

## CHAPTER II

### ADMINISTRATIVE ORGANIZATION

#### **2.00 Basic Concept of Administrative Organization**

To provide unity of effort, the basic authority for the administration of the Lake Tahoe Community College District is a function of the chief executive officer for the Governing Board; namely, the Superintendent/President of the College who derives authority from the Governing Board. The Superintendent/President is responsible for the formulation of policies and procedures requiring Board approval; recommendations for Board action; the implementation of Board policies, procedures, and other actions; and the authorization of administrative procedures and practices.

In the interest of efficient administration, the Superintendent/President may delegate functions to members of the staff. The duties and responsibilities of administrative staff are described in following sections of this chapter; duties and responsibilities are outlined as a guide to incumbents in these positions. They do not in any way limit the responsibility or basic authority of the Superintendent/President for the administration of any part of the District's functions.

#### **2.01 General Duties of Administrators**

The specific duties of authorized administrative positions are stated in the following sections of this chapter. The general duties of each administrator are:

- A. To plan, organize and administer the activities of their office, division, or department efficiently
- B. To keep informed of new developments relating to their function and to maintain a creative and experimental attitude toward change, directed toward continuously improving the operation of their unit
- C. To recommend the organizational structure and staffing complement of their unit
- D. To recommend the selection of personnel for their unit
- E. To establish and maintain, in their unit, a climate that encourages the professional development and retention of competent personnel and a high level of morale

- F. To maintain an effective working relationship to their immediate supervisor, keeping him/her informed of activities of the unit, apprising them particularly of major or unusual developments and seeking their advice and counsel
- G. To promote an integrated effort in the administration of the College by cooperating with other members of the professional staff and coordinating activities when such action is indicated
- H. To maintain effective relations with staff, faculty, students, the community and other educational institutions; and to accurately and constructively interpret College policies and programs
- I. To recommend the budget for their office or unit within limitations established by the Governing Board or Superintendent/President
- J. To represent the District through membership in statewide organizations for California community colleges, in local civic organizations and on campus committees as appropriate
- K. To serve as administrative liaison to committees as assigned
- L. To attend professional meetings
- M. To represent the Governing Board as assigned in the collective bargaining process with the faculty and in the “meet and confer” process with the classified employees of the District
- N. To promote organizational excellence through a commitment to quality leadership based on the premise that the College is student-centered and that decisions, processes and outcomes will be driven by the best interests of our students
- O. To attend Board of Trustees meetings
- P. To perform any other duties assigned or delegated by their immediate supervisor or the Superintendent/President

## **2.02 Code of Ethics for Administration**

The administrators of Lake Tahoe Community College will demonstrate through their personal conduct and institutional leadership their belief that each faculty, staff and student member of the college community has a right to dignity and respect. The administrators will adhere to the highest ethical standards in the following manner:

1. Responsibilities to Administration, Faculty and Staff

- a. To respect both the personal integrity and professionalism of administrators, faculty and staff
- b. To promote a college environment that fosters mutual support, caring, and open dialogue among all administrators, faculty and staff
- c. To provide technical and managerial support so that others may accomplish objectives for which they are accountable
- d. To provide accurate and complete information in a timely manner
- e. To seek and respect the advice of administration, faculty and staff in matters pertaining to college life and governance
- f. To acknowledge professional accomplishments and contributions to the college and community and to provide opportunities for personal growth
- g. To treat all employees fairly and equally, to provide due process, and to allow adequate time for corrective actions
- h. To avoid favoritism
- i. To avoid actions that pressure employees into compromising their rights and values

2. Responsibilities to Students

- a. To provide quality education and access to educational opportunities for all students
- b. To provide accurate and complete descriptions of available academic programs and resources
- c. To seek and respect contributions of students to college decisions
- d. To serve as an advocate for students' rights and educational interests
- e. To provide adequate student support and counseling to ensure a chance for all students to succeed and develop
- f. To ensure that all students are treated with mutual respect and promote acceptance of diversity within the college community
- g. To ensure that there is no discrimination in any aspect of student life

## 2.03 Superintendent of the District and President of the College

The Superintendent/President is the chief executive and administrative officer for the Governing Board. In addition to the powers and duties specifically imposed upon that position by statute, all executive and administrative powers and duties in connection with the conduct of the College are exercised by the Superintendent/President.

