

ADMINISTRATION

ADMINISTRATIVE RESPONSIBILITIES

ADMINISTRATION
(Administrative Responsibilities)

020-1-2
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BOARD OF TRUSTEES' STANDARDS FOR ADMINISTRATION

PURPOSE

The Board of Trustees is responsible for the wise and prudent delivery of education, a critical local and state resource, on behalf of the citizens of the Coast Community College District. The Board is a guardian and steward for the public's interests. The Board of Trustees ensures that the District fulfills its responsibility to lead and serve its ever-changing communities. The Board meets its obligation to the community in the following ways: setting policy direction; employing a Chief Executive Officer as the institutional leader; defining legal, ethical and prudent standards for college operations; assuring fiscal health and stability; maintaining standards for good personnel relations; and providing oversight of institutional performance.

CHANCELLOR AS EXECUTIVE OFFICER OF THE BOARD

1. The Board of Trustees of the Coast Community College District delegates to the Chancellor of the District the executive power to administer the policies adopted by the Board and to execute all decisions of the Board requiring administrative action. In the initiation and formulation of District policies the Chancellor shall act as the professional advisor to the Board.
 - a. The Chancellor may delegate any powers and duties entrusted to him or her by the Board, including the administration of colleges, but will be specifically responsible to the Board for the execution of such delegated powers and duties.
 - b. 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.

2. 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. It is the responsibility of the Chancellor to inform and consult with the Board regarding action and to recommend a written board policy if one is required.

3. The Chancellor is expected to perform the duties contained in this policy, and any adopted Chancellor job description, and to fulfill responsibilities specified within his or her employment contract in a legal, ethical and prudent manner.
4. The Chancellor shall be expected to diligently work to achieve the goals and objectives as determined by the Board in his/her annual performance evaluation.

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.
- o. Make available any reasonable information or give any report requested by the Board.
- 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.