
**Kern Community College District
Administrative Procedures
Chapter 3 – General Institution**

AP 3100 Organizational Structure

References:

Education Code Section 72400;
Title 5 Section 53200

Rely Primarily Upon the Advice and Judgment

Note: This procedure is **legally advised**

The Kern Community College District shall use a line-staff organization plan. Administrative authority rests with the Board of Trustees, through the Chancellor to appropriate administrative officers.

The Chancellor shall appoint an Executive Council to assist in the solution of administrative problems and formulation of educational policies.

Employees in the Chancellor's Executive Council shall be the Chancellor; District Business, Educational, Human Resources, and Information Technology officers; Presidents of the Colleges; and other staff members appointed by the Chancellor.

The Board of Trustees of the Kern Community College District shall establish policy, and it shall be the right and responsibility of the administrative staff to implement the policy.

Responsibilities of the Chancellor, College President, and Management Staff

Chancellor

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

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

The Chancellor's powers and duties shall be initiatory and executory. The 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 Chancellor are to be executed in accordance with the policies adopted by the Board, and all acts performed by the 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 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 Chancellor.

The Chancellor shall attend all meetings of the Board. The Chancellor may be excused from closed sessions of the Board at the time when personal salary and tenure of the Chancellor are being considered. The 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 Chancellor, and all employees of the District shall be responsible to the Chief Executive Officer through the District line and staff organization.

The Chancellor shall nominate or recommend employees, and the Board shall employ from those who have been nominated or recommended by the Chancellor. It shall be the responsibility of the Chancellor to employ and retain well-qualified, competent staff members. The 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 Chancellor.

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

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

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

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

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

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

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

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

The 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 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 Chancellor serves as Secretary to the Board of Trustees.

College President

As the executive head of a College, the President is responsible to the Chancellor of the District. As chief administrator of the College, the President shall be responsible for maintaining the policies, procedures, rules, and regulations as set forth by the Chancellor, the Board of Trustees, the California Education Code, the Board of Governors of the California Community Colleges, and the general laws of California and of the United States of America. The President shall have the authority to delegate areas of responsibility as permitted by law.

The President shall make recommendations to the Chancellor for the employment, retention, and dismissal of all staff.

The President shall have responsibility for the assignment of all staff.

The President shall supervise the evaluation of staff and make recommendations regarding retention and promotion.

The President shall appoint management representatives to standing and ad hoc committees and designate the chairs of College-wide committees according to College policy and the law.

The President shall schedule and conduct meetings of the faculty.

The Presidents shall represent the College as appropriate at conferences and meetings and with county, state, and federal offices.

The President shall approve all textbooks and instructional materials.

The President shall recommend to the Chancellor budget, curricular, facility, and employee requirements essential to effective operations of the College.

The President shall supervise programs and services appropriate to community services and the College as a civic center.

The President shall direct articulation efforts with high school districts and institutions of higher education.

The President shall appoint all citizen committee's advisory to College programs after consultation with department or division chairs.

The President shall carry out such duties as may be assigned by the Chancellor.

The President shall direct the efforts of a College toward a realization of its purposes and interpret the College's programs accurately and effectively to the various publics being served.

The President shall provide leadership for the instructional and student employee services of the day, evening, and summer programs.

The President shall appoint department/ division chairs according to College policy.

The President shall be responsible for campus adherence to adopted courses of study with such exceptions as may be authorized by the Chancellor.

The President shall see that extra-curricular activities are properly organized and supervised.

The President shall advise and assist the staff and instructors in difficult cases of discipline.

The President shall be responsible for the development of such rules for the use of buildings, grounds, and equipment as shall ensure their being kept in a neat, secure, and sanitary condition.

The President shall be responsible for the learning climate and have the right to administer suitable and proper corrective measures for student misconduct. This may include suspension from classes, disciplinary probation, revocation of Associated Student Body privileges, or other suitable means.

Advertisements, circulars, or publications other than approved College related circulars and bulletins to be announced or distributed on College premises shall have prior approval of the College President.

The President shall be advised of interviews with students other than those by parents or legal guardians, interviews for employment, interviews with armed forces representatives, representatives from four- year colleges, or officers representing the law.

The President shall see that all student body and District monies are received and disbursed in accordance with regulations.

The President shall delegate, subject to the approval of the Chancellor, any of the powers and duties entrusted to him/her, but in every instance he/she shall continue to be responsible to the Chancellor for the execution of the powers and duties delegated.

Management Staff

Responsibilities and job descriptions of all management positions as designated by the Board of Trustees are to be maintained on a current basis with the District Chancellor.