

**Seward County Community College**  
**Structured Compensation - Job Description**  
**President**

Data Year: 2020

Prepared On: 06/12/2020

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Department:	President	Grade:	20
Reports To:	Board of Trustees	Classification:	Executive
Supervises Direct:	8	Supervises Indirect:	0
Approved By:	Board of Trustees	Effective Date:	01/03/2001
		Revised Date:	6/5/2020

**Role:**

To direct the overall operations of the college with the objective of ensuring effective instruction is provided to the students; financial stability commensurate with the best interests of the students and employees; establishing short term and long-term objectives, plans, and policies subject to the approval of the Board of Trustees; and representing the college within the community. A leader with a strong background in current distance, hybrid, and blended instructional technologies, modalities and efficiencies, possessing critical technical and tactical acumen to continue to develop those platforms. Able to provide a strong focus on planning and development of new online, hybrid, and blended instructional platforms to support student access and enhance the learning environment. Effectively engage in obtaining external fiscal resources through philanthropic activities as well as obtaining grant funds as appropriate to the mission of SCCC. Communicate the needs and initiatives of SCCC to policy leaders (elected as well as agency personnel) at the local, regional, state, and federal level.

**Essential Functions & Responsibilities:**

**E 30% Planning and leadership of the College:**

Develops and leads the College's strategic planning process to guide campus operations; Also responsible for providing quarterly updates of measured outcomes and progress to the Board and Campus. Through this monitoring, recommendations for adjustments will be made to the Trustees;

Ensures the long-range land use strategy and facility plan is updated and communicated to the Trustees, our campus team of employees, and the public;

Assists the Trustees in developing annual institutional and board member goals and coordinates strategies to achieve those goals;

Develops objectives, policies, and operating plans of the College and communicates those to the Board of Trustee, campus team of employees, students, and the public;

Regularly reviews Board policies and provides recommendations to the Trustees for changes and/ or new policies;

Interacts with our campus team of employees and students in order to build strong awareness of the operations, challenges, improvement opportunities and modifications needed for an effective teaching and learning environment;

Regularly communicates with the Board of Trustees, campus team employees, students and campus team of employees through a variety of methods including but not limited to newsletters, meetings, personal visits, electronic media, and social media.

Provides strategic and innovative leadership and implementation of online, hybrid, and blended learning strategies and teaching efficiencies in order to support enrollment and institutional growth.

**E 20% Represents the College to the public and policy and legislative leaders:**

Provides institutional and statewide representation to the Kansas Board of Regents and higher education organizations;

Represents the College at KS. Assoc. of Community College Trustees (KACCT), Council of Presidents (COP), KS. Jayhawk Community College Conference (KJCCC) and other organizations;

Provides communication on College operations and legislative priorities to local, regional, state, and national policy leaders (elected and agency personnel);

Promotes the College at local and regional activities including participation in Chambers of Commerce, fine arts activities, economic development activities, and educational activities;

Represents the College as appropriate in its relationships with students, schools, professional societies, civic organizations, local businesses, and the community.

E 15%

**Effectively enhances the College financial position:**

Seeks external funding and exploring new streams of revenue to enhance the teaching and learning focus for the college: Supports and engages in activities through the SCCC Foundation;

Establishes and cultivates effective relations with philanthropic organization and individuals who may support the College through philanthropic initiatives that support the college's strategic plan;

Supports and engages in activities through the Saints Booster Club;

Engages College personnel in the attainment of external grants as appropriate and aligned with the College strategic plan and mission.

E 15%

**Provides supervision to employees as designated in the Colleges organizational chart:**

Prescribes the specific limitations of the authority of subordinates regarding policies, contractual commitments, expenditures, and personnel actions;

Reviews and approves the appointment, employment, transfer or termination of all key employees;

Resolves any conflicts arising between operating groups, staff units and other elements under immediate supervision;

Provides recommendations to the Board of Trustees regarding employee policy and practices including participation in discussions between faculty and the Board regarding contract negotiations.

E 10%

**Effectively provide financial oversight and leadership of the College in order to maximize the stewardship of public funds:**

In coordination with the administrative team of the College, regularly provide fiscal analysis to the Trustees, employees, policy leaders, and public as appropriate;

Ensures that financial operations are relative to establish objectives and ensures that appropriate steps are taken to correct unsatisfactory conditions;

Presents proposed operating and capital expenditure budgets for review and approval by the Board of Trustees in a timely manner and according to statutory requirements.

E 10%

**Provide compliance oversight for the College operations:**

Ensures that the College's policies are regularly reviewed and align with the strategic direction cultural practices and uniformly understood and properly interpreted and administered by subordinates;

Ensures that the College is in compliance with federal and state laws and regulations as well as appropriate accrediting agencies including but not limited to the Higher Learning Commission;

Communicates with the Trustees and the Board legal counsel in situations as appropriate; Reviews, develops, and proposes changes or additions to Board policies as appropriate and in a timely manner

### **Performance Measurements:**

1. To meet or exceed annual operating plan as provided in the strategic plan and annual institutional goals.
2. To ensure the financial strength of the College through budget management, external fund resources, philanthropic initiatives, and compliance with appropriate regulations.
3. To provide compliance with the policies and regulations as provided by the College, as well as local, state, and federal entities.
4. To keep the Board of Trustees informed regarding key policy and operating issues affecting the College.
5. To employ, supervise, provide appropriate leadership, develop, and maintain a qualified staff which are able to meet the mission and vision of the College.
6. To provide regular communications which are appropriate, accurate, and aligned with the values of the College to Trustees, employees, students, and the public as appropriate and according to Board policy.
7. To develop agendas, support materials, and informational packets for the Board of Trustee meetings. Attend all Trustee meetings.
8. To provide a professional presence and representation of the College to the employees, students, and the public.
9. To represent the College at local, area, regional, and state organizations, events, and conferences.

### **Knowledge and Skills:**

**Experience** Minimum 3 years similar or related experience as a senior level administrator (college dean, vice-president or president). Extensive knowledge and experience of higher education initiatives, trends, activities, and policies. Knowledge and/or experience with regional higher education accrediting agencies preferred. Preferred collegiate level classroom teaching experience.

**Education** Master's degree/MBA Required. A Doctoral degree is preferred.

**Interpersonal Skills** Work involves extensive personal contact with members of the Board of Trustees, community leaders, business leaders, and internal managers. Motivating others or getting them to do things that they might not do otherwise is a key to success for incumbents in this position. External contacts are vital, not only for the success of the position, but the success of the goals of the college overall.

### **Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.