

Baltimore City Community College



Changing Lives...Building Communities

Policy No: 1010

Title of Policy: KEY ADMINISTRATORS TRANSITION REVIEW POLICY

Applies to (check all that apply):

Faculty _____ Staff X Students _____

Division/Department _____ College _____

Topic/Issue:

Periodically, when key administrators transition to another position, 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.

Background to Issue/Rationale for Policy:

The purpose of this policy is to:

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

State/Federal Regulatory Requirements (cite if applicable):

§16-506 (a) of the Education Article, Annotated Code of Maryland

Policy Language:

It is the policy of Baltimore City Community College to perform reviews of areas of responsibility for key administrators that transition to another position or leave the College before leave payout is disbursed. Key administrators moving to another position within the College must have the review performed before transitioning to the new position in order for the move to be considered for approval. The reviews are required to ensure appropriate accountability and responsibility for the College's assets and activities. Finally, reviews are required

to preserve and protect the integrity of the College's internal processes and systems.

Proposed Implementation Date: Upon Board Approval

Approved by the Board of Trustees: February 24, 2009

Originator/Division: Office of the President