

1/7/09 BM



BOARD OF TRUSTEES  
Mary L. Hornbuck  
Walter G. Howt  
Jim Morel  
Jerry Patters  
Lorraine Prinsky, Ph.D.  
Student Trustee  
  
CHANCELLOR  
Kenneth D. Yglesias, Ed.D.

December 3, 2008

Board of Trustees  
Coast Community College District  
1370 Adams Avenue  
Costa Mesa, CA 92626

Dear ...

Attached (attachment A) is a new proposed Board policy in response to the Accrediting Commissions recommendation #7 for Coastline College. On June 4-6, 2008 the Accrediting Commission took action to accept Coastline's progress report with the requirement that the college complete a follow-up Report by March 1, 2009 addressing the commissions concerns. Included in the letter, dated June 30, 2008, from the Accrediting Commission was the following recommendation (#7) including the commissions concern.

Accreditation Commission Recommendation #7:

*The team recommends that the Board adopt a formal written process for the selection of the chancellor, vice chancellors and College presidents. In addition, the Board should develop a policy that clearly delineates the authority from the chancellor to the College presidents for the effective operation of the Colleges (IV.B.1.J, IV.B.3, and IV.B.3.A)*

Education Code 70902(d) stipulates that the governing board of a college district may delegate power to the chief executive officer. In this case, the Chancellor of the Coast Community College District.

The Chancellor's position as the delegated Chief Executive Officer is addressed in a number of current Board policies. However, the primary reference is Board Policy 020-1-2, Duties of the Chancellor (adopted 01-03-85).

*The Chancellor of the Coast Community College District is appointed to assist the Board of Trustees in policy making for the District and shall have the authority for and be fully accountable to the Board of Trustees for the ordering, administrating, and supervising of all District activities.*

*The Chancellor shall serve as the Board's chief policy making assistant, chief executive officer, and as the District's chief administrator.*

The Community College League of California (CCLC) distributes a series of guidelines or policies of "good practice" to assist governing boards in their effort to create appropriate Board Policies. BP-2430 addresses the "delegation of authority to the (CEO) chief executive officer." A portion of this possible policy format was used as a model for paragraph two of the attached recommended board policy.

The attached document used the first sentence of the current Chancellor's job description and added a second paragraph derived from BP-2430 which says:

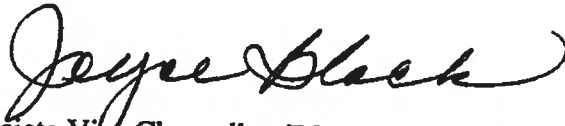
*The (CEO) may delegate any powers and duties entrusted by him or her by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties. The Presidents are expected to perform the duties contained in the job description and fulfill other responsibilities as may be determined through the evaluation process.*

This proposed new Board policy has begun the vetting process through the Chancellor's Cabinet, the participatory governance group, as specified in the Education Code and Title V, that meets one to two times a month. On October 6, 2008 and again on December 1, 2008, members were given a copy of the recommended Board policy for review and comment. All comments must be submitted prior to the next Chancellor's Cabinet

meeting on January 12, 2009. Attachment B is a list of the member's of the Chancellor's Cabinet and their district representation.

Time is fairly critical on this matter. In order to meet the Accrediting Commissions timeline for the Report due on March 1, 2009, the Board policy must be ready for the white pages by February 4, 2009 and Board of Trustees action on February 18, 2009.

Sincerely,  
Joyce Black



Interim Associate Vice Chancellor, Educational Services  
Coast Community College District

cc: Ken Yglesias, Chancellor

C.M. Brahmhatt, Vice Chancellor of Administrative Services

Joseph Quarles, Vice Chancellor of Human Resources

Wes Bryan, President, Golden West College

Ding-Jo Currie, President, Coastline College

Bob Dees, President, Orange Coast College

Christian Teeter, Manager of Board Operations/Assistant to the Chancellor

Attachments:

**ATTACHMENT A:**

**INTRODUCTION**  
(Board of Trustees)

010-2-6.1  
Approved Date

**Delineation of Authority to District Chancellor and College Presidents**

The Chancellor of the Coast Community College District is appointed to assist the Board of Trustees in policymaking for the District and shall have the authority for and be fully accountable to the Board of Trustees for ordering, administering, and supervising of all District activities.

The Chancellor may delegate any powers and/or duties to the College Presidents including the administration of the colleges and/or centers. The Chancellor, however, will continue to be specifically responsible to the Board for the execution of such delegated powers and duties. (The Presidents are expected to perform the duties contained in the job description and fulfill other responsibilities as may be determined through the evaluation process.

