

REVIEWED: January 9, 2019

REVISION ADOPTED: January 9, 2019

BOARD POLICY ADOPTED: February 21, 1977

SERIES NUMBER: 310

TITLE: **Administrator**

 Chancellor - Functions

The title of the Chief Executive Officer of the Iowa Valley Community College District is Chancellor.

The Chancellor is responsible to the Board of Directors and is accountable for leading and managing all operations and activities of Iowa Valley Community College District.

The Chancellor is the educational leader of the District and the Chief Administrator and Executive Officer of the Board of Directors. The Board President, acting on behalf of the Board, serves in a supervisory role to the Chancellor.

The Chancellor is responsible for the operation of the District with respect to its educational program, its faculty and student services, and the use of its facilities. The Chancellor will delegate to the staff all necessary administrative and supervisory responsibilities to ensure an efficient operation of the institution. (Legal Reference: Iowa Administrative Code 21.2(3)).

The Board of Directors expects the Chancellor to operate the District through five major areas of responsibility: District finance, institutional performance, leadership, and professional relationships as follows:

A. District Finance

- Provides oversight of all District expenditures and spending decisions
- Uses District resources appropriately to achieve short- and long-term budget objectives
- Assures balanced District funding through appropriate levels of student tuition, state aid, tax levies, grants, and other funding sources

B. Institutional Performance

- Guides and communicates annual District objectives
- Leads visioning of potential community and student programming needs and interests.
- Assures student success in quality learning experiences through Arts & Science, Career Technical, and Continuing Education programming
- Administers District policies
- Communicates with all constituents in the total scope of operations including planning, organizing, staffing, and training

C. Leadership

- Engages District stakeholders in IVCCD's initiatives through the vision, mission, core values, and strategic plan
- Encourages innovation and ideas for District excellence through Higher Learning Commission (HLC) accreditation processes and other quality-related initiatives
- Leads District economic development efforts
- Provides oversight of public relations and news media contacts
- Participates in higher education and community college activities and uses current literature in decision making

D. Professional Relationships

- Demonstrates knowledge and understanding of the culture of rural central Iowa and specifically of IVCCD
- Develops partnerships with leaders of area business and industry, agencies, and other education institutions
- Works directly with Ellsworth College Board of Trustees, Ellsworth College Foundation, Marshalltown Community College Foundation, and area, state and federal legislative bodies and agencies, and professional organizations to facilitate District objectives
- Oversees District employee-management relations
- Maintains quality work relationships with the governing Board and District faculty and staff.

Legal Reference: Iowa Administrative Code 21.2(3)

Supersedes Revision Adopted: March 8, 2017
June 9, 2010
September 9, 1992
October 10, 2001

ATTACHMENT TO BOARD POLICY 310

**IOWA VALLEY COMMUNITY COLLEGE DISTRICT
BOARD OF DIRECTORS
ANNUAL EXPECTATION SETTING FOR CHANCELLOR**

A self-evaluation by the Chancellor and appropriate District data will be expected commensurate with the annual evaluation time schedule to adequately complete the evaluation process.

Prioritize the five major categories of responsibility and list specific expectation(s) or expand on the following areas in which you expect the Chancellor to focus:

_____ ***District Finance***

- Provides oversight of all District expenditures and spending decisions
- Uses District resources appropriately to achieve short- and long-term budget objectives
- Assures balanced District funding through appropriate levels of student tuition, state aid, tax levies, grants, and other funding sources

IVCCD Board Member Expectations - _____

_____ ***Institutional Performance***

- Guides and communicates annual District objectives
- Leads visioning of potential community and student programming needs
- Assures student success in quality learning experiences through Arts & Science, Career Technical, and Continuing Education programming
- Administers District policies
- Communicates with all constituents in the total scope of operations including planning, organizing, staffing, and training

IVCCD Board Member Expectations - _____

_____ ***Leadership***

- Engages District stakeholders in IVCCD’s initiatives through the vision, mission, core values, and strategic plan
- Encourages innovation and ideas for District excellence through Higher Learning Commission (HLC) accreditation processes and other quality-related initiatives
- Leads District economic development efforts
- Provides oversight of public relations and news media contacts
- Participates in higher education and community college activities and uses current literature in decision making

IVCCD Board Member Expectations - _____

_____ ***Professional Relationships***

- Demonstrates knowledge and understanding of the culture of rural central Iowa and specifically of IVCCD
- Develops partnerships with leaders of area business and industry, agencies, and other education institutions
- Works directly with Ellsworth College Board of Trustees, Ellsworth College Foundation, Marshalltown Community College Foundation and area, state and federal legislative bodies and agencies; and professional organizations to facilitate District objectives
- Oversees District employee-management relations
- Maintains quality work relationships with the governing Board and District faculty and staff

