

9.03 BP 7110 Review and Update

BP 7110 was cited in both the ACCJC Peer Review Visiting Team reports and in the Grand Jury report. This policy **incorrectly** places the delegation of authority for appointment of management employees and non-academic temporary substitute and short-term employees under the Board. This is contrary to ACCJC Standard and **District Requirement 9: In order to meet the Standard, the team recommends the Board delegate full responsibility and authority to the Chancellor to implement and administer board policies without Board interference. (IV.C.12).**

In addition BP 2430 [9.1] delegates authority to the Chancellor, BP7110 [9.2] conflicts with that BP2430 because it states, "The Board of Trustees will approve the appointment of management employees. The Board will approve the appointment of non-academic temporary substitute and short-term employees who are paid for less than 75 percent of the fiscal year (except for professional experts, apprentices, and student workers). "The report goes on to state, "Although these policies exist, the interpretation on what they mean differs among board members and they should be discussed, reviewed and revised as appropriate."

This BP is legally required and PCCD BP 7110 (2012) has not been updated since the CCLC template (2015)

On the following pages are copies of the CCLC template which is very clear with no exceptions to that delegation authority. As well as copies from San Diego Community College District, West Hills, College of the Canyons, Rio Hondo College, College of the Desert, North Orange CCCD, and Sierra College. No such limitations or exceptions are present.

Peralta Community College District
7110

BP

BOARD POLICY 7110 DELEGATION OF AUTHORITY FOR HUMAN RESOURCES

The Board delegates authority to the Chancellor to authorize employment, fix job responsibilities, oversee collective bargaining, and approve personnel actions **except as noted below:**

- **The Board of Trustees will approve the appointment of management employees.**
- **The Board will approve the appointment of non-academic temporary substitute and short-term employees who are paid for less than 75 percent of the fiscal year (except for professional experts, apprentices and student workers).**

The Chancellor shall issue human resources administrative procedures to provide for compliance with human resources federal and state laws and regulations and board policies.

Reference:
Education Code Sections
70902(d) Administrative
Procedure 7110

New Policy

Approved by the Board of Trustees: **October 9, 2012**

ADMINISTRATIVE PROCEDURE 7110 DELEGATION OF AUTHORITY FOR HUMAN RESOURCES

The Vice Chancellor Human Resources and Employee Relations is delegated the responsibility from the Chancellor to recommend employment and other personnel actions, to develop descriptions of job responsibilities for every position, and to monitor district compliance with human resources laws, policies, regulations, and administrative procedures. The Vice Chancellor Human Resources and Employee Relations is delegated the responsibility to be the district chief negotiator for collective bargaining purposes. The Vice Chancellor Human Resources and Employee Relations is delegated the responsibility to make recommendations to the Chancellor for employee discipline when appropriate.

References:

Education Code section 70902(d)
ACCJC Accreditation Standard III.A.11

Approved by the Chancellor: October 18, 2012
Revised and approved by the Chancellor: August 13, 2015



POLICY & PROCEDURE SERVICE

BP 7110 Delegation of Authority, Human Resources

Reference:

Education Code Section 70902 subdivision (d)

NOTE: *This policy is legally required.*

The Board delegates authority to the [**CEO**] to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed.

NOTE: *While Education Code Section 70902 authorizes the Board to delegate this authority to the CEO, it is **legally advised** that the following language be placed at the end of this policy.*

" . . . subject to confirmation by the Board."

Revised 4/15



POLICY & PROCEDURE SERVICE

AP 7110 Delegation of Authority, Human Resources

References:

Education Code Section 70902 subdivision (d);
ACCJC Accreditation Standard III.A.11

NOTE: *This procedure is legally advised. Local practice may be inserted. The following language will satisfy requirements.*

The **[designate position, such as Chief Human Resources Officer]** is delegated responsibility from the **[CEO]** to **[recommend or authorize]** employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, board policies, and administrative procedures are followed.

Revised 4/15

<https://www.sdccd.edu/docs/District/policies/Human%20Resources/BP%207110.pdf>



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Board Policy

Chapter 7 – Human Resources

BP 7110 - DELEGATION OF AUTHORITY, HUMAN RESOURCES

The Board of Trustees delegates authority to the District Chancellor to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed.

Reference:

Education Code Section; 70902(d)

Adopted: 9/11/07,

Revised: 12/8/16, 9/14/17

9.03 BP 7110 Review and Update

<https://westhillscollge.com/district/administration/board-of-trustees/7110delegationofauthorityhumanresources.pdf>



WEST HILLS
COMMUNITY COLLEGE DISTRICT

Board Policy 7110
Delegation of Authority,
Human Resources

Reference: *Education Code Section 70902(d)*

The Board delegates authority to the Chancellor to authorize employment, assign job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed subject to confirmation by the Board.

