

## **SECTION III**

### **ADMINISTRATION**

#### **1. PURPOSE**

The purpose of this section is to explain responsibilities for the various college operations.

#### **2. PRESIDENT**

The Board's policies shall be administered by and through the President. All policies of the Board shall be administered uniformly in all components within the domain of the College, unless otherwise specifically exempted by the Board for reasons it deems justifiable.

The President shall have the power to act in the absence of policy guidelines in order to carry out day to day operational requirements. Such action shall be guided by the best interest of the College and shall be subject to review by the Board at its next meeting following the date of said action.

Action taken outside the Board policy guidelines shall be reported to the Board. The report shall include the description of the circumstances requiring action, type of action taken, date of action, parties involved, and justification for action chosen. The report shall include, where appropriate, a proposed policy relating to the action in question for Board review and consideration.

#### **1. PERSONNEL DIRECTOR**

The Director of Personnel's responsibility include the assignments listed in this subsection:

- i Advise the Board on all staff personnel requirements and all personnel administration programs;
- ii Establish and maintain records of all personnel within COM-FSM;
- iii Maintain a college-wide position classification system, compensation plan and employee benefits program;
- iv Review personnel matters to ensure compliance with all Board policies and for operational effectiveness; and
- v Carry out such other personnel administrative activities as are necessary to assure a college-wide and merit-based personnel program.

#### **2. OTHER ADMINISTRATORS**

Each component within COM-FSM shall be administered by an official.

Each administrator shall abide by the 'Equal Opportunity' and nondiscrimination guidelines adopted by the Board and comply with the guidelines as found in Public Law No.7-79.