

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINT

The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and consistent with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President may not:

1. Deal with students, staff, or persons from the community in an inhumane, unfair, or undignified manner.
2. Make decisions except by a process where openness is maintained.
3. Permit financial conditions which risk fiscal jeopardy, compromise Board ENDS priorities, or fail to show a generally acceptable level of foresight.
4. Provide information to the community, Board, or College constituencies which is untimely, inaccurate, or misleading.
5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
6. Allow the day-to-day operations to impede the vision or prevent the achievement of the ENDS of the College.
7. Manage the College without adequate administrative policies for matters involving instructional services, administrative and financial services, human resources, marketing and economic development, enrollment management, and student services.
8. Allow any violation of any laws, rules or regulations, or of any breach of Board policies.
9. Allow assets to be unprotected, inadequately maintained, or unnecessarily risked.

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POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINT (continued)

10. Inform fewer than two administrators of President and Board issues and processes.

11. Establish dean or vice-president level positions without prior authorization of the Board. The President is constrained from establishing a position at this level through hiring a new staff member or transferring currently employed personnel without prior consent.

12. Implement new programs without Board approval.

-- This policy adopted on 03-27-97
Revised on 04-18-00
Revised on 06-20-00
Reviewed on 02-05-03 (no changes)
Reviewed on 09-01-04 (no changes)
Revised on 09-20-05

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: HUMAN RELATIONS

The President shall create and sustain an environment for living, working, teaching, and learning that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President may not:

1. Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.
2. Discriminate against anyone for expressing an ethical dissent.
3. Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:

Terminations and Resignations
Discrimination
Equal Opportunity
Sexual Harassment
Rights of Privacy

4. Prevent students and staff from using established grievance procedures.
5. Fail to acquaint students and staff with their rights and responsibilities.
6. Fail to maintain confidentiality where appropriate.

-- This policy adopted on 03-27-97
Revised on 06-20-00
Reviewed on 02-05-03 (no changes)
Revised on 09-21-04

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMPENSATION AND BENEFITS

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

1. Change his or her own compensation and benefits.
2. Employ persons in positions considered permanent in nature without Board approval.
3. Employ full or part-time faculty whose credentials are not appropriate for the position.
4. Grant tenure without Board approval.
5. Sign a collective bargaining agreement without Board approval.
6. Establish current compensation and benefits which:
 - a. Deviate materially from the geographic or professional market for the skills employed, or become noncompetitive.

-- This policy adopted on 03-27-97
Reviewed on 07-05-00 (no changes)
Reviewed on 02-05-03 (no changes)
Reviewed on 09-01-04 (no changes)

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: BUDGETING/FORECASTING

Budgeting for any fiscal year shall follow Board ENDS priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board. Any deviation shall require Board approval.

Accordingly, the President shall not :

1. Propose an unbalanced budget. Supporting information shall include: a reasonable projection of revenues and expenses, separation of capital and operational items, and planning assumptions.
2. Propose a budget which does not take into account Board ENDS priorities.
3. Propose a budget which excludes adequate support for Board operations (fiscal audit, legal expenses, Board development and training, and Board membership fees), and non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, institutional research, etc.
4. Propose an unrestricted operating budget with a cash reserve of less than 10% for cash flow and contingency purposes.
5. Propose a budget which does not include a recommendation for staff and faculty salary increases.

--This policy adopted on 03-27-97

Revised on 10-16-97

Reviewed on 07-05-00 (no changes)

Revised on 08-06-02

Reviewed on 03-06-03 (no changes)

Reviewed on 09-01-04 (no changes)

Revised on 02-21-06

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: FINANCIAL CONDITION

The President shall administer the Board approved budget without material deviation from Board priorities in ENDS policies, and shall protect the College from financial risk.

It is material deviation to:

1. Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
2. Expend funds from reserves, restricted, or designated accounts, except for the purposes for which the account was established, without prior Board approval.
3. Make any purchase or expend any funds without prudent protection against conflict of interest for over \$50,000. Purchases cannot be made without seeking at least three competitive quotes or sealed bids, submitted on prepared specifications. No purchase shall be made except on the basis of quality, cost, and service. Preference shall be given to local vendors who can provide like quality products and services, and who meet bid specifications within 5%. Any purchase or expenditure of \$50,000 or more requires Board approval.
4. Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval.
5. Accept gifts or grants which are not in the best interest of the College.
6. Fail to maintain cash reserves for positive cash flow and contingencies equal to at least 10% of the unrestricted operating budget.
7. Knowingly jeopardize aid from state, federal, or other funding sources before, during, or after the aided activity.

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POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: FINANCIAL CONDITION (continued)

8. Fail to provide a monthly report of the College's current financial condition.
 9. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
 10. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
- This policy adopted on 03-27-97
Revised on 05-14-98
Reviewed on 09-06-00 (no changes)
Reviewed on 03-06-03 (no changes)
Reviewed on 09-01-04 (no changes)
Revised on 09-20-05
Revised on 12-13-05
Revised on 01-17-06
Revised on 08-08-06

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: ASSET PROTECTION

The President shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President may not:

1. Allow unbonded personnel access to material amounts of cash.
2. Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
3. Unnecessarily expose the College, the Board, or staff to claims of liability.
4. Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
5. Invest funds in non-interest bearing accounts or in investments not permitted by Kansas law. Further, no investments shall be made without compliance with, in order of priority, the following principles: (a) security of the investment; (b) receiving favorable consistent interest earned on the investment; (c) local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.
6. Acquire, encumber, or dispose of real property without Board approval.
7. Fail to protect property, information, and files from loss or damage.
8. Fail to protect the College's trademarks, copyrights, and intellectual property interests.

--This policy adopted on 03-27-97
Reviewed on 09-06-00 (no changes)
Reviewed on 03-06-03 (no changes)
Reviewed on 09-01-04 (no changes)

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMMUNICATION AND COUNSEL TO THE BOARD

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

1. Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
2. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
3. Present information in an inappropriate form that is inaccurate, incomplete, or misleading.
4. Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.
5. Fail to deal with the Board as a whole, except when: (a) fulfilling individual requests for information, or (b) responding to officers or committees duly charged by the Board.
6. Neglect to submit monitoring data required by the Board (see Board-President Relationship policy on Monitoring Executive Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.
7. Fail to provide a mechanism for official Board, officer, or committee communications.

-- This policy adopted on 03-27-97
Revised on 10-16-97
Reviewed on 09-06-00 (no changes)
Reviewed on 03-06-03 (no changes)
Reviewed on 09-01-04 (no changes)