

The Chancellor shall be employed by contract with the Board of Trustees.

The overall role of the Chancellor is to provide outstanding leadership, to inspire, and to motivate the District towards educational success and excellence for all of our students, staff, faculty, and administrators, as well as the broader community in which we serve.

The Board shall conduct an evaluation of Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy and any other related policies. The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor. The criteria for evaluation shall be based on board policy, the Chancellor's job description, and performance goals and objectives developed in accordance with this policy and other related policies. The Board shall take action on the contract for the Chancellor at least five months before the current contract expires.

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The compensation of the Chancellor will be set by the Board.

Among the duties and responsibilities, the Chancellor shall:

1. Direct the operation and administration of the District in conformity with Board policies, developing administrative procedures in conformity with said policies in addition to Board Policy 1.04.
2. Formulate and recommends to the Board of Trustees new or revised policies and procedures for the operation of the District.
3. Serve as Secretary to the Board of Trustees, and attends all meetings of the Board.
4. Prepare the agenda for meetings of the Board of Trustees, receives all official correspondence, and prepare official correspondence for the Board.
5. Ensure that the District creates and works to perfect ongoing and integrated strategic planning such that there is a set of clear vision statement, goals, and objectives in coordinating all colleges with measurable outcomes and timetables for the implementation of such strategic plans.
6. Review and insures the accuracy, completeness and competence of staff reports submitted to the Board, insuring that Board members are provided with accurate, complete, and timely information such that they may competently and responsibly exercise their roles and fulfill their responsibilities.
7. Take actions necessary to insure the long- and short-term fiscal health of the District, including but not limited to raising funds from private foundations and individual donors.
8. Prepare and submits to the Board the annual budget for the District.

9. Recommend the organizational structure of the District, the complement of staff, the classification and compensation system and implements the resulting Board-approved structure and organization. Approves the reclassification of positions consistent with Board and District policies and sets the salaries of employees consistent with the Board-established classification and compensation system.
10. Maintain a continuous review of the educational program in cooperation with the Presidents of the Colleges and Academic Senate and recommends modifications which will improve the scope and quality of the programs offered.
11. Establish and maintains programs for recruitment, selection, development, and retention of competent personnel, both certificated and classified, for the District.
12. Approve the hire or promotion of ~~management~~ academic and classified employees below the level of ~~College President and Vice Chancellor~~ and signs contracts of employment for all employees, if applicable. Terminates employees where appropriate. Accept the resignation of all employees. Accept the retirement of all employees who seek to retire from the District.
13. Assign employees to all positions and directs, coordinates, and supervises their work through the administrative staff organization.
14. Establish and maintains an effective program of public information for the District and the Colleges.
15. Maintain an active program of internal and service-area research as it is related to the development of the educational program.
16. Keep the Board of Trustees informed about and make recommendations on all matters relating to the acquisition, maintenance, and equipping of facilities necessary for the educational programs of the Colleges.
17. Through the administrative organization, establish accurate and complete record systems, including accounting for all funds, student attendance, student data, and inventories of equipment of the District.
18. Prepare and submit, when due, reports as required by the Board of Trustees, the State Department of Education, the California Community Colleges System's Office, and other agencies.
19. Direct the preparation of official publications as necessary to provide public information concerning the Peralta Colleges.
20. Represent the District in its relationships with other governmental agencies, including high schools and colleges of the District area.
21. Delegate authority to the administrative staff commensurate with their organizational responsibilities.

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22. Authorize travel and professional conference attendance of all employees. Approve travel expenses for employees and student trustees. Submit the Chancellor's own requests for travel and related expenses to the Board President for approval.
23. Approve applications for special funded programs affecting the educational services provided by the District, accept funds for special programs in the name of the District and enter into contracts for such program funding up to \$100,000.
24. Ensure an efficient, timely, and responsive operation to purchase supplies, materials, apparatus, equipment and services in accordance with law and Board Policy. Such purchases shall not exceed the bid threshold requirement specified by the California Community Colleges System's Office, per California Public Contract Code Section 20651.
25. Sign the orders for payment of payroll and other expenditures of the District from the funds of the District.
26. Use discretion to reject claims for money or damages against the District under the Tort Claims Act, California Government Code Sections 810 et seq., and notify claimants of such rejection. Settle any claim, if appropriate, for an amount not to exceed \$10,000.
27. Ensure that standard operating procedures are established and adhered to throughout the District.
28. Shall ensure the establishment of goals and standards, and completes senior-level management evaluations based on those goals and standards using the District's approved evaluation forms and procedures.
29. Shall ensure that all employee evaluations are completed in accordance with law, labor contracts, and Board Policy.
30. Set environmental sustainability goals and benchmarks, ensure awareness of such goals district-wide, and establish procedures to ensure that they are met.
31. Perform all other duties necessary to advance the mission of the Peralta Colleges.

Source of Law:

Education Code Section 88003

Education Code Section 70902(d)

Education Code Section 72400

Education Code Section 81656

Public Contracts Code Section 20650

Board Policy 2.35

Board Policy 6.84

Revised by Board of Trustees: May 27, 1997

Revised by Board of Trustees: January 29, 2008

