

AP 2430 Delegation of Authority

Reference:

Education Code Section 70902; Accreditation Standard IV.B.1.j; IV.B.2

1. The Chief Executive Officer of the District may delegate any powers and duties entrusted to him or 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.
2. The Chief Executive Officer of the District shall be responsible for reasonable interpretation of board policy.
3. In situations where there is no board policy direction, the Chief Executive Officer of the District shall have the power to act, but such decisions shall be subject to review by the board.
4. It is the duty of the Chief Executive Officer of the District to inform the Board of such action and to recommend written board policy if one is required.
5. The Chief Executive Officer of the District is expected to perform the duties contained in the Chief Executive Officer of the District job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

Such duties include but are not limited to:

- 1) Provide adequate information and ongoing consultation with Board members on legal and social responsibilities.
- 2) Respond to Board or Board Member requests to provide accurate and complete information in a timely manner.
- 3) Offer professional advice to the Board on items requiring Board action.
- 4) Carry out Board policies in a conscientious manner.
- 5) Seek and accepts constructive criticism of his/her work.
- 6) Avoid conflict of interest or the appearance of it.
- 7) Support Board policy and actions to the public and the employees.
- 8) Serve as the liaison between the Board and staff to facilitate understanding.
- 9) Communicate with the President of the Board and any or all members of the Board quickly and in a proper forum.
- 10) Accurately represent position of the Board in public statements.
- 11) Communicate directly with Board members to resolve any differences of opinion.
- 12) Foster workers teamwork and common purpose.
- 13) Ensure that college programs responsibly meet changing social, technical and economic needs in the community.
- 14) Communicate the state of the college to community groups/individuals, state agencies and state offices.

- 15) Encourage community involvement in and input to college activities.
- 16) Convey an honest, positive, and progressive image of the college.
- 17) Work to develop good relationships with the new media and other public relations vehicles within the community.
- 18) Work effectively with local public and private agencies.
- 19) Represent needs of college to appropriate federal and state law agencies/representatives (as needed).
- 20) Encourage the expression of problems/opinions of all groups and gives them consideration.
- 21) Foster the development of educational programs that best serve the overall needs of the community.
- 22) Honestly report of college operations and needs.
- 23) Honor agreements and maintains confidential information.
- 24) Encourage and assists other presidents to evaluate personal growth and effectiveness.
- 25) Provides moral support to other Chief Executive Officers.
- 26) Remain informed about developments in education and particularly community colleges.
- 27) Exercise good judgment in dealing with sensitive issues between people/groups.
- 28) Give recognition due to staff, faculty, and administrative accomplishments.
- 29) Effectively in form, develop, and supervise a management team to implement policy and administer the college.
- 30) Seek and use the counsel of immediate subordinates.
- 31) Implement an on-going procedure for evaluation of other members of college team.
- 32) Promote consistency in treatment of personnel within the institution.
- 33) Display an ability to motivate subordinates in positive ways.
- 34) Provide leadership to the professional development of college staff.
- 35) Avoid favoritism.
- 36) Develop clear "visions" for the district and enables others to participate in getting there.
- 37) Communicate well the state of the college and specific positions of the district with faculty, staff and students.
- 38) Demonstrate accuracy and clarity in written and verbal modes.
- 39) Solicit and fosters support for ideas and change within the institution.
- 40) Promote esprit de corps and group identity within the campus community.
- 41) Willingly discuss the rationale of administrative actions and decisions.

- 42) Demonstrate honesty in face-to-face relationships with others.
 - 43) Understand state trends/decisions and keeps other informed of impact on College of the Canyons.
 - 44) Work to empower those within the college to achieve goals/objectives and develop their potential.
 - 45) Provide sound fiscal management in a way that achieves effective and efficient use of resources considering the needs of all elements of the college.
 - 46) Promote greater college-wide understanding of finance as it affects the institution,
 - 47) Oversee the collective bargaining process at the direction of the Board.
 - 48) Make appropriate recommendations on the needs/options of the district physical plans and facilities master plan development.
 - 49) Have knowledge of, and work to increase, college revenue base.
 - 50) Provide leadership in developing and understanding institutional goals and objectives.
 - 51) Establish and oversees the implementation of a Comprehensive Planning Process consistent with institutional needs.
 - 52) Promote curricular changes in response to student and community needs and interests.
 - 53) Implement educational and management ideas, trends and innovations.
 - 54) Support others in their efforts to accomplish agreed-upon department/area/institutional changes.
 - 55) Take initiative in encouraging staff development.
 - 56) Commit to the goals and welfare of the college.
 - 57) Identify and analyzes problems and issues confronting the institution and recommends/implements appropriate changes/directions.
 - 58) Well-organized and efficient in accomplishment of objectives.
 - 59) Provide for involvement of students in decision-making which affects them.
 - 60) Work to encourage conflict resolution on campus.
 - 61) Promote participation of all groups in the decision-making process.
 - 62) Encourage the development of ideas and open communication within the college community.
 - 63) Work to create visibility and recognition for members of the College team.
6. The CEO shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

Approved 06/11/08