

Procedure: 2.3.2p. (I.F.2)

Presidential Responsibilities

Revised: May 2005; January 18, 2005
Last Reviewed: November 1, 2016
Adopted: September 4, 1986



I. PURPOSE:

The primary role of the President is to provide leadership to the technical college, to the community and to the Technical College System of Georgia. The President has direct responsibility for or responsibility to ensure that the functions listed below are performed in accordance with State Board policy.

II. RELATED AUTHORITY

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Powers and Duties

III. APPLICABILITY: N/A

IV. DEFINITIONS: N/A

V. ATTACHMENTS: N/A

VI. PROCEDURE:

Administration

- Prepare annual institutional budget request
- Establish and monitor purchasing and payment procedures
- Monitor expenditures in accordance with the approved operational budget
- Approve all major expenditures, with Board approval when required
- Approve and monitor travel expenditures in appropriate standards
- Coach or counsel employees with professional and/or discipline problems
- Assist with investigations and annual financial audits, including attending any scheduled audit exit interview
- Prepare and submit for consideration materials required by the Commissioner, the State Board or federal and state law

Boards - State and Local

- Carry out Board-approved policies and ensure that policies are communicated to staff and students
- Administer State and Local board policies and procedures
- Attend meetings of the Local Board and its committees
- Prepare and present special reports to the Board

- Apprise Local Board of laws, rules, regulations or policies pertaining to college activities
- Serve as Executive Secretary and provide staff assistance to the Local Board

Community

- Develop and implement a plan for promoting good public and community relations
- Participate in community-related activities
- Develop a positive working relationship with employers, public officials and other governmental entities
- Conduct informational programs for the public, business and industry
- Supervise the development of promotional materials
- Encourage employee participation in community, civic, service, and social organizations
- Keep the community informed of college activities and opportunities

Economic Development

- Provide for instructional assistance to new and/or existing industries
- Promote economic development activities within the college's service delivery area
- Represent the college at business and industry functions
- Work with community leaders to bring new industries and expand existing businesses into the college's service delivery area

Facilities

- Plan and authorize the use of institution facilities and equipment
- Arrange for maintenance of buildings, grounds, and equipment
- Develop and maintain an inventory of school property, equipment and materials
- Establish emergency evacuation plans
- Establish and oversee a campus security program
- Develop long-range facility and equipment plans
- Prepare and submit renovation and alteration plans
- Ensure compliance with health and safety laws and regulations

Human Resources

- Recruit, screen, interview, recommend and hire qualified employees
- Schedule, supervise and evaluate employees
- Process complaints/grievances filed by staff
- Maintain a confidential personnel record system
- Promote and dismiss employees
- Supervise the staff development process

Instruction and Student Services

- Prepare a master schedule of course offerings
- Monitor instructional program entry and completion requirements
- Provide for the use of occupational advisory committees
- Ensure that standards approved by the State Board are followed
- Oversee student progress reporting procedures
- Oversee student recruitment, admission and dismissal activities

- Develop and enforce student discipline policies
- Process student grievances
- Maintain a confidential student record keeping system
- Monitor extracurricular activities of students when sponsored or supervised by the college
- Provide for and monitor student job placement and follow-up services
- Arrange for and monitor student rights, laws and regulations
- Provide student counseling
- Establish or maintain required program and college accreditation/certification and keep the Commissioner advised as to accreditation/certification status

Strategic Planning/Institutional Effectiveness

- Develop goals, objectives and plans for the technical college's operations
- Use studies, surveys and research to determine program direction, size and content
- Develop short-range program plans
- Develop long-range program plans
- Provide leadership to develop solidarity of purpose within the institution
- Conduct scheduled evaluations to measure program effectiveness
- Conduct institutional research studies

VII. RECORD RETENTION: N/A



TO: Commissioner
Technical College System of Georgia

FROM: _____, President
Technical College

SUBJECT: Request to Approve Personnel Action Involving a Direct Report

DATE:

Consistent with the provisions of State Board Policy 2.3.2., I request your approval of the following personnel action involving a position and/or an incumbent reporting directly to me:

- Establish a new position
- Revise an incumbent's currently assigned duties and responsibilities
- Make an employment offer
- Make an interim, time-limited appointment
- Dismiss from employment
- Provide a salary adjustment in addition to that authorized by the General Assembly
- Reassign to another position (move position)

Name of Employee or Applicant:	
Position:	
Proposed Effective Date:	Proposed Salary:
Reason:	

APPROVED

NOT APPROVED

Commissioner

Date