

**GRAYS HARBOR COLLEGE**  
**Board Policy**

**Subject: EXECUTIVE ADMINISTRATOR FOR THE BOARD**

**Page 1 of 1**

**Board Policy Number: 105**

**Date adopted: 8/1/75 Revised: 1/17/95, 12/14/98, 2/21/06, 7/20/10, 3/15/11**

**Reviewed: 11/20/18; Revised 7/18/23**

The chief administrative officer for Community College District No. 2 shall be the president of the college district.

The administration of Community College District No. 2 in all of its aspects shall be delegated to the president, who shall carry out all functions in accordance with the policies adopted by the Board of Trustees. The execution of all decisions made by the Board of Trustees concerning the internal operation of the district shall be delegated to the president, and the president shall act in behalf of the Board of Trustees on any and all matters which concern the administrative functions of the college insofar as such actions do not conflict with any other policies heretofore or hereafter adopted by the Board.

The Board of Trustees shall appoint the president and fix their duties and compensation as provided under RCW 28B.50.140 (3). The Board of Trustees reserves the right to determine and fix the accrual, accumulation, usage, and cashing out of vacation leave for the president pursuant to RCW 43.01.042.

The president shall be responsible for organizing all of the functions of the college district in a manner that is effective, efficient and consistent with the philosophy of the institution. This responsibility includes the preparation and updating of an organizational chart and the development of appropriate job descriptions for all employees.

In situations arising within Community College District No. 2 for which the Board has provided no guidelines for administrative action, the president shall have the power to act, any such actions shall be subject to review by action of the Board of Trustees at its next regular meeting. It shall be the duty of the president to inform the Board if a policy statement is needed to provide guidance in a particular area in which no policy exists.

In the development of administrative rules, regulations and arrangements for the operation of the district, the president shall include at the planning stage, whenever feasible, those professional employees who will be affected by such provisions.

The president shall develop, whenever possible, channels of communication for ideas and views of the employees regarding the operations of the college. The president shall weigh with care the counsel given by the employees especially that given by groups designated to represent large segments of the employees, and shall inform the trustees of such counsel in making recommendation to them for action.

The Board reserves the authority to modify, approve or deny changes in the following areas:

Tenure  
Collective Bargaining Budget  
Reduction-in-force  
Hiring of the President

The enumeration of the above reserved authority does not preclude the Board from exercising authority in any areas otherwise delegated.