the planning and development of the college's plant and facilities.
9. Directs the expenditures of funds within allocations made by the board of trustees from appropriations authorized by the general assembly and endeavors to develop and secure other sources of funding, including federal and private funds, to augment and enhance the educational programs of the college.
10. Prepares budgets according to agreed-upon formulas as required by the board of trustees, the department of higher education, and other state agencies, submitting same to the chancellor for coordination and consolidation and recommendation to the board of trustees.
11. Provides suitable and necessary statistical and financial data for projects, studies, and other purposes as requested by the board and/or the chancellor or other state agencies or as agreed to by the presidents and the chancellor.
12. Meets on a regular basis with the chancellor as a means of maintaining necessary communication and orderly procedural functions of the system office and the community colleges.
13. Prepares and submits to the board of trustees, either through the chancellor or the appropriate board committees, (a) items of information, (b) items of an emergency nature, and (c) resolutions for action.

14. Prepares an annual report for the board of trustees which clearly reveals the strengths, weaknesses, needs, and limitations of the preceding year of operation and which provides recommendations for future action and planning.

IV. Role of the Council of Presidents

There shall be a council of community college presidents, which shall function in the following manner:

1. Membership and Organization. The council of presidents shall consist of the president of each community college and the chancellor. The chancellor shall be the chairperson of the council but shall have no vote in any of its proceedings. The council may designate such other officers as it deems necessary.
2. Purpose. The council of presidents may submit advice and recommendations to the chancellor and/or the board of trustees concerning any aspect of system policy and administration which the council believes would best serve the interests of the community college system. Such advice and recommendations to the board of trustees may be conveyed through the chancellor or a college president of the council's choosing. It shall be the responsibility of the chancellor, however, to provide the board of trustees with his or her own professional judgment and advice on any recommendations submitted by the council of presidents.
3. Meetings. The council of presidents shall meet monthly in accordance with a schedule approved by the council and shall meet at other times on the call of the chancellor, the chairperson of the board of trustees, or by a majority of the council.
4. Other Provisions. The council of presidents may adopt such rules of procedure and may establish such committees as it deems necessary to carry out its responsibilities.

(Adopted June 30, 1975; amended December 15, 1975,
August 21, 1978, December 18, 1978, and March 15, 1982)