



Policy Number and Title:	100.108 Presidential Duties, Delegation of Authority and Presidential Succession		
Approval Authority:	Board of Regents	Date Effective:	03/12/2021
Responsible Office:	President's Office	Responsible Office Contact:	President

1. POLICY STATEMENT/REASON FOR POLICY

This policy states the duties and responsibilities of the College President, delegates authority to the College President, and provides for Presidential Succession.

2. SCOPE

This policy applies to the College President and certain designated executive officers.

3. ENTITIES AFFECTED BY THIS POLICY

All BMCC Departments.

4. WHO SHOULD READ THIS POLICY

All BMCC employees.

5. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

6. FORMS/INSTRUCTIONS

No forms are required.

7. HISTORY

-Created and approved: 03/12/2021

-Next Review Date: 03/12/2024

-BMCC reserves the right to revise policies at any time.

7. THE POLICY

100.108 PRESIDENTIAL DUTIES, DELEGATION OF AUTHORITY AND PRESIDENTIAL SUCCESSION

I. INTRODUCTION

- A. This policy replaces and rescinds Policy Number 100.106 Management in the President's Absence.
- B. Authority: The Charter of the Bay Mills Community College¹ (hereinafter "the College") authorizes the Board of Regents to establish rules and regulations to govern and operate the College and its programs. The Regents retain authority to approve, interpret, and administer policies about College governance. The Regents authorize the President of Bay Mills Community College to approve, administer, and interpret policies regarding College operations. Section 7 of the Charter authorizes the Board of Regents:
- To hire employees, including all necessary administrative and instructional personnel and other educational assistants and such officers, agents, and employees, permanent or temporary, as it may require, and to delegate to such officers and employees such powers or duties as the Board of Regents shall deem proper and to fix their compensation.*
- C. This policy states the duties and responsibilities of the College President; delegates authority to the President to effectively carry out those duties and responsibilities; and, makes provisions for the short term and long term absence(s) of the President.

II. POLICY STATEMENT

The President of the College is responsible to the Board of Regents. Within the policies and regulations of the Board and of other state and federal authorities, the President of the College, as chief executive officer, has general authority and responsibility for the College and for keeping the Board of Regents informed regarding the College in a timely and appropriate manner.

The President is expected to demonstrate those leadership skills necessary for the dynamic pursuit of the goals and objectives embodied in the mission of the College. The President is also expected to understand the higher education needs of the College's service region, work with the Board to develop proposals for meeting those needs, and

¹ Charter of the Bay Mills Community College, Established June 25, 1984, Bay Mills Indian Community, Tribal Council Ordinance Number 10.

provide leadership to foster cooperation between campus and community in fulfilling the College's teaching, research, and public service responsibilities.

The President is expected to consult appropriately with faculty, students, staff, and administrators in discharging the responsibilities of the office. The President is also expected to ensure that the policies, procedures, and actions of the Board are promptly communicated to the appropriate constituencies of the College.

III. PRESIDENTIAL DUTIES

- A. The President shall be the Chief Executive Officer of the College. The administration of the College is vested in the President. The President shall designate such other Executive Officers of the College as the President deems necessary and shall designate their duties and responsibilities.
- B. During the Presidential term, the President is the chief executive officer of the College and shall be directly responsible to the College's Board of Regents for the discharge of the responsibilities as President.
- C. The President shall perform all duties required by law, by this Agreement, per the policies and procedures promulgated and adopted by the College's Board of Regents, and which by custom and practice are performed by a Tribally Controlled Community College President including, but not limited to, the following:
 1. Represent the College as its official spokesperson with tribal, local, state, and federal governments, agencies, and lawmakers and develop collaborative relationships with the same.
 2. Manage, develop and coordinate Academic Affairs, Business and Finance, Land Grant Department, Charter School Offices, Great Lakes Composites, Development, Student Services, other departments or divisions now in existence or that may come to be and functions of the College, including, but not limited to:
 - a. Recruitment of personnel and the appointment, promotion, and dismissal of all staff members;
 - b. Administration and supervision of all personnel employed by the College, through the chain of command established by the Personnel Policies, and provision of a work environment which encourages participation and feedback from all employees regarding College operations;
 - c. Formulation and implementation of the College's budget, and provision of direction to all departments administrative staff regarding appropriate program funding sources to further the mission and goals of the College;
 - d. Develop and implement a Strategic Plan for the College to provide direction and communicate its goals to the community;

- e. Enter into articulation agreements with other institutions of higher education to enable the College's students to transfer with ease and with the maximum number of credits for courses completed at the College;
 - f. Formulate the planning and development of instructional and student services programs, fiscal management protocols, human resource management systems, technology utilization, facility maintenance and improvement, and community and government relations;
 - g. Develop funding sources to facilitate financial stability for the College and facilitate the creation of an endowment of sufficient size to support one (1) year of the College's operations.
3. Schedule quarterly meetings of the College's Board of Regents and report on all matters regarding the educational and operational interests of the College.
 4. Make such recommendations and reports as the Board may from time to time require to facilitate the Board's taking such actions as may be reasonable and necessary to carry out its duties and responsibilities under applicable law and its Charter.
 5. Carry out such other duties and responsibilities as directed by the Board of Regents.

IV. DELEGATION OF AUTHORITY

A. Responsibilities

The College President, as chief executive officer, is responsible to the Bay Mills Community College Board of Regents for the operation, organization, and administration of the College.

1. **Functional Division.** The College is organized into seven major divisions: Academic Affairs, Business and Finance, Land Grant Department, Charter School Office, Great Lakes Composites, Development, and Student Services.
2. **Delegation.** The College President delegates the administration of each of these functional units to a Vice President or Director. Each functional division is organized into related administrative divisions, departments, units, and offices.

