

Administrative Series—2000

CONCEPT OF ADMINISTRATIVE ORGANIZATION

The basic authority for the administration of Chemeketa Community College resides in the office of the college president/chief executive officer. The college president/chief executive officer derives authority from the Chemeketa Community College Board of Education. The college president/chief executive officer is responsible for the formulation of college policies requiring College Board of Education approval; all recommendations for College Board of Education action; and the implementation of College Board of Education policies, college procedures, and other actions.

The college president/chief executive officer may delegate functions to employees. These 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 college president/chief executive officer for the administration of any part of the district's function.

The college president/chief executive officer shall be responsible for preparing an administrative organization chart and updating it annually. A copy of the organizational chart will reside in the office of the college president/chief executive officer, and will be posted on the internal website and available on request.

July 17, 1985

Adopted College Board of Education

March 15, 2006; February 17, 2010;

March 20, 2013; July 20, 2016;

November 20, 2019

Revised College Board of Education