



## **Policy Number 3.1**

**Chapter: Administration**

**Title: Division of Administration Mission and Structure**

**Division/Department: Administration**

**Policy Administrator: Chief Administrative Officer**

**Adoption Date: May 17, 2023**

**Revision Dates:**

### **1. PURPOSE**

The Auraria Higher Education Center administration is divided into divisions and departments. Each division has a mission statement and organization chart in order to guide and efficiently manage its operations. This policy will define the Division of Administration and identify its departments and key areas of responsibility.

### **2. DEFINITIONS**

This Policy does not require the definition of any specific terms.

### **3. POLICY**

- 3.1. Within the AHEC administration, there is a Division of Administration headed by the Chief Administrative Officer, who reports to the Chief Executive Officer and whose responsibilities are to direct and manage the operations of the division, appoint department heads and other employees within the division, be accountable for activities of the division, serve as the supervisor over such departments, and other duties as assigned. The Chief Administrative Officer also provides oversight for the Auraria Campus Police Department (ACPD) in addition to the departments within the Division.
- 3.2. The mission of the Division of Administration is to provide exceptional care and education for children enrolled at the Auraria Early Learning Center, human resources administration for all AHEC employees, and overall legal guidance to AHEC and the AHEC Board of Directors.
- 3.3. The Division of Administration consists of the following:

- 3.3.1. Auraria Early Learning Center: offers pre-kindergarten education on the Auraria Campus to children aged 12 months to five years.
- 3.3.2. Human Resources Department: oversees all employment programs at AHEC.
- 3.3.3. Legal Department: provides legal services to AHEC and the AHEC Board of Directors.

**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