

Baltimore City Community College



*Changing Lives...Building Communities*

Revised on September 27, 2010

Title of Proposed Procedures: KEY ADMINISTRATORS TRANSITION REVIEW PROCEDURES

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Procedures (check one): New  Revised

Applies to (check all that apply):

Faculty  Staff  Students

Division/Department:  College

**Topic/Issue:**

Periodically, when key administrator transition to another position or leave the College, there is a need for a formal accounting of all activities under their responsibility. Key administrators are responsible for administering the day-to-day activities within their assigned cost centers. This responsibility involves making decisions that affect the processes for the delivery of goods and services of the College and as such, requires an accounting, or review when the relationship between the administrator and the College changes or is severed. Reviews will provide a basis for closure of the exiting administrator's responsibilities. For Key Administrators who are leaving the College. The College will hold final leave payout until the Key Administrator transition review is complete.

**Background to Issue/Rationale for Procedure:**

The purpose of this procedure is to:

- Ensure accountability, continuity, and responsibility due to staffing changes of key administrators at the College.
- Prevent or detect activities that compromise the integrity of the College's system and processes.

**State/Federal Regulatory Requirements (cite if applicable):**

**(For procedures, cite appropriate approved College Policy addressed)**

§16-506 (a) of the Education Article, Annotate Code of Maryland  
Key Administrator Transition Review Policy

**Proposed Procedural Language:**

Key administrators include members of the President's Staff and other administrators as determined by the College's President, or President's staff member. President's Staff will be notified by the Human Resources Office on a key administrator leaving the College. Key administrators that leave their current position will have all activities of their responsibility reviewed during an internal review. The review will include, but not limited to:

- Mission, goals and responsibilities of the key administrators
- Outstanding Plans, Projects and Initiatives (PPI's)
- Outstanding financial obligations: Purchase Orders (PO's), Requisitions for Proposals (RFPs), etc.
- Internal Outstanding Agreements (with other division/departments within the College)
- External Outstanding Agreements (with vendors, clients, etc.)
- Budget review and analysis
- Activities in-progress or scheduled after the termination date:
  - Student and employee activities.
  - Disciplinary actions and grievance procedures.
  - Hotline investigations.
  - Staff development & training opportunities.
  - Verification and return ( if leaving the College) of all college property,
    - Office Keys
    - Laptop
    - Cell phone
    - College and State IDs
    - Credit Card.

The scope of the review may be adjusted to the responsibilities of the key administrator. Human resources will supply a template and a copy of the employee's last performance evaluation / list of employee goals. The review will be performed by the supervisor. The supervisor will augment the template with position specific questions on current tasks and projects. The supervisor will also include questions related to employee's progress on goals. The written report will be submitted to Director-Human Resources and Vice President of the division, a copy of the report will be placed in the employee's HR file.

**Proposed Implementation Date:** Upon Board Approval

**Proposed by:** Tony Warner, Executive Director of Human Resources  
Vice President/Senior Staff Member

**Approved by the Board of Trustees:** February 24, 2009

**Originator/Division:** Human Resources/Office of the President