

Administrative Procedure 2430 Delegation of Authority to the Chancellor's Staff

A. Delegation of Authority

The Chancellor delegates the overall administration of the district to the following positions listed. The employees assigned are responsible to the Chancellor for successful performance. With respect to the Board of Trustees Policies and the Chancellor's Administrative Procedures, the following specific assignments apply:

B. Presidents

Administer compliance of all their assigned college personnel with all Board Policies and Administrative Procedures. The Presidents shall provide leadership to their campus community shared governance process in a systematic annual review of Board of Trustees Policies, District Administrative Procedures, and college operating procedures with the expectation that recommendations for improvement will be made.

C. Special Assistant to the Chancellor/ Chief of Staff

Reports to the Chancellor and handles a wide range of matters of institutional importance on behalf of the Chancellor, including management of staff, budgets, administration, policies, and procedures. Serves as the Chancellor's primary strategic liaison with the State Chancellor's Office. Manages the Board agenda development process and reviews Board agenda items for Chancellor's approval. Serves as principal management support to the Chancellor in handling a range of faculty, staff, student, and public affairs issues. Coordinates and integrates the activities of the Chancellor's Cabinet in the development and implementation of established core initiatives. Facilitates the District's strategic long-term plans and action strategies for the District and the colleges and establishes a district-wide strategic plan using the shared –governance process that addresses the major issues facing the district. May serve as the Acting Chancellor in the absence of the Chancellor.

D. Vice Chancellor, Finance and Administration

Represent the Chancellor for the financial affairs of the district. Administers compliance with all financial laws, regulations, and chapter 6 board policies and administrative procedures. Supervises the Bond Legal Counsel contract(s) and administers the appropriate financial controls over the bond construction funds and the OPEB bond funds. Responsible for the following General Institution policies and procedure: Gifts, Foundation and Information Technology.

E. Vice Chancellor, Educational Services

Represent the Chancellor for the academic affairs and student affairs of the district. For academic affairs administer compliance with all academic laws, regulations, and chapter 4 board policies and administrative procedures. Responsible for the following General Institution policies and procedures; Accreditation, Admissions and Records, Institutional Planning, and Grants

For student affairs administer compliance with all student services laws, regulations, and chapter 5 board policies and administrative procedures including: financial aid, international and out-of-state students (residency), concurrent-enrollment, student grievances, health services, student discipline, and district-wide student government.

F. Vice-Chancellor, Human Resources

Represent the Chancellor for the human resources function of the district. Administer compliance with all human resources laws, regulations, and chapter 7 board policies and administrative procedures. Serves as Chief Negotiator. Supervise the Human Resources Legal Counsel contract(s). Responsible for the following General Institution policies and procedures: Nondiscrimination, Equal Employment Opportunity, and Prohibition of Harassment.

G. Vice-Chancellor, General Services

Represent the Chancellor for the general services function of the district. Administer compliance with all general services and construction laws, regulations, board policies and administrative procedures. Administer the safety, security, construction and maintenance of facilities. Responsible for the following General Institution policies and procedures: Capital Construction Planning, Citizens Oversight Committee, Use of Facilities, Campus Safety, Campus Security and Access, Emergency Response Plan, Workplace Violence Plan, Reporting of Crimes, Child Abuse Reporting, Local Law Enforcement, Weapons on Campus, Sexual and other Assaults on Campus, Drug Free Environment and Drug Prevention Program, and Alcoholic Beverages.

G General Counsel

Within the parameters of California Rules of Professional Conduct, including but not limited to, Rule 3-600, represent the Chancellor for the legal services function of the district. Advises the Chancellor with respect to the legal issues. Responsible for the following General Institution policies and procedures: District Records Access and Conflict of Interest.

H. Other Policies and Administrative Procedures

The Chancellor will administer the other policies and administrative procedures not enumerated above.

References:

Education Code Section 70902

ACCJC Accreditation Standards IV.B.5, IV.C.12, IV.D.1 (formerly IV.B.1.j and IV.B.2)

Approved by the Chancellor: March 13, 2012

Revised by the Chancellor: February 7, 2014

Revised by the Chancellor: June 15, 2015

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