### A. Selection

1. The term of office of the Superintendent/President may be a period of four years. It will be the duty of the Governing Board to renew the contract of the Superintendent/President or to notify that person in writing one year in advance of the expiration of his/her term that his/her service will not be required for the next succeeding contractual term.
2. The compensation of the Superintendent/President will be fixed by the Governing Board at the time of appointment and the terms thereof will be set forth in a contract for services. By mutual consent, the compensation of the Superintendent/President may be adjusted at any time during the contract.

### B. Duties

1. Directs the overall operation and general administration of the District in conformity with Governing Board policies and procedures
2. Exercises discretionary power within the framework of policy established by the Governing Board
3. Formulates and recommends to the Governing Board new or revised policies and procedures for the operation of the District requiring approval by the Governing Board
4. Implements new or revised policies and procedures of the Governing Board when approved
5. Prepares the agenda for meetings of the Governing Board and receives all official correspondence to, and writes official correspondence for, the Board
6. Attends meetings of the Governing Board
7. Submits to the Governing Board for study, and recommends, the annual budget. Administers the budget when approved
8. Recommends the organizational structure for the District, the staffing complement, the classification of positions, and the compensation for positions. Implements these actions when approved by the Governing Board

9. Reviews the educational program of the District on a continuing basis and recommends to the Governing Board modifications which will improve the scope and quality of the College offerings and related services
10. Establishes and maintains programs for the effective recruitment, selection, orientation, development and retention of highly competent personnel for the District
11. Nominates to the Governing Board for election all employees of the District, both academic and classified, and recommends terminations
12. Assigns employees to all positions and directs, coordinates and supervises their work in accordance with the policies and regulations established by State law and by the Governing Board
13. Establishes and maintains a systematic program for filling emergency vacancies with competent substitutes or temporary employees
14. Establishes and maintains an effective program of public information and serves as the chief public information officer of the College
15. In cooperation with the Governing Board and staff members, represents the District in the community by interpreting the community college educational program to the public, to parents, organizations, the press and other community agencies
16. Authorizes the establishment of all faculty committees of the College, consults with the President of the Academic Senate regarding appointments to faculty committees, and when appropriate, approves the appointments, except for committees and membership designated in Board policies and procedures
17. Recommends the establishment of citizen and curricular advisory committees and nominates to the Governing Board the members to be appointed to such committees
18. Recommends on all matters relating to facility acquisition and development, including sites, buildings and equipment necessary to provide for the educational program of the College. Implements such acquisitions and developments when approved
19. Prepares such reports as are required by the governing board, federal, state and local offices and files such reports on or before the dates they are due
20. Directs the preparation of such manuals, guides and other publications as considered necessary to the effective administration of the District and the College
21. Develops and administers civilian defense measures and a system to prevent and suppress fire or other peril, and, for these purposes, conducts periodic inspections and drills to assure an adequacy of equipment and readiness of personnel to meet any emergency

22. Assumes administrative responsibility for the implementation of the College's staff diversity and affirmative action policy and commitment
23. Assures that a staff diversity advisory committee exists
24. Promotes a positive environment for staff diversity and ensures the proper use of resources
25. Promotes and participates in the College foundation. The foundation, composed of community and campus leaders, works for educational excellence by assisting and encouraging investment in the development and growth of educational opportunities at the college
26. Delegates to members of the staff any of the duties of the Superintendent/President which may be delegated
27. As directed by the Governing Board, represents the District in its relationships with governmental agencies
28. Performs any other duties assigned or delegated by the Governing Board

#### **2.04 Vice President, Academic Affairs and Student Services**

##### **A. Selection**

The Vice President, Academic Affairs and Student Services, is appointed by the Board of Trustees upon the recommendation of the Superintendent/President and is directly responsible to the Superintendent/President.

##### **B. Duties**

1. Responsible for the Instructional Program, Admissions & Records, Institutional Research, Student Services, Library and Media Services, Learning Support Complex, Reprographics and Community Education
2. Supervises recruitment, selection and evaluation of staff in areas of responsibility; makes recommendations to the Superintendent/President regarding staff as appropriate
3. Develops and ensures implementation of orientation programs for new employees in areas of responsibility
4. Develops and implements a staff development program for all faculty and student services personnel on a continuing basis

