

***The President shall be delegated the right to exercise the customary functions of hiring, promoting, transferring, disciplining and terminating employees of the college with ratification of those actions by the Board (ARS 15-1445).***

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Employment of College Personnel

The President has the final approval in regard to:

1. Hiring of new employees under the condition that final employment approval is based upon ratification by the Board at the next regularly scheduled meeting of the Board.
2. Reassigning employees from one position to another position with the same or comparable job classifications.
3. Promoting employees within the college.
4. Directing the work force and determining its composition, organization, and structure.
5. Determining the extent and schedule of workforce operations and establishing reasonable job standards.
6. Maintaining the orderly conduct of the work force.
7. Notifying all employees that they are responsible to the Board through the college President.

*Date of Adoption: Adoption of Manual: July 2008*

*References: ARS 15-1427  
ARS 15-1821.01*

***The President shall be delegated the right to exercise the customary functions of hiring, promoting, transferring, disciplining and terminating employees of the college with ratification of those actions by the Board (ARS 15-1445).***

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Fiscal Year 2021 Organizational Structure

**Office of the President**

**Campus Leadership**

*Bullhead City Campus*

*Lake Havasu Campus*

*Neal Campus Kingman*

*North Mohave Campus*

**College Advancement**

*Advancement*

**Employee Services**

*Human Resources*

*Payroll*

**Facilities Management**

*Maintenance, Custodial, Grounds & Warehouse*

**Financial Services**

*Business Services*

*Student Accounts*

**Information Technology**

*Information Technology*

*Technology Support*

**Executive Vice President**

*Institutional Research*

*Instruction*

*Student Services*

**Instruction**

*Accreditation*

*Career and Technical Education (CTE)*

*Curriculum and Assessment*

*Distance Education and CELT*

*General Education*

*Health Professions*

**Student Services**

*Customer Service*

*Enrollment Management and Registrar*

*Marketing and Public Information*

**5.025-A**

**Employment of College Personnel  
Composition, Organization and Structure**

**5.025-A**

*Recruitment*

*Student Success and Retention*

*Date of Adoption:*      *Latest Revision: July 1, 2020*

*References:*            *ARS 15-1427*  
                                 *ARS 15-1821.01*