



Policy Number and Title:	100.106 Management in the President's Absence		
Approval Authority:	BMCC Board of Regents	Date Effective:	12/04/2018
Responsible Office:	Administration	Responsible Office Contact:	President

1. POLICY STATEMENT/REASON FOR POLICY

It is the purpose of this College Policy to provide for continuity in the performance of the duties of the President and in the conduct of the administration of the College during the absence of the President.

2. ENTITIES AFFECTED BY THIS POLICY

All BMCC Departments.

3. WHO SHOULD READ THIS POLICY

All BMCC employees.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:
<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

- Created: On 12/04/2018 Adopted and approved by the BMCC Board of Regents.
- Next Review Date: 12/04/2021
- BMCC reserves the right to revise policies at any time.

7. THE POLICY

Management in the President's Absence

- 1) Each Department Director is responsible for those they supervise and is authorized to make day to day staffing decisions. Decisions which a Director is uncomfortable making on his/her own can be discussed with the Human Resources Director and/or any other member of the Management Committee (listed below). There are certain decisions which should only be made by the Management Committee, such as hiring, firing, or any other disciplinary action following a written reprimand.
- 2) Any issue which involves the staff from two or more departments should be addressed by the affected Department Directors. However, if the Department Directors desire a broader discussion or believe these issues are BMCC-wide, it should be referred to the Management Committee.
- 3) Issues that affect the College as whole, should be handled by the Management Committee, which is made up of all the authorized check signers, the Vice President for Business and Finance, and the Human Resources Director. If there are committee members absent, those available can make the decision, should an immediate answer be needed. The only time this will not be authorized is in the event of significant expenditures, which is defined as \$10,000 or greater. These decisions must always have the approval of the Vice President for Business and Finance or the President via email with written documentation of such approval.
- 4) If the Management Committee is unable to reach a consensus decision, the employee designated as the Interim Decision Maker will render a decision. This decision will stand until or unless overturned by the President upon the President's review of the situation.
- 5) Should the Management Committee or the Interim Decision Maker desire the input of the President, they may take action by, for example, sending the offending individual home, whether he/she be student or staff, to defuse the situation until such time as the President can be contacted. Telephone, email, and text message shall be used in the event is of high importance. The President will respond at the first available opportunity.
- 6) In the President's absence, he has authorized any available BMCC in-house check signer to sign grants and other legal documents necessary to carry out the daily business of the College. This procedure should be done with care and the documents shall be given to the Executive Assistant to the President for safe keeping and proper distribution.

Management Committee:

- 1) Vice President of Academics
- 2) Vice President of Business and Finance
- 3) Director of Development
- 4) Land Grant Director
- 5) Special Assistant to the President in Charge of Charter Schools
- 6) Human Resources Director