



**Policy Number 1.2**

**Chapter: Governance**

**Title: Organization of AHEC Administration**

**Division/Department: Administration**

**Policy Administrator: Chief Administrative Officer**

**Adoption Date: May 17, 2023**

**Revision Dates:**

**1. PURPOSE**

The Board of Directors of the Auraria Higher Education Center (“Auraria Board”) is empowered by Colorado Revised Statutes (C.R.S.) § 23-70-105(1)(f) to employ necessary staff to perform the functions and carry out the duties of the Board, including a “chief executive officer” who shall report directly to the Board. In order to carry out its statutory mission, functions and duties, provide for the efficient organization and direction of AHEC, and set expectations for the overall management of the institution, the Auraria Board adopts this policy creating the administrative framework for AHEC. Specifically, this policy governs the appointment of the Chief Executive Officer and other Officers and further establishes the various divisions and departments necessary for the operation of the Auraria Higher Education Center.

**2. DEFINITIONS**

- 2.1. Auraria Higher Education Center or “AHEC”: The multi-institutional higher education complex established in Title 23, Article 70, of the Colorado Revised Statutes and located in the City and County of Denver.
- 2.2. Board of Directors of the Auraria Higher Education Center or the “Auraria Board”: The Board of Directors created in Colorado Revised Statutes (C.R.S.) § 23-70-102 that oversees the Auraria Higher Education Center and has the powers and duties assigned to it by the Colorado General Assembly as set forth in Title 23, Article 70, C.R.S.
- 2.3. Chief Executive Officer or “CEO”: the Chief Executive Officer of Auraria Higher Education Center (AHEC) appointed by the Auraria Board pursuant to C.R.S. § 23-70-105(1)(f).

- 2.4. Hiring Authority: The individual in an AHEC division or department having the authority to make hiring decisions. For state classified positions, this would be the delegated appointing authority. The Hiring Authority for staff positions is comparable to an appointing authority for classified positions and is typically a division or department head.
- 2.5. Officer: A senior leadership employee of AHEC appointed by the CEO to fulfill the responsibilities set out in the position description. An Officer is the Hiring Authority for employees within the division and departments organized under their position and has the responsibility to oversee and direct the operations carried out by such division and departments.

### **3. POLICY**

#### **3.1. Board to Select and Hire CEO**

- 3.1.1. The CEO is the most senior executive employee of AHEC and is generally responsible for all AHEC operations. The CEO is selected by the Auraria Board, which has the sole and exclusive authority to direct and evaluate the CEO's job performance and to discipline or terminate the CEO. The CEO is directly responsible and accountable to the Auraria Board for the timely and professional performance of all of the CEO's job functions and responsibilities including, but not limited to, implementing and following Auraria Board statutes, policies and directives, developing and implementing operating policies, maintaining a balanced budget, and ensuring that the day-to-day operations of AHEC are administered in an efficient and effective manner. The CEO is an at-will employee under an employment contract made pursuant to C.R.S. § 24-19-104.
- 3.1.2. The Board may utilize any reasonable methods of recruitment and selection of the CEO, including, without limitation, the use of outside search firms.

#### **3.2. General Powers of the CEO: The CEO is empowered to:**

- 3.2.1. Select and employ such officers and direct reports as the CEO deems necessary and appropriate, and act as the Hiring Authority for all such positions.
- 3.2.2. Appoint a senior leadership team, including, without limitation, a chief for each division in AHEC's organizational structure, and such other employees as the CEO may choose to report directly to the CEO.
- 3.2.3. Exercise general, executive-level oversight of all AHEC operations, direct its programs and activities, provide for the safety and security of the campus, make decisions regarding the employment of all AHEC

employees, and implement the decisions, policies and determinations made by the Auraria Board.

3.3. Duties of the CEO:

3.3.1. The CEO is responsible for the efficient operations of the shared Auraria Campus and is further responsible for administering the mission of AHEC to provide for the land, physical plant and facilities necessary to accommodate and house AHEC's Constituent Institutions (Community College of Denver, University of Colorado Denver, and Metropolitan State University Denver).

3.3.2. The CEO is further responsible to:

- In conjunction with the Auraria Board, develop and implement a clear strategic vision and supporting business plans to implement that vision for the Auraria campus.
- Provide leadership and direction for the support and service functions of a complex shared college and university campus.
- Develop effective relationships with the state legislature, Colorado Commission on Higher Education, City and County of Denver, surrounding neighborhoods, and/or other related entities.
- Manage relationships and develop opportunities with downtown Denver stakeholders to support the overall goals of AHEC.
- Represent and advocate for AHEC on matters that impact the campus community and environment.
- Administer AHEC functions, including, but not limited to, the management of real estate, which includes negotiating the purchase, sale and lease of real estate; physical plant maintenance and capital construction; student and auxiliary enterprise services; campus police and security; parking services; special event and classroom services; financial management; administrative support; legislative and community relations; and development and execution of a comprehensive master plan.
- Identify and cultivate opportunities to generate revenue for AHEC from its facilities and other assets.
- Advise and inform the Auraria Board regarding its statutory, policymaking, fiduciary and other responsibilities.

- Attend meetings of the Auraria Board and serve as Secretary to the Auraria Board.
- Manage and control AHEC's fiscal and capital assets consistent with Auraria Board bylaws, policies and directives, and state and federal laws.
- Develop the annual AHEC budget and submit operating and capital expenditure budgets to the Auraria Board for its review and approval; provide the Auraria Board periodic financial reports, including whether budget priorities and expenditures are consistent with meeting the goals of the AHEC physical master plan.
- Develop policies and procedures that promote safety, efficiency, best management practices, and effective communications with constituent groups.
- Be responsible for the hiring, supervision, training, evaluation and discipline of all AHEC employees. These responsibilities may be delegated by the CEO to AHEC division leaders and other supervisors where appropriate.
- Perform such other and further duties and responsibilities as are customarily performed by the chief executive officer of a public entity and as may be required by the Auraria Board and applicable law to effect and advance AHEC's role and mission.

#### 3.4. Divisions and departments

The administration of AHEC shall be organized into divisions and departments as determined by the CEO. A division is headed by an Officer or other position as determined by the CEO, and who reports to the CEO. The divisions and departments may include, but are not limited to:

3.4.1. The Division of Administration, headed by the Chief Administrative Officer, and comprised of the following:

- Auraria Early Learning Center
- Human Resources Department
- Legal Department

3.4.2. The Division of Activation, headed by the Chief of Activation, and comprised of the following:

- Auxiliary Services Department
- Kenneth King Academic and Performing Arts Center

- Marketing and Campus Relations Department
- Special Events Department

3.4.3. The Division of Finance, headed by the Chief Financial Officer, and comprised of the following:

- Academic Support Services Department
- Budget Office
- Controller's Office
- Distribution Services Department
- Information Technology Department
- Parking and Transportation Department
- Procurement Department

3.4.4. The Division of Operations, headed by the Chief Operations Officer, and comprised of the following:

- Custodial Department
- Facilities Department
- Project Management Department

3.4.5. The Division of Campus Planning and Sustainability, headed by the Deputy Chief of Campus Planning and Sustainability.

3.4.6. The Division of Police and Safety, headed by the Chief of Police, and comprised of the following:

- Auraria Campus Police Department
- Office of Emergency Management

#### **4. APPROVAL AND ADOPTION**

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: May 17, 2023

Approved by: */s/ Tracy Huggins*  
Chair of the Auraria Board