

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NOS. 2.02.3 and 8.02.1 (AP 2430)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 2.02.3 and AP 8.02.1 Delegation of Authority
Adoption Date: 8/13; 4/15
References: Education Code Section 70902; ACCJC Accreditation Standards IV.B.5, IV.C.12 and IV.D.1

1. Chancellor
 - a. The Chancellor 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.
 - b. The Chancellor shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.
 - c. The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.
 - d. The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.
2. College President
 - a. The Chancellor delegates full responsibility and authority to the College Presidents to implement and administer delegated policies without interference and holds College Presidents accountable for the operation of the Colleges.
 - b. It is the role and responsibility of the President to provide leadership of campus level discussion and the shared governance process. The President leads decision making at the college level which directly affects the operation of the college. It is the responsibility of the President to establish and maintain a climate which encourages open discussion and communication across all levels on the campus. It is further the responsibility of the President to promptly communicate college and District decisions to all staff.
 - c. The specific duties of the College President are described in the Presidents job description which is on file in the Human Resources and Employee Relations Department.