

## EXECUTIVE PARAMETERS (EP)

### EP 1: General Executive Constraint

1. The president shall neither cause nor allow any administrative procedure, practice, activity, decision or organizational circumstance which is imprudent, in violation of commonly accepted business and professional ethics, or in violation of any applicable state or federal law.

### EP 2: Personnel Interactions

1. The president shall follow and consistently apply board policy and administrative procedures relating to employees. Additionally, the president shall ensure compliance with provisions of all applicable collective bargaining agreements.
2. The president shall not:
  - a. Fail to interact with students, employees, and persons from the college in a common-sense manner that is humane, fair, and dignified;
  - b. Fail to ensure that the college community environment encourages openness to innovation and a shared vision of the future through planning, leadership, and teamwork;
  - c. Fail to hold employees and self accountable for creating an atmosphere in which all people are treated with respect, fairness, consistency and caring;
  - d. Fail to hold employees and self accountable for creating an environment free of vindictiveness, intimidation, retaliation, or fear.

### EP 3: Budgeting

The president must propose a budget which takes into account the board policy on institutional goals and is derived from long-term planning. The budgeting process shall be in compliance with the provisions of the *Illinois Public Community College Act*, namely 110ILCS 805/3-20.1, 3-20.2. Budgeting for any fiscal year or the remaining part of any fiscal year shall neither deviate materially from board goals and priorities nor fail to show a generally acceptable level of foresight.

Accordingly, the president may not:

1. Propose a budget that does not include accurate projections of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions;
2. Propose a budget in any fiscal year of more funds than are conservatively projected to be received during that year;

3. Allow working capital at the end of any fiscal year to drop below six months' operating expenses;

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4. Allow auxiliary enterprises to deviate from board-approved financial parameters.

#### **EP 4: Financial Condition**

With respect to the actual, ongoing condition of the organization's financial health, the president may not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in *Goals* policies.

Accordingly, the president may not:

1. Expend more funds than have been budgeted and appropriated in the fiscal year;
2. 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;
3. Expend funds from restricted or designated accounts, except for the purpose for which the account was established, without board approval;
4. Fail to provide a monthly report of the college's current financial condition;
5. Make any purchase not in accordance with state purchasing requirements or without prudent protection against conflict of interest.

#### **EP 5: Asset Protection**

The president may not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the president may not:

1. Fail to insure against theft and casualty losses to at least 80 percent replacement value and against liability losses to board members, staff or the organization itself;
2. Allow unbonded personnel access to material amounts of funds;
3. Make any purchase or commit the organization to any expenditure other than that authorized by the *Illinois Public Community College Act*;
4. Receive, process or disburse funds under controls which are insufficient to meet the board-approved auditor's standards;
5. Invest or hold operating capital in investments in violation of Illinois law;
6. Acquire, encumber, or dispose of real property.

## EP 6: Compensation and Benefits

With respect to employment, compensation and benefits to employees, consultants, and contract workers, the president may not jeopardize fiscal integrity or public image.

Accordingly, the president may not:

1. Change his or her own compensation and benefits;
2. Provide for or change the compensation and benefits of other employees except in accordance with collective-bargaining agreements negotiated by the board or in accordance with salary schedules and plans adopted by the board;
3. Promise or imply permanent or guaranteed employment;
4. Employ administrators under a contract for longer than one year's duration;
5. Grant fringe benefits to employees not approved by the board;
6. Establish the administrative salary schedule or hire any new employee above the mid-range of the scale;
7. Grant tenure;
8. Hire full-time faculty or administration at dean level or above;
9. Sign a collective-bargaining agreement.

## EP 7: Communication and Counsel to the Board

With respect to providing information and counsel to the board, the president shall keep the board adequately informed.

Accordingly, the president shall not:

1. Fail to submit monitoring data required by the board policy **BPR 3**, *Monitoring Executive Performance*, in a complete, timely, accurate and understandable fashion;
2. Fail to make the board aware of relevant trends, anticipated 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;
3. 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/President Relationship*, particularly in the case of board behavior which is detrimental to the working relationship between the board and the president;

4. Fail to provide a mechanism for official board, officer or committee communications;
5. Fail to work 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. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.