



## Blue Mountain Community College *Administrative Procedures*

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**Procedure Title:** College Organization  
**Procedure Number:** 06-2005-0006  
**Board Policy Reference:** IV.A. General Executive Direction

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**Accountable Administrator:** President  
**Position responsible for updating:** President  
**Original Date:** 12-21-05  
**Date Approved by Cabinet:** 04-03-07  
**Authorized Signature:** *Signed original on file*  
**Dated:** 04-03-07  
**Date Posted on Web:** 03-07-22  
**Revised:** 8/19  
**Reviewed:** 01-22

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### **Purpose/Principle/Definitions:**

The President will establish a clear understanding of working relationships in the College with all personnel.

The College will publish an official organization chart with lines of authority representing direction of authority and responsibility.

The President may reorganize lines of authority and revise the organizational chart. The President will keep the administrative structure current with the needs for supervision and accountability within the College.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority should not restrict the cooperative working relationship of all staff members in developing the best possible College programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the College.

### **Legal References:**

[ORS 341.290](#) (1) (2)      OAR 715-011-0010      OAR 715-011-0065  
[OAR 589-008](#)-000 (1)(k)      OAR 715-011-0060

Connick v. Meyers, 461 U.S. 138 (1983)