

Board of Trustees

**AP 2430 DELEGATION OF AUTHORITY TO PRESIDENT/
SUPERINTENDENT**

References:

Education Code, Section 70902;
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1

- 1) The District Superintendent of the Cerritos Community College District shall be accountable to the Board of Trustees for the administration of all District activities not reserved by the Board or by the Education Code.
- 2) The President/Superintendent title shall be used for District Superintendent.

The President/Superintendent's duties and responsibilities shall include the following:

- 1) As the administrative and executive officer of the Board, the President/Superintendent shall execute all decisions of the Board in all cases where the Board has acted; and in all cases where action is required during a recess of the Board. The President/Superintendent shall make decisions in keeping with the policies which the Board has established.
- 2) The President/Superintendent shall establish and maintain an effective and efficient pattern of District organization to include each of the following duties:
 - a. Plan and recommend for Board approval a program of educational opportunities to meet the needs of District students in a manner consistent with the Education Code and with the Board's philosophy of education for the District.
 - b. Assure continuing excellence in instruction, support services, and administrative services.
 - c. Anticipate District needs for revision of educational programs, for campus development and for related long-term capital expenditures. Plan and recommend for Board approval District actions which will result in timely fulfillment of all campus needs.
 - d. Ensure a detailed District budget is planned and submitted to the Board of Trustees for approval annually.
 - e. Maintain District expenditures within the amounts allocated in the approved budget.
 - f. Assure selection of capable and qualified persons for specified District positions and recommend selected persons, their starting dates of employment, and their proposed rates of compensation to the Board of Trustees for employment approval.
 - g. Recommend salary schedules for employees both who are collectively represented and other District employees.
- 3) Interpret the District's programs to the citizens of the District and assure that the District maintains an adequate community relations program.

40 4) Participate in the development of constructive and progressive educational
41 policies at local, state, and national levels.

42 5) Serve as Secretary to the Board of Trustees and as the Board's chief advisor on
43 matters which come before the Board of Trustees for consideration or action.

44 The President/Superintendent may establish an Executive Team to provide advisory
45 council.

46 Office of Primary Responsibility: President/Superintendent

Date Approved: January 14, 2008

Date Revised: February 4, 2015

Dates Reviewed: October 17, 2018; February 7, 2022

(Replaces former Cerritos College Policies 2000, 2001, and 2005)