

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.00 (BP 3100)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.00 Administrative Organization
Revision Date: 5/09; Reviewed 5/15; ~~XX~~
Policy Reference: Education Code Section 72400

The District Chancellor shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

1. Cañada College, College of San Mateo, Skyline College and the District Office shall be organized in the most efficient and effective manner to provide comprehensive educational services for the citizens of the District. Authority flows from the Board of Trustees through the District Chancellor- to the executive staff and Presidents of the three Colleges. Each President, as the College chief executive officer, is responsible for implementation of District policies at the College.
2. Subject to the approval of the Board, the District Chancellor shall establish and authorize modifications in the administrative organization of the District Office and the Colleges. The District's organizational structure shall be flexible enough to provide for differences in the Colleges and the communities they serve. There shall be a periodic review of the organizational structure to ensure that it conforms with the needs of the District and the needs of the public.
3. Current organization charts, which delineate lines of responsibility and authority within the District, shall be maintained by the District Chancellor. To assist District employees and the public in understanding the administrative organizational of the District, copies of the organization charts shall be made available upon request to interested individuals and groups.

Also see AP 3100 Organizational Structure