5. Assists with the planning of the annual District budget for all areas supervised
6. Provides overall direction to the preparation of grants and proposals in the areas of instruction, instructional support and student services
7. Assists with the planning of facilities and their adaptation to the purposes of instruction, instructional support and student services
8. Ensures that rental facilities needed for instruction and instructional support services are arranged for as necessary
9. Develops with the instructional and student services staff the College's educational and student services programs including the determination of new program areas, maintenance of standards, the evaluation of faculty, and the identification of priorities for the establishment of full-time faculty and support positions
10. Oversees the curriculum development and modification processes
11. Supervises the publication of the College Catalog, full-time and adjunct faculty handbooks and the Schedule of Classes
12. Supervises the Deans in their responsibilities including but not limited to the following:
  - a. the scheduling of quarterly course offerings
  - b. the recommending of adjunct faculty for approval on a quarterly basis
  - c. the evaluation of full-time and adjunct faculty as assigned
  - d. the assigning of substitutes for faculty absentees
  - e. student support services and student activities, including clubs and organizations
  - f. publication of student related documents and serves as ex-officio advisor for all student publications
13. Prepares, or where appropriate, supervises the preparation of local, state and federal reports
14. Acts as the College's accreditation liaison officer
15. Ensures implementation of the program planning process
16. Oversees advisory committee processes and ensures advisory committees meet at least annually or as required by program guidelines

17. Serves on and/or appoints committees as requested by the Superintendent/President or as called for by policy
18. Supervises articulation with senior institutions, the local high school and the business community
19. Acts as chief administrative officer of the District in the absence of the Superintendent/President
20. Performs other duties assigned by the Superintendent/President

## **2.05 Vice President, Business Services**

### **A. Selection**

The Vice President, Business Services is appointed by the Board of Trustees upon the recommendation of the Superintendent/President and is directly responsible to the Superintendent/President.

### **B. Duties**

1. Plans, organizes and administers the financial and business activities of the District
2. Coordinates and prepares the annual District budget and exercises financial control over the budget; coordinates and prepares other special budgets of the District
3. Develops policies for business services and classified personnel for recommendation to the Board of Trustees by the Superintendent/President and implements same after adoption
4. Supervises Business Services managers such as the Director of Maintenance and Operations, Director of Fiscal Services and Bookstore Manager
5. Establishes and maintains an accurate accounting system and supervises the accounting of all funds under control of the Board of Trustees; accounts for all income and expenditures
6. Maintains a perpetual inventory of all properties of the District
7. Serves as the District's Risk Manager including responsibility for adequate insurance coverage of all College property and personnel and campus security
8. Serves as administrative liaison to the classified staff

9. Makes recommendations to the Superintendent/President for changes and additions to the classified staff
10. Supervises the purchasing of supplies, materials and equipment within the limits of the budget and in accordance with legal procedures and Board policies
11. Is responsible for the operation, maintenance, repair and upkeep of all College buildings, property and equipment
12. Prepares regular financial reports as required by the Board of Trustees, Superintendent/President and local, state and federal offices
13. Supervises the construction program of the District and maintains current records for the District's building program and the District's master plan for facilities
14. Supervises operation of auxiliary enterprises
15. Supervises all use of vehicles owned by, or under contract to, the College District
16. Assists with the planning, supervision and evaluation of the instructional program as directed by the Superintendent/President
17. Acts as chief administrative officer of the District in the absence of the Superintendent/President and the Vice President, Academic Affairs and Student Services
18. Serves as a member and as the treasurer of the Lake Tahoe Community College Foundation Board of Directors
19. Exercises oversight and supervision of the Lake Tahoe Demonstration Garden
20. Performs other duties assigned by the Superintendent/President

## **2.06 Deans of Instruction**

### **A. Selection**

The Deans are appointed by the Board of Trustees upon the recommendation of the Superintendent/President and are directly responsible to the Vice President, Academic Affairs and Student Services.

