

## DELEGATION OF AUTHORITY TO THE CHANCELLOR

The Board of Trustees shall employ a qualified person as Chancellor and chief administrative officer of the district (Calif. Ed. Code, Section 70902). The Chancellor has full authority and responsibility for the proper conduct of the business and educational programs of the district.

In accordance with the provisions of the California Education Code, Section 70902, the Board of Trustees specifically authorizes the Chancellor to perform, but is not limited to, the following functions:

1. To hire academic and classified employees for the district, subject of ratification by the Board.
2. To authorize and direct employees of the district to incur travel expenses, including but not limited to mileage to conduct district business, including conference travel, within the limits and budget requirements (Calif. Ed. Code, Section 87032).
3. To sign applications for funds and contracts for the district, subject to ratification by the Board (Calif. Ed. Code, Section 81655).
4. The Board hereby delegates to the Chancellor or his or her designee the authority to accept employee resignations on its behalf at any time. Resignations shall be deemed accepted by the board when accepted in writing by the Chancellor or his or her designee. If the resignation does not specify an effective date, the Chancellor or his or her designee shall fix an effective date for the resignation which shall be within 60 days. When accepted by the Chancellor or his or her designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification at the next regular meeting (Calif. Ed. Code, Sections 87730 and 88201).
5. To establish and maintain the district's purchasing procedure (Calif. Public Contract Code, Sections 20650, et seq, and Calif. Ed. Code, Sections 81641 et seq; Board Policy 3200).

Reference: Administrative Regulation 4216, Resignations

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