



**Kern Community College District
Board Policy
Chapter 2 – Board of Trustees**

**BP 2430 DELEGATION OF AUTHORITY TO THE DISTRICT
CHANCELLOR**

References:

Education Code Sections 70902(d) and 72400;
WASC/ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1

Note: This policy is **legally required**.

District Chancellor

The Chancellor is appointed by the Board of Trustees.

The District Chancellor is the Chief Executive Officer of the District. All functions of the District are directed by the District Chancellor in keeping with policies established by the Board of Trustees.

The Board of Trustees delegates to the District Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The District Chancellor may delegate any powers and duties entrusted to him/her by the Board including the administration of colleges and centers but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The District Chancellor shall be responsible for reasonably interpreting Board policy. In situations where there is no Board policy direction, the District Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the District Chancellor to inform the Board of such action and to recommend written Board policy if one is required.

The District Chancellor is expected to perform the duties contained in the District Chancellor job description and fulfill other responsibilities as may be determined in annual goal setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the District Chancellor.

The District Chancellor shall ensure that all relevant laws and regulations are complied

with, and that required reports are submitted in timely fashion.

The District 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 District Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available/provided to all trustees.

The Board of Trustees shall appoint the District Chancellor and fix the salary and term of office.

The District Chancellor's powers and duties shall be initiatory and executory. The District Chancellor shall act both as a professional advisor of the Board in the formulation of policies for governing the District and as chief executor of the policies adopted by the Board. All powers and duties delegated to the District Chancellor are to be executed in accordance with the policies adopted by the Board, and all acts performed by the District Chancellor which are classed in law as discretionary are subject to review and to final approval by the Board unless the Board specifically authorizes such acts to be executed in a particular manner.

The District Chancellor as Chief Executive Officer of the Board shall have specific powers and duties and shall be directly responsible to the Board for their proper exercise. The listing of specific responsibilities, however, shall not be interpreted to exclude all those powers and duties not mentioned but which are integral to the position of District Chancellor.

The District Chancellor shall attend all meetings of the Board. The District Chancellor may be excused from closed sessions of the Board at the time when personal salary and tenure of the District Chancellor are being considered. The District Chancellor shall have the right to speak at Board meetings on all matters before the Board.

The control of the District shall be unified under the District Chancellor, and all employees of the District shall be responsible to the Chief Executive Officer through the District line and staff organization.

The District Chancellor shall nominate or recommend employees, and the Board shall employ from those who have been nominated or recommended by the District Chancellor. It shall be the responsibility of the District Chancellor to employ and retain well-qualified, competent staff members. The District Chancellor may authorize interim employment prior to Board action to accommodate payroll processing, however, Board action is required to ratify employment at the next regularly scheduled Board meeting.

The recommendation for assignment and promotion of all employees of the District shall be made to the Board by the District Chancellor.

The suspension or dismissal of an employee of the District shall be made by the Board on the District Chancellor's recommendation. The District Chancellor may suspend an employee at any time until the next meeting of the Board under provisions of the law.

The District Chancellor shall direct all matters relating to employees including salary status, professional development, professional records, minimum qualifications, recruitment, staff allocation, and approval of absences and leaves.

The District Chancellor shall oversee the planning and administering of a continuing staff development plan for employees of the District.

The District Chancellor shall recommend to the Board the purchase of all supplies and equipment.

The District Chancellor shall direct the preparation of the annual budget and submit it to the Board for approval.

The District Chancellor shall have control and supervision of all District buildings, grounds, and equipment.

The District Chancellor shall approve and recommend to the Board all plans for the construction of buildings, landscaping of property, and repairs or alterations to existing property, and shall see that all plans adopted are properly executed.

The District Chancellor shall have power to make rules and regulations to govern routine matters.

The District Chancellor shall inform the public regarding activities of the Colleges and the District.

The District Chancellor shall make an annual report on the condition and the progress of the District and such other reports as the Board may request from time to time.

The District Chancellor shall hear any complaints against the District and shall act as judge in matters of controversy between the various District employees, and between District employees and students, parents of students, or patrons, when the controversies relate to District affairs.

The Board will not deal with such matters except on appeal from the District Chancellor's decision or at the District Chancellor's request. The District Chancellor is charged with the enforcement of the rules, regulations, and decisions of the Board of Trustees and shall be responsible for the dissemination of all general orders adopted by the Board relating to all District employees.

The District Chancellor is authorized by the Board of Trustees to accept the resignation of any employee. The District Chancellor may delegate this responsibility by written designation to District Officers or College Presidents.

The District Chancellor shall be responsible for the general efficiency of the District and for the development of the teaching, administrative and support staffs, instructional programs and services, and for the growth and welfare of students.

The District Chancellor may delegate, subject to approval by the Board, any of the powers and duties which the Board has entrusted to the Chief Executive Officer but in every instance shall continue to be responsible to the Board for the execution of the powers and duties delegated.

The District Chancellor serves as Secretary to the Board of Trustees.

College Presidents

Authority flows from the Board of Trustees through the Chancellor to the College Presidents. Each College President is responsible for carrying out the district policies and procedures. Each College President's administrative organization shall be the established authority on campus. The College President is the final authority at the college level.