**B. Duties**

1. Responsible for the administration of assigned instructional and support programs and areas
2. Responsible for the development of quarterly class offerings and the preparation of the Schedule of Classes
3. Recommend to the Vice President, Academic Affairs and Student Services new and revised programs and courses
4. Organize and meet at least annually with assigned advisory committees
5. Recommend to the Vice President, Academic Affairs and Student Services members of assigned advisory committees
6. Develop and administer assigned budgets. Assist with the planning of the annual District budget
7. Maintain necessary records and prepare reports as assigned by the Vice President, Academic Affairs and Student Services
8. Assist the Vice President, Academic Affairs and Student Services in determining program development priorities and needs, and assist in the development and approval of new and revised programs
9. Assist the Vice President, Academic Affairs and Student Services in the evaluation of instructors and programs and recommend priorities for the establishment of full-time teaching and support positions in assigned areas
10. Recommend adjunct faculty on a quarterly basis
11. Responsible for coordinating and preparing appropriate applications and/or grant proposals and administering certain grants and categorical programs
12. Responsible for coordinating and preparing appropriate publications and brochures
13. Act as Vice President, Academic Affairs and Student Services in the absence of same
14. Act as Chief Administrative Officer of the District in the absence of the Superintendent/President, the Vice President, Academic Affairs and Student Services and the Vice President, Business Services
15. Supervise academic administration support staff

16. Perform other duties assigned by the Vice President, Academic Affairs and Student Services or the Superintendent/President

## **2.07 Dean of Student Services**

### **A. Selection**

The Dean of Student Services is appointed by the Board of Trustees upon the recommendation of the Superintendent/President and is directly responsible to the Vice President, Academic Affairs and Student Services.

### **B. Duties**

1. Plans, coordinates, and administers the Academic Services and Special Programs areas of Student Services
2. Supervises and evaluates assigned programs and employees (e.g., Counselors, Secretaries, Financial Aid Officer, Director of the Child Development Center)
3. Develops yearly schedules for counselors and counseling classes
4. Recommends adjunct counseling and instructional faculty on a quarterly basis
5. Develops and administers assigned budgets. Assists with the planning of the annual District budget. Recommends priorities for full-time student service positions.
6. Coordinates assigned programs and services with other campus offices/programs
7. Organizes and meets at least annually with assigned advisory committees
8. Recommends to the Vice-President, Academic Affairs and Student Services members of assigned advisory committees
9. Directs the preparation and implementation of annual program plans within State and local guidelines (e.g., EOPS, Financial Aid, Matriculation, Multicultural Affairs, Transfer Center)
10. Directs the preparation and maintenance of various reports and records of assigned functions
11. Provides leadership in developing operational policies, procedures and priorities in both existing and new programs that are student centered and meet State mandated requirements
12. Develops and arranges the publication and dissemination of handbooks, program brochures, forms and other materials

13. Interprets and implements rules, regulations, codes, policies and laws relating to assigned programs
14. Acts as Vice President, Academic Affairs and Student Services in the absence of the Vice President, Academic Affairs and Student Services and the Deans of Instruction
15. Acts as chief administrative officer of the District in the absence of the Superintendent/President; the Vice President, Academic Affairs and Student Services; the Vice President, Business Services; and the Deans of Instruction
16. Coordinates student activities, including clubs and organizations
17. Performs related duties as assigned by the Vice President, Academic Affairs and Student Services

## **2.08 Director of Career and Technical Education**

### **A. Selection**

The Director of Career and Technical Education (CTE) is appointed by the Board of Trustees upon the recommendation of the Superintendent/President and is directly responsible to the Dean of Instruction.

