



**OAKLAND  
COMMUNITY  
COLLEGE®**

## Board Policy

Policy Type: Board Management Relationship  
Policy Title: CEO Accountability  
Policy Number: 2.2  
Office Responsible: Board and CEO  
Related Policies: All  
Related Procedures: N/A  
Related Laws: Michigan Community College Act  
HLC Criterion: 2A, 2B, 2C

### **Policy Statement**

The Chancellor is the Chief Executive Officer (CEO) of the College. The CEO is the Board's primary employee and their official link to the administration and operation of the College. The Board shall instruct the CEO through written Ends and Executive Limitation policies.

The Board recognizes and supports the primary role of the CEO to lead the College, internally and externally, and create the rules and processes (i.e. Means) to accomplish the Board's Ends in an efficient and effective manner. The Board shall delegate full authority to the CEO to determine, implement, and execute the Means to achieve the Ends. Although the CEO may delegate Means authority to specific College employees, the CEO remains accountable to the Board for Means activities and outcomes.

The Board as a collective body will assess CEO performance annually. The CEO's performance will be considered synonymous with the performance of the College; therefore, the annual evaluation will assess how effective the College, and thus the CEO, has been in achieving the Board's Ends Policies, using activities stipulated in the College's Strategic Plan.

The CEO is accountable to the Board for:

1. Accomplishing the Board's Ends policies.
2. Implementing the College's Strategic Plan successfully.
3. Operating the College within the prudent and ethical boundaries established by the Board's Executive Limitation policies.
4. Completing the responsibilities set forth in the duties below.

Within the areas of CEO accountability to the Board, the CEO exercises broad authority in executing the following duties: (Note: This list is not exhaustive)

### **Leadership**

1. Advising the Board on policy development and review.
2. Preparing and submitting plans to the Board.
3. Preparing and submitting budget recommendations to the Board and then implementing the College budget as approved and amended.
4. Developing and approving Administrative Rules and Guidelines needed for effective College operation in the achievement of the Board's Ends policies (Note: Upon request, Administrative Rules and Guidelines may be shared with the Board as points of information).
5. Engaging in legislative activities that influence the work of the College.

6. Communicating with the Board by providing timely and accurate information that relates to the Board's oversight role and College needs.
7. Developing and sustaining a high-performing Cabinet.
8. Preparing agenda materials in consultation with the Board Chair for board meetings and maintaining a record of the proceedings.
9. Preparing, in conjunction with the Board Chair, a strategy and schedule for Board Engagement with the community that may include, but needs not be limited to: meeting with individuals and community groups, observing and meeting with other public boards, and hosting opportunities which afford the public the opportunity to learn about the College.
10. Making timely monitoring reports to the Board as it relates to the performance of academic programs, student support/success programs, community service programs and other operational areas of the College as requested by the Board.

### **Management**

11. Ensuring alignment and integration of the Strategic Plan with college operations and the annual operating budget.
12. Assessing the effectiveness of College programs and services, based on student and community need.
13. Enhancing student success by implementing quality improvements to programs and services.
14. Promoting and sustaining a healthy institutional climate of mutual respect and high standards of performance for all employees which should lead to high levels of student success.
15. Modeling and sustaining effective Servant-Leadership and shared governance practices which enhance achievement of institutional goals.
16. Managing College operations.
17. Hiring all employees.
18. Managing the administrative structure of the College. The Board will be informed of major changes to the structure prior to implementing them.
19. Ensuring the College operates in compliance with applicable laws, rules, regulations, and board policies.
20. Delegating administrative authority, as appropriate.
21. Developing succession planning to ensure continuity of College operations.

### **Accountability**

22. Ensuring the College meets all Higher Learning Commission accreditation standards, eligibility requirements, and policies.
23. Promoting an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of instruction and student support services.
24. Establishing performance standards for college programs and services.

### **Community/Partnerships**

25. Representing the College, in collaboration with the Board and other employees, to the community and developing appropriate partnerships which assist in the advancement of the College's mission and vision.

**Fiscal**

- 26. Ensuring sound fiscal practices.
- 27. Collaborating with the College Foundation and other community partners to enhance the financial resources of the College.
- 28. Ensuring the accuracy of all reports required by local, state, and federal agencies.

**Change Log**

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees