

I. Purpose

This policy is intended to define the appropriate hiring authority for personnel and professional service providers utilized by the college and to clearly delineate those which are under the Board's responsibility and those under the responsibility and authority of the president and administration.

II. Scope

This policy applies to employees, contractors, or consultants hired by the Board.

III. General

A. The Board of Trustees shall select, hire, negotiate terms and scope of service, and directly receive the reports and information from the following, whether hired as employees, contractors, or consultants:

- 1) President
- 2) Board Executive Assistant and Liaison
- 3) Legal Counsel, regular, or special counsel
- 4) External Auditor
- 5) Internal Auditor
- 6) Special consultants retained on a project basis.

B. The President shall have the authority and responsibility to hire or retain all others employees, contractors, and service providers within the Board established policy parameters.

C. The Chief Financial Officer (CFO) shall be confirmed by the Board and have the responsibility to report directly to the Board and/or the Audit Committee, as well as to the external auditors, any suspected financial irregularities, or other matters which present a significant financial jeopardy to the college. Such matters should simultaneously be reported by the CFO to the President. Suspected criminal matters must, of course, be reported to the State and appropriate law enforcement agencies for investigation. Involuntary separation of the CFO must be approved by the Board.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Board of Trustees or their designee.