

Aims Community College Policy

Board of Trustees

Delegation of Authority to the College CEO/President

The College CEO/President is accountable to the Aims Community College Board of Trustees acting as a body. The College CEO/President is charged with performing the chief executive officer duties in accordance with the established policies and directives of the Board and the State of Colorado to administer the affairs and programs of the College. The duties include, without limitation:

1. To interpret, implement, and comply with all policies, procedures, rules, regulations, laws, contracts, and other authorized directives;
2. Consult with legal counsel;
3. Hire, sever, and administer the employment relationship of all College employees in accordance with law and policy;
4. Attend all regular and special meetings of the Board, including executive sessions, unless otherwise requested by the Board;
5. Direct the formulation of and recommend to the Board of personnel policies, classification plans, and salary structures;
6. Provide and be responsible for the formulation of all reports required by the Board and by state and federal authorities;
7. Administer all instructional programs and business affairs of the College;
8. Act where no policy exists, to inform the Board of such action, and act as the professional advisor to the Board in policy formation, both where policy exists and where it does not;
9. Communicate and inform the Board concerning the activities of the College and in particular any deficiencies in the operation of the institution, as noted by the College CEO/President;
10. Make available any information or give any report requested by the Board as a whole, and act on individual Trustee requests for information if, in the opinion of the College CEO/President, they are not unduly burdensome or disruptive to College operations (information provided to any Trustee shall be available to all Trustees);
11. Provide continuing leadership and direction to the vice presidents, deans, directors, and other persons in leadership positions in the performance of their administrative duties and responsibilities. Delegate to each such person the appropriate authority for supervision and administration of the area under his/her supervision and jurisdiction while remaining specifically responsible to the Board for the execution of such delegated duties and responsibilities;
12. Provide and maintain an effective system of campus governance at all campuses;
13. Define a system of coverage in the event that the College CEO/President is unable to attend to all scheduled responsibilities; and,
14. Represent Aims and the interests of Aims in the community, the state, and the nation, as is appropriate.

Revised: **March 11, 2020**
 February 7, 2018
 September 21, 2015
 February 17, 2014
Adopted: **December 7, 2005**
Responsible Administrator: College CEO/President