

## DELEGATION OF AUTHORITY TO THE CHANCELLOR

The Chancellor is the Chief Executive Officer of the District and supervises the college presidents, vice chancellors, and the staff and operation of District Services. The Chancellor is responsible for implementing the District Education Master and Strategic Plan, Facilities Master Plan, Technology Strategic Master Plan, and Board Policies; establishing Administrative Regulations; providing primary leadership in setting and communicating expectations of educational excellence and integrity throughout the District; and ensuring support for the effective operation of the colleges.

The Chancellor acts as the liaison between the colleges and the Board of Trustees, and provides for the fair distribution of resources, control of expenditures, strategic institutional development, district-wide strategic planning, accreditation, and the long-term financial stability of the District and the colleges. The Chancellor shall make available any information or give any report requested by the Board of Trustees 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 Board of Trustees has the ultimate responsibility for establishing policies to ensure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution.

The Board of Trustees delegates full responsibility and authority to the Chancellor to implement, interpret, and administer Board policies and conduct the business of the District and educational programs without interference, and holds the Chancellor accountable for the operation of the District. The Chancellor shall act as the professional adviser to the Board of Trustees 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 of Trustees. It is the duty of the Chancellor to inform the Board of Trustees of such action and to recommend a written Board policy if one is required.

The Chancellor is responsible for hiring and evaluating the college presidents and vice chancellors. The Chancellor delegates full responsibility and authority to the presidents to administer the colleges without interference and holds the presidents accountable for the operation of the colleges as outlined in Administrative Regulation 2437 – *Delegation of Authority to the College President*.

In accordance with the provisions of the California Education Code, the Board of Trustees specifically authorizes the Chancellor to perform the following functions:

1. Hire academic and classified employees for the District, subject to ratification by the Board of Trustees.

2. Authorize and direct employees of the District to incur travel expenses, including but not limited to mileage to conduct District business, including conference travel, within the limits and budget requirements.
3. Sign applications and delegate responsibility for BP 6150 – *Designation of Authorized Signatures* for funds and contracts (under \$200,000) for the District, subject to ratification by the Board of Trustees. In emergency situations, the Chancellor, Vice Chancellor of Business Services, or Chancellor’s designee, may sign contracts over \$200,000, subject to ratification. The \$200,000 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 (CUPCCAA).
4. Accept employee resignations on its behalf at any time. Resignations shall be deemed accepted by the Board of Trustees 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.
5. Establish and maintain the District’s purchasing procedures, according to Public Contract Code and other legal requirements.
6. 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.

*Reference:*

*ACCJC Accreditation Standard 4.5*

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

*California Public Contract Code, Section 20650 et. seq.*