



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY

TITLE:	College President/Position Description and Annual Evaluation
CODE:	3030
DATE ADOPTED:	September 1991
DATE REVIEWED:	April 2000; Sept 2016; June 2020
DATE AMENDED:	April 2000; Sept 2016; July 2020

A. Position Description

The President is the chief executive officer of Southwestern Illinois College and in this capacity is charged with the full administration of the college. The President's primary responsibility is to develop and maintain an institution that fulfills the purpose and goals for Southwestern Illinois College in accordance with the Mission Statement adopted by the Board of Trustees and in accordance with the Illinois Community College Act. This implies not only a commitment to the philosophy of the comprehensive community college, but also the direction of the President's energies toward the accomplishment of the college's mission.

The President is the educational leader of the district and, as such, represents the college in the community. The President recommends policies to the board, carries out those policies approved by the board, and is authorized to exercise discretion in the ongoing operations of the college. The President's specific duties and responsibilities include the following:

1. Organizing and administering the college with particular emphasis on the curriculum and service delivery to students and the community. The primary duty of the College President is the development of Southwestern Illinois College into a community learning center which provides a variety of high quality academic programs, an effective delivery system for community programs, and effective instructional methodologies;
2. Maintaining an employee relations climate which fosters a sense of teamwork, dedication to service and a productive labor relations climate;
3. Making recommendations to the Board of Trustees regarding the construction, renovation, and maintenance of the college's physical facilities;
4. Implementing the continuous development of state-of-the-art comprehensive communication and technology systems to address the growing needs of the students, businesses and communities of the district;
5. Monitoring the development of an annual budget with full consideration for the income and needs of the college and approving expenditures within the authorized budget;

6. Ensuring that all reports required by local, state and national agencies are submitted in a timely and appropriate manner;
7. Serving as an integral partner with the Board of Trustees in the strategic planning process;
8. Representing the college to the community. .
9. Serving as an ex officio member of the Foundation Board of Directors
10. Influencing the development of appropriate local, state and national educational policies; and
11. Preparing and presenting to the board an annual report each fall or at time of annual evaluation reviewing college operations during the preceding fiscal year.

B. President and Chancellor Contracts

Employment contracts entered into with the president or all chancellors of a public university, sets forth provisions of employment contract transparency to include severance, start and end date, and automatic rollover clauses and is applicable to contracts entered into, amended, renewed, or extended.

1. This does not apply to collective bargaining agreements.

Contracts entered into with the president or chancellor of the community college must comply with the following requirements:

1. Severance payments or contract buyouts may be placed in an escrow account if there are pending criminal charges against the president of the community college related to employment.
2. Final action on the formation, renewal, extension, or termination of the employment contract must be made during an open meeting of the board.
3. Public notice, in accordance with the Open Meetings Act, must be given prior to final action on the formation, renewal, extension, or termination of the employment contract. This must include a copy of the board item or other documentation providing, at a minimum, a description of the proposed principal financial components of the president's appointment.
4. Performance-based bonuses or incentive-based compensation must be approved by the board in an open meeting. The performance criteria and goals upon which the bonus or incentive-based compensation is based must be made available to the public no less than 48 hours before board approval of the bonus or incentive-based payment.

C. Annual Evaluation

The Board of Trustees shall evaluate the performance of the College President every spring and shall discuss the annual performance evaluation with the College President in executive session at the June board meeting. It is the responsibility of the Chairman of the Board of

Trustees to coordinate this annual evaluation. The evaluation shall be conducted utilizing a modified Administrative Performance Appraisal form and the evaluation process shall begin with a self-evaluation conducted by the College President. This self-evaluation shall serve as the basis for discussion and review by the Personnel, Programs, and Services Committee and for finalization by the Board of Trustees.

The following timelines shall be observed in this evaluation process:

- April – President prepares the written self-evaluation and submits it to the Chairman of the Personnel, Programs, and Services Committee. This self-evaluation covers the eleven position responsibilities covered in this policy statement.
- May – All members of the Board of Trustees review the President’s self-evaluation and then evaluate the President’s performance utilizing the performance appraisal form. The trustee evaluations are returned to the Chairman of the Personnel, Programs, and Services Committee.
- June – The Board of Trustees meets with the President in executive session to discuss and to finalize the President’s evaluation.

Board minutes, board packets, and annual performance criteria and goals must be made available to the public on the community college’s website.

Annual performance reviews must be considered when the board contemplates a bonus, raise, or severance agreement for the president.