B. Relationship to Board of Regents

An agenda of items requiring action by the Board of Regents is prepared by the College President and the Secretary of the College. Actions and recommendations of the College, instructional departments and administrative divisions (through the appropriate vice presidents/directors) which require the approval of the Board are transmitted to the Board of Regents by the College President with recommendations for appropriate action.

C. Delegation of Authority to President

- 1. Normal Business Items.** The Board of Regents has delegated to the College President the authority to approve the following normal, recurring items of business: supplies and equipment acquisition, administration of the budget and accounting of funds, financial analyses, personnel actions, grants and contracts administration, and articulation agreements. These items shall be presented to the Board of Regents as items of information only, requiring no formal action.
- 2. Fees for All College Programs and Activities.** The Board of Regents delegates to the College President, or his delegate(s), the authority to fix prices and/or fees for all programs and activities, except tuition, taking place on the campus of Bay Mills Community College. Tuition rates are determined and approved by the Board of Regents. The College President shall report to the Board of Regents, from time to time, the prices charged for such programs and activities.

D. Management In The President's Short Term Absence

1. This policy also provides for continuity in the performance of the duties of the chief executive officer/President and the conduct of the administration of the College during any short-term (less than thirty days) absence of the President.
2. Delegation of Authority
 - A. When the President intends to be absent for the short-term, he/she shall designate a Vice President or Director to exercise full authority as chief executive officer and for the administration of the College.
 - B. When the President is absent from campus for the short term and has not designated a Vice President or Director to act, full authority as chief executive officer and for the administration of the College shall be delegated to the following executive officers:
 - Vice President of Academics
 - Vice President for Business and Finance
 - Director of Development
 - Land Grant Director
 - Director of Charter Schools
 - C. The designated Vice President or Director is authorized to sign checks, grants and other legal documents necessary to carry out the daily business of the College.
 - i. The authorized designated check signers include all positions listed in paragraph IV. D(2)(B) except the Vice President for Business and Finance. Significant expenditures, defined as \$10,000 or greater, will need additional approval from the Vice President for Business and Finance. In addition, the provisions of the 200.104 Check Signature Policy must also be complied with.

- D. All actions taken by the designate(s) should be done with care and the documents shall be given to the Executive Assistant to the President for safekeeping and proper distribution.

V. PRESIDENTIAL SUCCESSION

A. Sudden Death, Disability or Resignation of the College President

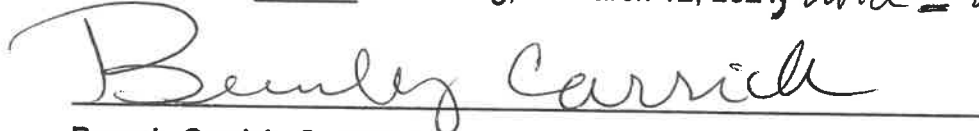
In the event of the sudden death, disability, or resignation of the College President, the Vice President of Academic Affairs shall serve as Acting President of the College until the next meeting of the Board of Regents of the College. In the event of the sudden death, disability, or resignation of both the College President and the Vice President of Academic Affairs, then the Vice President for Business and Finance shall serve as Acting President of the College until the next meeting of the Board of Regents.

1. **Power and Duties of Acting President.** The Acting President of the College, while serving as such under the provisions of the preceding paragraph, shall exercise and perform all powers and duties theretofore delegated by the Board of Regents to the College President and all other powers and duties inherent in the office of the College President.
2. **Determination of Disability Status.**
 - a. **Declaration of Disability by College President.** The College President may at any time declare to the Secretary of the Board of Regents in writing that he/she is temporarily disabled to perform the duties of College President. Upon the receipt by the Secretary of such written declaration, the College President shall be deemed to be in the status of disability until the time specified by the College President as the time at which he/she will resume the duties of College President.
 - b. **Declaration of Disability by President of Board of Regents.** If in the event of illness or personal injury of the College President, the President of the Board of Regents concludes the College President is unable to declare his/her disability or concludes that it would be inadvisable, under the circumstances of the illness or injury, to ask the College President to make such a declaration, the President of the Board of Regents may state his/her conclusion in that respect to the Secretary of such a written statement by the President of the Board of Regents, then the College President shall be deemed to be in the status of disability until the next meeting of the Board of Regents, at which time the Board shall take such action as it deems appropriate. If, in the event of the illness or personal injury of both the College President and the Vice President of Academic Affairs, the President of the Board of Regents concludes that each is unable to make a personal declaration of disability, or concluded that it would be

inadvisable, under the circumstances of the illnesses or injuries, to ask them to make such declarations, then the President of the Board of Regents may state his/her conclusion in that respect to the Secretary of the Board in writing. Upon the receipt of such a written statement by the Secretary, both the College President and the Vice President for Academic Affairs shall be deemed to be in the status of disability until the next meeting of the Board of Regents, at which time the Board shall take such action as it deems appropriate.

- 3. Action by Board of Regents.** At the first meeting of the Board of Regents following the sudden death, disability, or resignation of the College President, the Board of Regents, by resolution, shall designate a person to serve as Acting President of the College until a designated time or until further action of the Board.

We do hereby certify that the foregoing Policy 100.108 Presidential Duties, Delegation of Authority and Presidential Succession was duly presented to, and adopted by, a vote of the Bay Mills Community College Board of Regents, with 7 For, 0 Against, and 1 Abstaining, on March 12, 2021, and 1 absent,



Beverly Carrick, Secretary
Bay Mills Community College Board of Regents