College of the Canyons <https://www.canyons.edu/resources/documents/administration/board/bp-ap/7000humanresources/BP7110.pdf>

BP 7110 Delegation of Authority, Human Resources

Reference:

Education Code Section 70902(d)

7110.1 To provide unity of effort, the basic authority for the administration of the Santa Clarita Community College District is a function of the chief executive officer (CEO) of the District. The CEO derives authority from the Board of Trustees.

7110.2 The Board delegates authority to the CEO to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed. Action taken under this authorization is subject to confirmation by the Board.

7110.3 The Board of Trustees also delegates to the CEO the authority to determine appropriate discipline for classified, classified confidential, and classified administrative employees. The CEO is further authorized to communicate the determination of discipline in writing to the affected employee without prior board action.

7110.4 Delegation of Functions - In the interest of efficient administration, the CEO may delegate functions to members of their staff. This does not, in any way, limit the responsibility or basic authority of the CEO for the administration of any part of the District's functions.

7110.5 The Board retains to itself the right and responsibility to hear an appeal from disciplinary action and to make final decision as required by Education Code section 88013.

Board Approved: 12-9-2020

Next Review Date: Fall, 2026

https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/05/BP7110_Delegation.pdf

RIO HONDO COMMUNITY COLLEGE DISTRICT

Board Policy

DELEGATION OF AUTHORITY, HUMAN RESOURCES

**BP No.
7110**

Board Adopted: 4-13-05; 12/14/16

Page 1 of 1

- I. The Board of Trustees delegates authority to the Superintendent/President to authorize employment, establish job responsibilities, and perform other personnel actions. The act of delegation shall follow all federal and state laws and regulations, Board Policies, and Administrative Procedures. The act of delegation shall be subject to confirmation by the Board.
- II. Source/Reference:

Ed Code 70902(d)

RIO HONDO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

DELEGATION OF AUTHORITY, HUMAN RESOURCES

**AP No.
7110**

Board Reviewed: 11/14/12; 11/9/16

Page 1 of 1

- I. The Director of Human Resources is delegated responsibility from the Superintendent/President to recommend employment, establish, publish, and adhere to written personnel policies and procedures that are available for information and review. Such policies and procedures are fair and equitably and consistently administered.
- II. Sources/References:

Education Code Section 70902(d)
ACCJC Accreditation Standard III.A.11



BOARD POLICY **7110**
DESERT COMMUNITY COLLEGE DISTRICT

**DELEGATION of AUTHORITY, HUMAN
RESOURCES**

The Board delegates authority to the Superintendent/President to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and Board Policies and Administrative Procedures have been followed, subject to confirmation by the Board.

Reference: Education Code Section 70902 subdivision (d); ACCJC Accreditation Standard III.A. 11

Administrator: VP, Human Resources
Approval Date: June 14, 2005
Board Approval: June 20, 2013
Executive Cabinet Review/Approval: September 8, 2020
College Planning Council/Information Item: October 23, 2020
Board Meeting Review/Approval – 1st Reading: November 13, 2020
Board Meeting Review/Approval – 2nd Reading: December 18, 2020
Next Review: December 2025



**ADMINISTRATIVE
PROCEDURE** **7110**
DESERT COMMUNITY COLLEGE DISTRICT

**DELEGATION of AUTHORITY, HUMAN
RESOURCES**

The Vice President, Human Resources and Employee Relations, is delegated responsibility from the Superintendent/President to authorize employment, develop job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations, board policies and administrative procedures are followed subject to confirmation by the Board.

Reference: Education Code Section 70902 subdivision (d); ACCJC Accreditation Standard III.A. 11

Administrator: VP, Human Resources
College Planning Council Approved: October 15, 2007
Executive Cabinet Review: September 8, 2020
College Planning Council Review/Approval 1st Reading: September 11, 2020
College Planning Council Review/Approval 2nd Reading: October 23, 2020
Board Meeting/Information Item: November 13, 2020
Next Review: November 2025

[https://go.boarddocs.com/ca/sierra/Board.nsf/files/BT2V3J7EC72E/\\$file/Board-Policy-7110.pdf](https://go.boarddocs.com/ca/sierra/Board.nsf/files/BT2V3J7EC72E/$file/Board-Policy-7110.pdf)

Sierra College
BOARD POLICY

BP 7110

Delegation of Authority, Human Resources

Date Adopted: 11/16/2004
Date Revised: 3/12/2019
Date Reviewed: 3/12/2019
References: Education Code Section 70902(d)

The Board of Trustees delegates authority to the Superintendent/President to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.

See Administrative Procedure 7110.

Sierra College
ADMINISTRATIVE PROCEDURE

AP 7110

Delegation of Authority, Human Resources

Date Adopted: 11/9/2004
Date Revised: 3/8/2019
Date Reviewed: 3/8/2019
References: Education Code Section 70902(d); ACCJC Accreditation Standard III.A.11

The Chief Human Resources Officer is delegated the responsibility from the Superintendent/President to recommend employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, board policies and administrative procedures are followed.

See Board Policy 7110.