

**Division: Office of the Chancellor**

**Roles & Responsibilities**

As the sole employee of the Board of Trustees, the Chancellor bears responsibility and is fully accountable for all operations, programs, and services provided in the name of the District. Working with all District constituencies, the Chancellor guides the development of the District’s mission and strategic goals and oversees the allocation of District resources in their support. As the District’s chief advocate and policy maker, the Chancellor also represents the interests of the District and District colleges to local, state, and national stakeholders and decision makers. The Chancellor delegates appropriate authority to the college presidents and executive staff and holds them accountable for the operations and programs offered at District colleges.

| Functional Area          | Accreditation Standard   | Constituents  | College Responsibilities  | District Office Responsibilities   | Shared Responsibilities |
|--------------------------|--|---|---|--|-------------------------|
| Institutional Leadership | I.A.1—4<br>I.B.4 & 6<br>IV.A.1—5<br>IV.B.1<br>IV.B.2<br>IV.B.3 | Board of Trustees<br>Senior Executive Staff<br>College Presidents<br>Academic Senates & Faculty<br>Employee Groups/Unions<br>District Employees<br>Students<br>Community Stakeholders | Presidents provide leadership and management at the colleges to assure institutional quality<br><br>Presidents encourage a culture of shared governance and participate in shared governance decision making<br><br>Presidents assume responsibility for all educational and student services programs offered in the name of college<br><br>Presidents represent the colleges in all collective bargaining processes<br><br>Presidents demonstrate leadership in evaluating the college’s effectiveness in achieving its mission and goals to support the educational environment and experiences of faculty, staff and students<br><br>Presidents demonstrate leadership in guiding the development of critical | Serves as chief executive of the District and assures academic quality and institutional effectiveness<br><br>Advises the Board of Trustees on policy matters<br><br>Oversees orientation of new board members<br><br>Assures completion of the Board’s annual goal-setting, self-evaluation and leadership and planning sessions<br><br>Supervises, coordinates, and evaluates the activities of the Chancellor’s Cabinet (presidents & executive staff)<br><br>Assures the overall quality of all District –level decision-making, institutional policies, procedures, practices, and outcomes, and shared governance processes<br><br>Provides leadership in the development of the District Mission and strategic and facilities plans to support the educational environment and experiences of |                         |

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|                         |                        |  | <p>planning and goal-setting processes and in evaluating the effectiveness of these processes</p> <p>Presidents serve as Cabinet representatives on all District-wide councils and committees</p> <p>Presidents represent their colleges to the communities they serve</p> <p>Presidents participate actively in an on-going dialogue meant to clarify District/college functions and responsibilities</p> | <p>faculty, staff and students</p> <p>Provides leadership for collective bargaining processes</p> <p>Provides leadership for the on-going improvement of District-wide administrative support services</p> <p>Establishes and maintain the roles and responsibilities of the District in relation to the colleges and evaluates this delineation on a regular basis to improve District/college functions</p> <p>Serves as liaison between the colleges and the Board of Trustees</p> |                         |
| Policies and Procedures | IV.B.1<br>IV.B.2.c     | Board of Trustees<br>Senior Staff<br>College Presidents<br>Academic Senates, Faculty<br>Unions; all Stakeholders | <p>Presidents and college leadership participate in District-wide councils and committees to develop policy recommendations</p> <p>Presidents and college leadership monitor the effectiveness of policies and periodically make recommendations for their revision</p>  | <p>Advises the Board in the development of Board policies and Board Rules</p> <p>Establishes and maintains District-wide administrative policies through Chancellor's Directives and Administrative Regulations</p> <p>Provides for the regular review and updating of all directives and administrative policies</p>   |                         |
| Advocacy                | IV.B.2.e               | Board of Trustees<br>All District and college constituencies   | <p>Presidents represent the college to external stakeholders and local, state and national constituencies</p> <p>Through Board committees and District-wide councils, presidents and college leaders participate in the formulation of advocacy positions and priorities</p>   | <p>Represents the District and District colleges to all local, state, and national constituencies</p> <p>Guides the development of legislative policy and advocacy positions on behalf of the District and the colleges</p>   |                         |

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| Financial Stability and Resource Development | III.D.1<br>IV.B.2<br>IV.B.3 | Board of Trustees<br><br>All District and college constituencies | <p>Presidents assure that college resources are allocated in response to institutional mission and in support of college strategic goals and priorities</p> <p>Presidents and college leaders assure that the institution is operated in a fiscally responsible manner and that long-term obligations are met</p> <p>Presidents and college leaders identify and pursue external funding sources to augment college budgets</p> <p>Presidents oversee the implementation of local bond projects in order to maximize outcomes and shepherd funding</p> | <p>Assures that District resources are allocated in response to the District's mission and strategic goals and priorities</p> <p>Provides budgetary accountability at the District and college level</p> <p>Establishes long-range plans to assure District and college fiscal stability</p> <p>Identifies and pursues initiatives to augment District and college resources and external partnerships</p> <p>Designs and implements District bond programs to secure bond funding</p> <p>Engages in District-level strategic and long-range academic planning, fiscal stewardship, facilities and capital outlay planning and construction, general obligation bond management and enrollment management.</p> |                         |
| District Foundation                          | III. D. 2                   | All District and college constituencies                          | <p>College presidents participate in the selection of college foundation directors</p> <p>College presidents assure that college foundation operates in a fiscally responsible manner and complies with all pertinent laws and regulations</p>   | <p>Participates in the selection of Director of the District Foundation and assists in Foundation activities and fund raising and institutional advancement efforts</p> <p>Assures that foundation operates in a fiscally responsible manner and complies with all pertinent laws and regulations</p>  |                         |