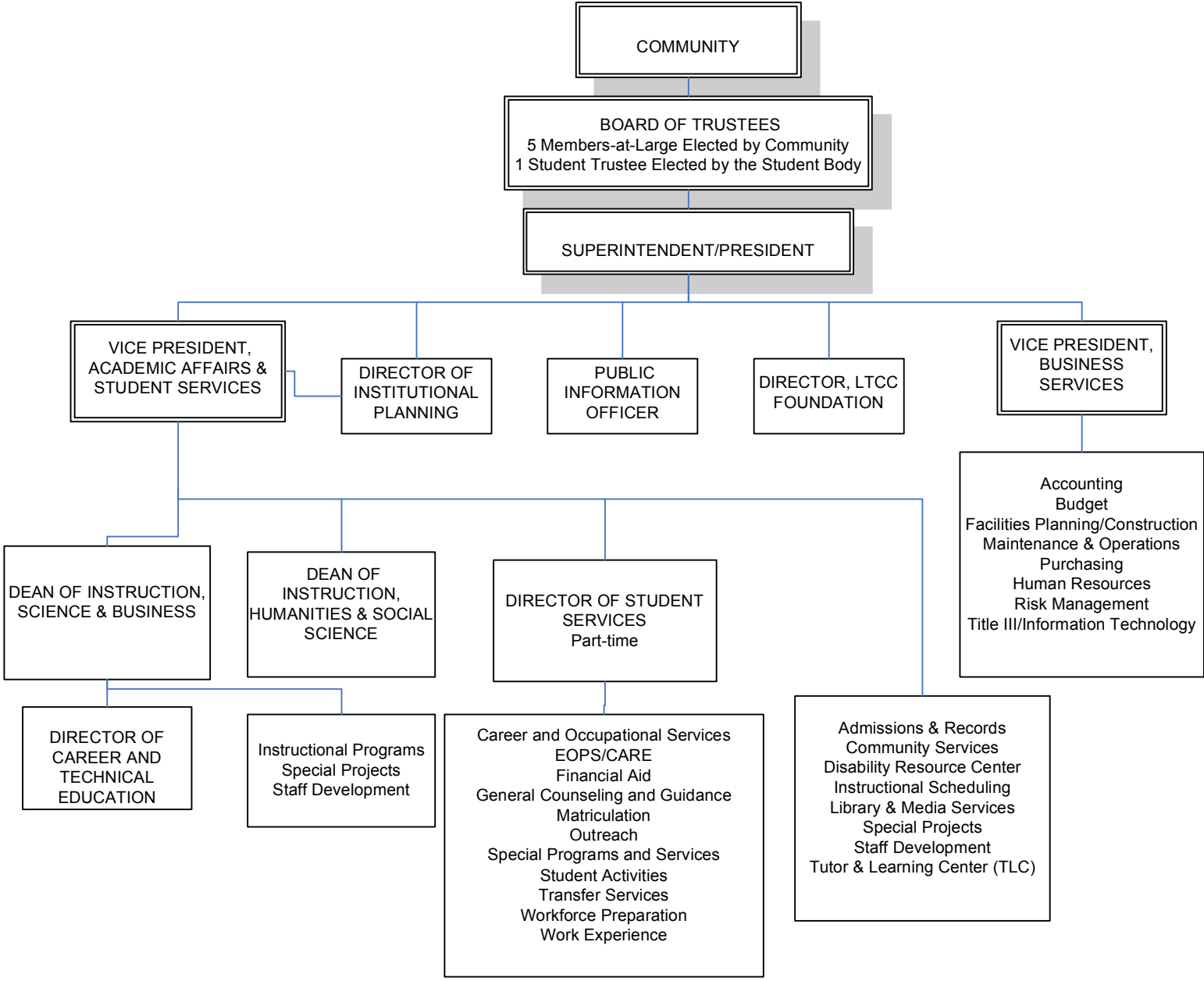
### **B. Duties**

1. Coordinates assigned CTE programs to address the needs of students, the community, and local business and industry
2. Identifies the need for CTE courses and programs and develops new, or revises existing, courses and programs as appropriate
3. Organizes and meets at least annually with assigned occupational education advisory committees
4. Conducts program review in assigned CTE areas
5. Markets the college's CTE programs
6. Coordinates the quarterly schedule and advises on staffing in assigned CTE areas
7. Prepares program recertification and approval documents as required by outside certifying agencies

8. Prepares and implements CTE education grants, including VTEA and Tech Prep, monitors compliance and progress toward reaching objectives, oversees budget expenditures, and completes required reports and plans
9. Serves as the liaison with area schools to implement Tech Prep, 2+2 initiatives, and other partnership programs.
10. Develops and maintains linkages, and establishes partnerships with local business and industry to assess and assist with their workforce training needs
11. Serves as the liaison for economic development with the Chancellor's Office
12. Represents the college in matters related to CTE education and economic development at statewide and regional professional meetings
13. Disseminates information to faculty and administrators related to labor market and business trends
14. Maintains proficiency in CTE education theory, practice, and trends
15. Coordinate program budgets and assist with annual budget preparation in assigned areas
16. Serves on appropriate college committees
17. Acts as direct liaison with adjunct faculty in assigned CTE areas. Orients, mentors, and reviews adjunct faculty
18. Orders supplies and equipment for assigned CTE areas
19. Acts as Vice President, Academic Affairs and Student Services in the absence of the Vice President, Academic Affairs and Student Services; the Deans of Instruction; and the Dean of Student Services
20. Acts as chief administrative officer of the District in the absence of the Superintendent/President; the Vice President, Academic Affairs and Student Services; the Vice President, Business Services; the Deans of Instruction; and the Dean of Student Services
21. Performs other duties as assigned by the Dean of Instruction, Vice President of Academic Affairs and Student Services, or the Superintendent/President

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