

DELEGATION OF AUTHORITY TO THE SUPERINTENDENT/PRESIDENT

References: Education Code Sections 70902(d) and 72400;
Accreditation Standards IV.B.1.j and IV.B.2

The Governing Board hereby delegates to the Superintendent/President the responsibility for executing all decisions of the Governing Board requiring administrative action. The Superintendent/President shall have full authority and responsibility for the proper conduct of the business and education programs of the District. This delegation of authority to the Superintendent/President shall remain in effect until revoked by the Governing Board.

Pursuant to Education Codes §§81655-81656 and Public Contract Codes §20111 and §20651, the Governing Board hereby delegates authority to the Superintendent/President to make purchases and/or enter into contracts which are operational in nature on behalf of the College District for the lease or purchase of equipment, materials, supplies, or services. The amount of authority is subject to changes made by the San Diego County Office of Education in its "Annual Adjustment to Bid Threshold." The Vice President for Business & Financial Affairs shall be responsible to submit the County's Annual Adjustment to Bid Threshold to the Governing Board as an *Information* item. This delegation of authority to the Superintendent/President shall remain in effect until revoked by the Governing Board.

- (1) A list of all purchases and/or contracts made pursuant to this authority shall be submitted for review by the Governing Board as an *Information* item on the monthly Governing Board agenda.
- (2) Every recommended purchase and/or contract which exceeds this authority shall be submitted for approval by the Governing Board as an *Action* item on the monthly Governing Board agenda

The Superintendent/President may delegate any powers and duties authorized by the Governing Board, including the administration of education centers, but shall be responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret and administer Governing Board policy. When there is no applicable written policy, or where a policy appears open to more than one reasonable interpretation, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Governing Board. It is the duty of the Superintendent/ President to inform the Governing Board of such action, to seek timely interpretations of policy from the Board, and to recommend a written Board policy if necessary. The authority to interpret policy ultimately remains vested in the Governing Board.

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The Superintendent/President is expected to perform the duties contained in the Superintendent/President's job description and contract and to fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Governing Board in consultation with the Superintendent/President.

The Superintendent/President will communicate regularly with each member of the Governing Board to review District business. The Superintendent/President shall inform the Governing Board of new developments and significant events in the field of higher education. Individual members of the Governing Board have the right to review or inspect any District documents or records at any reasonable time upon request for the purpose of fulfilling their duties and responsibilities as Governing Board members.

The Superintendent/President shall generate any reports requested by the Governing Board as a whole or by any Board Committee. The Superintendent/President will also generate reports requested by individual members of the Governing Board where such requests are made at a Board meeting or made in writing and submitted to the Superintendent/President, with a copy to the full Governing Board, unless the Governing Board, in its sole discretion, determines that the request is unduly burdensome or disruptive to District operations. Information provided to any Governing Board member shall be provided to all members; except that the Student Trustee may not receive confidential materials.

The Superintendent/President shall ensure compliance with all relevant laws and regulations, and that required reports are submitted in timely fashion.