

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DISTRICT CHANCELLOR

Appointment: The Board will appoint a chief executive officer to serve as Chancellor of the District.

Responsibility and Authority: The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. The Chancellor shall act as the professional advisor to the Board in the establishment and formulation of District policies.

The Chancellor may delegate any powers and duties entrusted to him by the Board, but he shall be specifically responsible to the Board for the execution of such delegated powers and duties. The Chancellor shall maintain a management handbook which will contain position descriptions of the Chancellor's management team.

The Chancellor shall make available any information or give any report requested by the Board.

The Chancellor shall perform all duties specifically required of or assigned to the Chancellor in the Education Code Section 70902.

Submitted to Board for First Reading _____ 1-17-84

Approved by Board _____ 2-7-84

Education Code Section: 70902

Adopted: July 1964
Readopted: May 1975
Amended: February 7, 1984
May 17, 2005

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Regulations for Policy 2005, District Chancellor

The Board of Trustees employs a chief executive officer to serve as Chancellor of the Riverside Community College District

The Chancellor's responsibilities are to serve as the executive officer of the Board in carrying out the District programs established by Board policies and other official Board actions and to serve as advisor to the Board in the development of District programs, policies, and Board actions.

More specifically, the duties and responsibilities may be defined as follows:

1. Execute those duties required by Board policy or other official Board action or prescribed by the California Education Code and Title 5 of the Administrative regulations.
2. Organize and administer District resources and personnel for efficient operation of District programs authorized by the Board.
3. Prepare the agenda for Board meetings and make recommendations for Board actions based on requests and information developed by appropriate District staff.
4. Provide Board members with needed information pertaining to District matters and state and national developments in community college education.
5. Serve as liaison between Board and staff on matters of joint interest.
6. Represent the Board on matters pertaining to the District.
7. Maintain awareness of legislative matters affecting the District; keep Board and staff informed of developments; and work for legislation in the interest of the District and community college education.
8. Serve as chairperson of the Chancellor's Executive Cabinet and Shared Governance Council.
9. Recommend the appointment of District management personnel.

10. Define and coordinate the duties of District management personnel responsible for the educational, student services, business services, and community services programs.
11. Recommend the appointment of deans and department chairpersons after consultation, and following established guidelines.
12. Recommend the initial appointment and reemployment of probationary faculty after consultation with appropriate department and administrative personnel.
13. After appropriate consultation, make necessary appointments to the various District committees and councils.
14. Work with legally constituted campus organizations.
15. Negotiate contracts with officially recognized unions.
16. Recommend management personnel salary schedules and placement.
17. Utilize appropriate, representative groups of District personnel wherever possible in review of existing programs and recommendations for new procedures, policies and programs so that those affected have a voice in the decisions made.
18. Utilize appropriate means to communicate to staff and students those matters under consideration and decisions taken which will affect them.
19. Make recommendations on strategic planning and on needed improvements of programs and the physical facilities of the District.
20. Supervise preparation and administration of the budget.
21. Approve publications, including those prepared by the RCC Foundation, intended to interpret and publicize the Colleges and District.
22. Interpret the Colleges and the District to the general public through community contacts.

23. Through continuing study, maintain an acquaintance with ideas and research pertaining to community college education and exercise initiative in implementing and recommending changes which will improve the Colleges and District programs.
24. Carry out such other duties as may be assigned by the Board of Trustees.

May 17, 2005