

## **BOARD POLICY 3101**

## **Administrative Organization**

The administrative staff of the College is responsible for the management and daily operation of the College and implementation of policies of the Board of Trustees. The Board of Trustees recognizes that certain clearly defined positions must be assigned responsibility and be held accountable for programs, policies and actions within the scope of operational authority assigned to the position. This group of positions is designated as the administrative organization of the College.

### Composition of Administrative Organization

The following positions are designated as falling within the scope of this Policy:

Superintendent/President  
Vice President  
Dean  
Associate Dean  
Business Manager  
Chief of Police  
Director  
Assistant Director  
Grants Coordinator  
Executive Director

### Job Description

Each management position will have a job description describing responsibility and authority for that position which will be periodically reviewed and approved by the Superintendent/President. The initial job description and any significant changes will be approved by the Board of Trustees. As a job changes, the incumbent will revise the description and recommend the changes to his or her supervisor.

### Principles of Operation

The following principles shall govern the administrative operation of the College:

1. The administration, with the advice of a committee and/or committees as appropriate, shall have specific responsibility for providing an educational program consistent with community needs.
2. Responsibility shall flow simply and clearly from classified employees and non-administrative certificated employees through the appropriate administrators and the Superintendent/President to the Board of Trustees.

3. Each employee shall know to whom he or she is responsible for what functions.
4. Whenever possible, each employee shall be responsible to only one immediate supervisor for any one function.
5. Each employee shall be told to whom he or she can appeal in case of disagreement with the person to whom he or she is responsible.

#### Line of Responsibility

1. Each employee shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.
2. Administrators shall refer such matters to the next higher authority when necessary, with a recommendation for action and within a reasonable period of time.
3. Employees who are members of a bargaining unit have a right of appeal through the grievance process described in, and for decisions covered by, the appropriate agreement. When a decision or an employee is not covered under an agreement, the employee will have the right to appeal an administrator's decision to the next higher authority and through appropriate successive steps to the Board of Trustees.
4. Each employee shall be responsible to the Board through the Superintendent/President.

#### Outside Consultants

Consultants (whether temporary, part-time, or full-time) shall exercise no administrative authority over the work of employees in the District, but shall act only as advisors in those fields in which they are qualified to offer expert assistance.

Previous Board Policy Number: 2320

El Camino College

Adopted: 8/31/59

Amended: 5/10/65, 1/12/76, 1/10/83, 6/13/83, 7/11/83, 8/13/84, 2/12/85, 3/25/85,  
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Renumbered: 5/16/05