

Coast Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2430 Delegation of Authority to CEO

References:

Education Code Sections 70902(d) and 72400
Accreditation Standard IV.B.1.j., IV.B.2

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend a Board policy if one is desired.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Chancellor.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be provided to all trustees.

The Chancellor shall act as the professional advisor to the Board in policy formation.

The Board delegates authority to the Chancellor to appoint an acting chancellor to serve in his or her absence for periods of time, not to exceed 30 calendar days at a time.

The Board shall appoint an Acting Chancellor for periods exceeding 30 calendar days when the Chancellor is incapacitated or unable to perform his or her duties. In case of death, resignation or retirement of the Chancellor, the Board may appoint an interim Chancellor for up to one year.

The Chancellor shall be expected to diligently work to achieve the goals and objectives as determined by the Board in his/her performance evaluation.

The Chancellor may reasonably 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 goal setting or the evaluation process, and other duties as required by the daily operation of the colleges.

DUTIES OF THE CHANCELLOR

The Chancellor shall establish and maintain an effective and efficient District organization. In this respect the Chancellor shall assure that the following tasks occur:

- a. Annually plan a detailed District budget and recommend it to the Board.
- b. Assure the selection of capable, diverse and qualified persons for District positions. Recommend persons and their proposed rate of remuneration to the Board for employment.
- c. Plan and recommend for Board approval a program of educational opportunities to meet the needs of District students in a manner consistent with the Board's philosophy of education for the District.
- d. Maintain District expenditures within the amounts allocated in the approved budget.
- e. Assure continuing excellence in instruction, in support services, and in administrative services through a procedure which documents the results of both periodic and random evaluations.
- f. Recommend salary schedules for both certificated and non-certificated District employees.
- g. Anticipate District needs for revision of educational programs and services and for campus development, and for related long-term capital expenditures. Plan and recommend to the Board District actions which will result in timely fulfillment of these needs.
- h. Organize and direct an educational research program for the District for the purpose of improving the District's educational program and establishing administrative standards of ethical conduct and effectiveness.
- i. Deliver an annual "State of the District" address to the Board and public.
- j. Assure proper District approval of all purchase orders for items or materials not itemized in the annual budget, and approve purchase requisitions concerned primarily with administration.
- k. Interpret the District's programs to the citizens of the District and assure that the District maintains an adequate community relations program.
- l. Lend influence toward the development of constructive and progressive educational policies at local, state, and national levels.
- m. Maintain membership in and take part in the activities of professional and

community organizations and associations that will enhance the operation of the District or the Office of the Chancellor.

- n. Maintain office hours.
- p. Ensure that all relevant laws and regulations are complied with, and that required reports are submitted in a timely fashion.
- q. Attend all meetings of the Board unless otherwise approved by the Board.
- r. Ensure compliance with District fiduciary responsibilities and maintain fiscal solvency.
- s. Provide vision and leadership for the District's overall operations and master planning.

Adopted January 21, 2009

Renumbered from CCCD Policy 010-2-6.1, Fall 2010

Revised December 2, 2013