

DELEGATION OF AUTHORITY TO THE CHANCELLOR

The Board delegates executive responsibility and authority to the Chancellor to implement, reasonably interpret, and administer Board policies adopted by the Board and executing all decisions of the Board requiring administrative action. The Board gives the Chancellor full authority to conduct the business of the District and educational programs without interference to ensure the effective operations and fulfillment of the institutional mission.

The Chancellor may delegate any powers and duties entrusted to them by the Board including the administration of colleges and campuses but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor shall act as the professional adviser to the Board in policy formation. In situations where there is no Board policy or 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 written Board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal setting or evaluation sessions. The job description and goals and objectives 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.

In accordance with the provisions of the California Education Code, Board policy, and accreditation standards, the Chancellor is delegated authority as the District's chief executive officer. The Board specifically authorizes the Chancellor to perform the following functions, including but not limited to:

1. Hire academic and classified employees for the District, subject to ratification by the Board.
2. Sign applications and delegate responsibility for BP 6150 – *Designation of Authorized Signatures* for funds and contracts (under \$220,000) for the District,

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subject to ratification by the Board. In emergency situations, the Chancellor, Vice Chancellor of Business Services, or Chancellor's designee, may sign contracts over \$220,000, subject to ratification. The \$220,000 threshold will be increased upon amendments to California Public Contract Code Section 22000 for public works contracts subject to the California Uniform Public Construction Cost Accounting Act (CUPCAA).

3. Accept employee resignations on the District's behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing or electronically by the Chancellor, or designee. If the resignation does not specify an effective date, the Chancellor, or designee shall fix an effective date for the resignation, which shall be within 60 days. When accepted by the Chancellor, or designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification at the next regular meeting.
4. Participate in legislative actions or retain consultants to engage in legislative actions on behalf of the District. Legislative actions include, but are not limited to, supporting or opposing legislative matters; and drafting, introducing, considering, or testifying on legislative matters.
5. Develop and implement the District's Educational Master Plan, Strategic Plan, Facilities Master Plan, and Technology Master Plan, consistent with the mission of the institution.
6. Oversee and maintain the long-term financial stability of the District, including development and administration of the District budget consistent with Board priorities.
7. Develop and implement administrative regulations necessary to carry out Board policy and ensure efficient operation of the District.
8. Ensure the District's compliance with accreditation standards and requirements, including oversight of institutional self-evaluation, reporting, and continuous improvement processes.

References:

ACCJC Accreditation Standard 4.5

California Education Code Sections 70902(d), 72400, 81641, 81655, 87032, 87730, 88201, and 87484

California Public Contract Code, Sections 20650 et seq. and 22032

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