

BP 7110 Delegation of Authority

Reference:

Education Code Section 70902(d)

7110.1 To provide unity of effort, the basic authority for the administration of the Santa Clarita Community College District is a function of the chief executive officer, the CEO of the District-College. The CEO derives authority from the Board of Trustees and is responsible for: (1) formulation and recommendation of policies and procedures requiring Board approval; (2) recommendations for Board action; (3) implementation of Board policies, procedures and other action; (4) authorization of administrative procedures and practices, and (5) keeping the Board of Trustees informed of developments within the District.

7110.2 The Board delegates authority to the CEO 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. Action taken under this authorization is subject to confirmation by the Board.

7110.3 The Board of Trustees also delegates to the CEO the authority to determine appropriate discipline for classified employees. The CEO is further authorized to communicate the determination of discipline in writing to the affected employee without prior board action.

7110.4 Delegation of Functions - In the interest of efficient administration, the CEO may delegate functions to members of his/her staff. This does not, in any way, limit the responsibility or basic authority of the CEO for the administration of any part of the District's functions.

7110.5 The Board retains to itself the right and responsibility to hear an appeal from disciplinary action and to make final decision as required by Education Code section 88013.

See Administrative Procedure 7110

Approved 05/14/08