



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

Policy  
0010

May 13, 1982

## GOVERNANCE - DISTRICT ADMINISTRATIVE ORGANIZATION

---

### CONDITION

The administrative organization of the District is intended to provide direction, coordination, and control of students and staff in their efforts to reach educational goals, and general objectives adopted by the Board within the guidelines established by policy, law, and employee agreements.

### POLICY

In accordance with adopted Educational Master Plan Goal XI : TO ENSURE THAT THE ORGANIZATIONAL STRUCTURE AND ADMINISTRATIVE PROCEDURES ARE SO DESIGNED AS TO PROVIDE QUALITY SERVICE AND ECONOMICAL USE OF RESOURCES, the Board hereby adopts the following administrative organization concept.

#### The Chancellor

The administration of the District is delegated to the Chancellor, who shall carry out administrative functions in accord with the policies adopted by the Board.

The execution of all decisions made by the Board concerning the internal operations of the District shall be delegated to the Chancellor.

The Chancellor shall play a key role in the collective bargaining process without becoming involved in direct bargaining. He/she shall work closely with the Board and the District's chief negotiator.

#### The Presidents

The President is a key position of educational leadership and is responsible for the total program assigned. He/she shall be responsible to the Chancellor. The authority of the Presidents is delegated to them by the Chancellor who in turn has received authority from the Board. The overall responsibility is to provide leadership and coordination which will encourage the staff, the community and the students to work together toward the best program which they can conceive.

## Directors

The Board establishes a class of positions, each one a Director. The general title may be modified as recommended by the Chancellor to indicate the functions to be directed, e.g., Assistant Chancellor - Business Services.

A Director's role is primarily administrative, with responsibilities for a specific segment of the District's structure.

The Chancellor will be responsible for recommending the activation of each Director position by the Board, and for a statement of qualifications and a job description for each approved position.

## Central Administrative and Supervisory Personnel

The Board shall employ such additional administrative and supervisory personnel as shall, in its judgment, seem necessary to assist the Chancellor in the conduct of the affairs of the District. He/she shall organize and work with them, involving them in group problem-solving and decision-making.

The Chancellor shall request the attendance of any of these personnel at regular and special meetings of the Board, as he/she deems such attendance to be in the best interests of the District.

The Chancellor shall require reports from any of these personnel on such topics and at such times as it may serve the purposes of the District.

Administrative and supervisory personnel shall function in accordance with the organization and functional charts prepared by the Chancellor. The Chancellor has the authority to make temporary or permanent adjustments in the responsibilities of the administrative and supervisory personnel.

## Administrative Leeway in Absence of Board Policy

In cases where emergency action must be taken and where the Board has provided no guide for administrative action, the Chancellor shall have power to act. His/her decisions shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Chancellor to inform the Board promptly of such action, and of the need for possible additional policies or revisions of existing policies.

## Review of Administrative Decisions

The Board encourages the Chancellor to seek its counsel with respect to needed decisions based upon policy when the subject is controversial or emotion-laden.

Whenever the Chancellor takes action in such sensitive matters before consulting the Board, he/she is invited to discuss with it the basis for his/her decision to help the Board support him/her if criticisms or objections are voiced.

**SUPERSEDES:**  
New Policy