IVCCD Board Member Expectations - _____

**IOWA VALLEY COMMUNITY COLLEGE DISTRICT
BOARD OF DIRECTORS
EXPECTATION SETTING FOR NEW CHANCELLOR**

In the first year of operating as the Chief Executive Officer (Chancellor) of Iowa Valley Community College District, as a Board member I expect this individual to:

At the end of the first year of operating as the Chief Executive Officer (Chancellor) of Iowa Valley Community College District, as a Board member I anticipate that this individual will have accomplished:

IVCCD will initiate a new strategic plan by mid-year. What specific area(s) do you believe necessary for the new Chancellor to work on with immediacy to be deemed successful at the end of the first year? How will success be measured?

Think forward three to five years – what specific area(s) do you believe will take the new Chancellor that amount of time to address effectively? How will success be measured?

**IOWA VALLEY COMMUNITY COLLEGE DISTRICT
BOARD OF DIRECTORS
CHANCELLOR EVALUATION FORM**

Definition of Ratings

Exceptional (5): Truly outstanding performance, consistently exceeds relevant performance standards. Significant contributions to District and Board objectives.

Exceeds Expectations (4): Consistently meets and periodically generates results above those expected of the position. Contributes to relevant performance standards in an above average manner or has achieved significant improvement in these areas.

Meets Expectations (3): Meets all relevant performance standards in fulfilling position requirements. On occasion generates results above those expected of the position or has achieved some improvement in these areas.

Below Expectations (2): Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or has not sustained adequate improvement, as required, since the last performance evaluation.

Needs Improvement (1): Consistently falls short of performance standards. Less than acceptable performance requiring immediate review and action.

Evaluation scoring and documentation should reflect the Chancellor's self-evaluation, appropriate District data and the document used by the IVCCD Board of Directors for Chancellor Expectation Setting.

<i>District Finance</i>					
Criteria	Rating				
Provides oversight of all District expenditures and spending decisions	1	2	3	4	5
Uses District resources appropriately to achieve short- and long-term budget objectives	1	2	3	4	5
Assures balanced District funding through appropriate levels of student tuition, state aid, tax levies, grants, and other funding sources	1	2	3	4	5
Evidence of Accomplishments:					
Areas for Improvement:					

<i>Institutional Performance</i>					
Criteria	Rating				
Guides and communicates annual District objectives	1	2	3	4	5
Leads visioning of potential community and student programming needs and interests for Career & Technical Education and general education/transfer courses	1	2	3	4	5
Assures student success in quality learning experiences through Arts & Science, Career Technical, and Continuing Education programming	1	2	3	4	5
Administers District policies	1	2	3	4	5
Communicates with all constituents in the total scope of operations including the areas of planning, organizing, staffing, and training	1	2	3	4	5
Evidence of Accomplishments:					
Areas for improvement:					
<i>Leadership</i>					
Criteria	Rating				
Engages District stakeholders in shared vision of District initiatives through the District’s vision and mission statements, and strategic plan	1	2	3	4	5
Encourages innovation and ideas for District excellence through Open Pathways and other quality-related initiatives	1	2	3	4	5
Leads District economic development efforts	1	2	3	4	5
Provides oversight of public relations and news media contacts	1	2	3	4	5
Participates in higher education and community college activities and uses current literature in decision making	1	2	3	4	5
Evidence of Accomplishments:					
Areas for improvement:					

<i>Personal Characteristics</i>					
Criteria	Rating				
Is fair, flexible, and open-minded when working with others	1	2	3	4	5
Demonstrates valuing people through communicating and listening skills	1	2	3	4	5
Provides energy and fresh thinking to District initiatives	1	2	3	4	5
Exhibits integrity, humility, and ethical behavior	1	2	3	4	5
Committed to learning through professional organizations and association with other external resources	1	2	3	4	5
Evidence of Accomplishments:					
Areas for improvement:					
<i>Professional Relationships</i>					
Criteria	Rating				
Demonstrates knowledge and understanding of the culture of rural central Iowa and specifically of IVCCD	1	2	3	4	5
Develops partnerships with leaders of area business and industry, agencies, and other education institutions	1	2	3	4	5
Works directly with area, state and federal legislative bodies and agencies; and professional organizations to facilitate District objectives	1	2	3	4	5
Oversees District employee-management relations	1	2	3	4	5
Maintains quality work relationships with the governing Board and District faculty and staff	1	2	3	4	5
Evidence of Accomplishments:					
Areas for improvement:					

OVERALL RATING _____

Additional Comments: _____

Recommended initiatives for the coming year: _____

Chancellor's Signature

____/____/____
Date

Board President's Signature

____/____/____
Date