

POLICY

1. The President shall be responsible to the Board of Trustees for the organization and operation of the College and all decisions pertaining thereto.
2. The President and those individuals holding the positions listed below shall be designated as the Executive Officers of the College.

Executive Vice President
Vice President of Academic Affairs
Vice President of Planning and Administration
Vice President of Finance
Vice President of Student Affairs
Vice President of College Advancement

3. The above officers shall recommend to the President those assistants and staff members required to effectively perform the functions of their respective offices.
4. Chain of Command

In the absence of the President, the assumption of responsibility as Acting President will be in the follow sequence:

Executive Vice President
Vice President of Academic Affairs
Vice President of Planning and Administration
Vice President of Finance
Vice President of Student Affairs
Vice President of College Advancement

In those instances where a decision must be made which will impact the entire College, it is anticipated that the Acting President shall confer with the appropriate Vice President or Vice Presidents prior to making that decision.

When it is necessary for a Vice President to be absent from the campus for more than one day, the following procedure shall be followed:

- a. Appoint a member of the staff to assume responsibility for the division.
- b. Notify the Office of the President in writing.

Adopted: December 18, 1967
Revised: January 26, 1970
Revised: February 22, 1971
Revised: January 24, 1983
Revised: June 24, 1991
Revised: April 22, 1996

Revised: February 28, 2000
Revised: November 20, 2000
Revised: May 27, 2003
Revised: August 28, 2006
Revised: December 1, 2008