



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Delegation of Authority to the Chancellor
<i>Board Policy Number:</i>	BP 1.05
<i>Adoption Date:</i>	4/16/14
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	5/4/16, 3/3/17, 10/26/17, 11/8/23
<i>Revision Date(s):</i>	4/11/14, 5/4/16, 3/3/17, 10/26/17, 11/8/23
<i>Sponsoring Unit/Department:</i>	Governing Board / Chancellor
<i>Motion Number:</i>	201404-03
<i>Legal Reference:</i>	A.R.S. §§ 15-1444, 15-1445, 11-952; FAR 1.000, <i>et.al</i>
<i>Cross Reference:</i>	

The Chancellor serves as the Chief Administrator of Pima Community College (“College”), reporting directly to the Governing Board. On an annual basis, the Board, in consultation with the Chancellor, will define the goals for the Chancellor and evaluate the Chancellor’s performance, including the progress in achieving the defined goals.

THE CHANCELLOR’S ROLE

The Governing Board defines the role of the Chancellor as follows:

- A. To serve as the primary link between the Board and the College’s day-to-day operations;
- B. To provide to the Board information that is timely, accurate, and clear about key issues impacting the College;

- C. To lead the development and execution of short-and long-term plans of the College;
- D. To provide leadership to the College through academic and resource management, community involvement, fiscal management, relationship building, and strategic planning;
- E. To oversee the day-to-day operations of the College;
- F. To serve as the primary spokesperson for the College to students, employees, government authorities, and the public.

POWERS AND DUTIES OF THE CHANCELLOR

The Board delegates to the Chancellor the responsibility to implement and administer the policies governing the College, subject to limitations set in this policy and in Arizona law.

- A. The Chancellor shall design, implement, and evaluate an organizational structure for the College.
- B. The Chancellor shall ensure that the Board receives information that is sufficiently thorough and timely so that the Board may carry out its legal and oversight duties.
- C. The Chancellor is authorized, to the extent permitted by law, to enter all agreements on behalf of the College, except for those which require approval of the Board as set forth in the list below:
 - 1. Agreements with a total value exceeding the Simplified Acquisition Threshold amount, as defined in the Federal Acquisition Regulations and in effect at the time of execution;
 - 2. Intergovernmental agreements;
 - 3. Dual enrollment agreements, and
 - 4. All agreements for the purchase, sale, or permanent encumbrance of real property.

The Chancellor may delegate this authority, in which case the Chancellor

shall maintain and publish a list of all College positions, employees, and limitations so delegated.

- D. The Chancellor is authorized to adopt such administrative procedures, make all decisions, and take all actions as needed to implement the policies adopted by the Board, to achieve the goals set by the Board, and to ensure financial and operational integrity and College compliance with all applicable local, state, and federal laws. In every case, the standard for compliance shall be a reasonable interpretation of the Board Policies by the Chancellor.
- E. The Chancellor is authorized to delegate any powers and duties entrusted by the Board to the appropriate member of the College administration. While the Chancellor may delegate to others, the Chancellor remains ultimately responsible to the Board.
- F. The Chancellor shall ensure that all Board Policies are reviewed and updated at least every three years, or sooner when necessary.

THE CHANCELLOR’S LIMITATIONS

As the Chief Administrator of the College, the Chancellor shall not cause, create, or allow any decision, activity, practice, or circumstances involving College personnel, students, or resources that are unlawful, imprudent, unsafe, unethical, or in violation of generally accepted business, professional, and higher-education standards and practices.

MONITORING THE CHANCELLOR’S PERFORMANCE

The Board shall conduct a formal evaluation of the Chancellor on an annual basis for the performance during the previous twelve months. In addition to any method of evaluation it may select, the Board shall consider the following:

- 1. Input from the Chancellor, and
- 2. Input from College employees, students, and members of the public.