BP 2430  DELEGATION OF AUTHORITY TO THE SUPERINTENDENT/PRESIDENT

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

The Superintendent/President may delegate any powers and duties entrusted to him/her by the Board (including the administration of the college and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties. The Superintendent/President is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President’s 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 Superintendent/President. The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in a timely manner.

The Superintendent/President 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 Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be made available to all trustees. The Superintendent/President shall act as the professional advisor to the Board in policy formation. The Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and
regulations, and with the California Community Colleges Budget and Accounting Manual.

The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the board fully advised regarding the financial status of the District.

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 and is subject to confirmation by the Board.

References: Education Code Sections 70902(d), 72400, 81655, and 81656; WASC/ACCJC Accreditation Standards IV.B.5 and IV.C.12

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Revised: 10/21/14

(Replaces Board Policy 1150)