

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 of Finance and Administration
Vice President of Academic Affairs
Vice President of Student Affairs
Vice President of Workforce and Professional Education Programs
and Grants Administration

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

Should the President be absent from the campus for an extended period of time or be incapacitated, the assumption of responsibility as Acting President will be in the following sequence:

Executive Vice President of Finance and Administration
Vice President of Academic Affairs
Vice President of Student Affairs
Vice President of Workforce and Professional Education Programs
and Grants Administration

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 other Vice Presidents prior to making that decision.

When it is necessary for a Vice President to be absent from the campus for an extended period of time, the following procedure shall be followed:

- a. A member of the staff will be appointed to assume responsibility for the division.
- b. The Office of the President will be notified 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
Revised: July 26, 2010

Revised: March 22, 2013
Revised: November 3, 2016
Revised: November 9, 2023