1/7/09 BA

**ATTACHMENT A:**

**INTRODUCTION**  
(Board of Trustees)

010-2-6.1  
Approved Date

**Delineation of Authority to District Chancellor and College Presidents**

The Chancellor of the Coast Community College District is appointed to assist the Board of Trustees in policymaking for the District and shall have the authority for and be fully accountable to the Board of Trustees for ordering, administering, and supervising of all District activities.

①  
②  
The Chancellor may delegate any powers and/or duties to the College Presidents including the administration of the colleges and/or centers. The Chancellor, however, will continue to be specifically responsible to the Board for the execution of such delegated powers and duties. (The Presidents are expected to perform the duties contained in the job description and fulfill other responsibilities as may be determined through the evaluation process.

1/21/09

**Agenda Item**

**Adoption of Policy 010-2-6.1, "Delineation of Authority to District Chancellor and College Presidents"**

Meeting: 01/21/2009 Regular Meeting  
Category: 4.08 Policy Implementation  
Agenda Type: Action  
Public Access: Yes

**Agenda Item Content**

**1. Adoption of Policy 010-2-6.1, "Delineation of Authority to District Chancellor and College Presidents"**

At the January 7, 2009 Board Meeting, Trustees had the opportunity to review and discuss a proposed policy, "Delineation of Authority to District Chancellor and College Presidents. On January 15, 2009, the Board of Trustees' Accreditation Committee also reviewed the policy proposal.

It is recommended by the Accreditation Committee that the Board adopt Policy 010-2-6.1, "Delineation of Authority to District Chancellor and College Presidents."

**INTRODUCTION**

010-2-6.1

(Board of Trustees)

Approved XX/XX/XXXX

**Delineation of Authority to District Chancellor and College Presidents**

The Chancellor of the Coast Community College District is appointed to assist the Board of Trustees in policymaking for the District and shall have the authority for and be fully accountable to the Board of Trustees for ordering, administering and supervising of all District activities.

The Chancellor may delegate any powers and/or duties to the College Presidents including the administration of the colleges and/or centers. The Chancellor, however, will continue to be specifically responsible to the Board for the execution of such delegated powers and duties. The Presidents are expected to perform the duties contained in the job description, fulfill responsibilities as may be determined through annual goal setting or the evaluation process, and other duties as required by the daily operation of the colleges.

**Additional Administrative Content**

Created on Today at 11:54 AM by Chris LaFollette. Last updated on 01/16/2009 by Chris LaFollette.

1/21/09

#### 4.06 General Items of Business – District

##### 1. Approval of Material Fees

It was moved by Mr. Howald and seconded by Dr. Prinsky to approve the Materials Fees listed in the January 21, 2009 Agenda.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

##### 2. Approval to Process Voluntary FY 2009 Special Budget Advocacy Assessment from the Community College League of California

It was moved by Mr. Howald and seconded by Mr. Patterson that approval be given to process a voluntary FY 2009 special budget advocacy assessment from the CCLC.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** \$8,800.00 from District general funds

#### 4.07 Resolutions

##### 1. Adoption of Resolution #10 to Approve Nonresident Tuition Fee, 2009/2010

It was moved by Mr. Patterson and seconded by Mr. Howald to adopt Resolution #10, to Approve Nonresident Tuition Fee, 2009/2010, as presented in the January 21, 2009 Agenda.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** \$9.00 per unit increased revenue.

#### 4.08 Policy Implementation

##### 1. Adoption of Policy 010-2-6.1, "Delineation of Authority to District Chancellor and College Presidents"

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to adopt Policy #010-2-6.1, "Delineation of Authority to District Chancellor and College President," as presented in the January 21, 2009 Agenda.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Dr. Prinsky, and President Moreno; Nay – Mr. Patterson

#### 5. PUBLIC COMMENT

Jack Price, Chief Negotiator and Grievance Officer, CCA/CTA-NEA, discussed parity pay.  
Lynne Riddle, OCC Student, addressed the Board regarding the OCC Student Health Center

**INTRODUCTION**  
(Board of Trustees)

010-2-6.1  
Approved 01/21/09

**DELINEATION OF AUTHORITY TO DISTRICT CHANCELLOR  
AND COLLEGE PRESIDENTS**

The Chancellor of the Coast Community College District is appointed to assist the Board of Trustees in policymaking for the District and shall have the authority for and be fully accountable to the Board of Trustees for ordering, administering and supervising of all District activities.

The Chancellor may delegate any powers and/or duties to the College Presidents including the administration of the colleges and/or centers. The Chancellor, however, will continue to be specifically responsible to the Board for the execution of such delegated powers and duties. The Presidents are expected to perform the duties contained in the job description, fulfill responsibilities as may be determined through annual goal setting or the evaluation process, and other duties as required by the daily operation of the colleges.

Education Code 70902  
Accreditation Standard IV.B.1.j.IV.B.3.e.