

**POLICY TYPE: GENERAL**

**POLICY TITLE: OPERATIONS**

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The Governing Board will not become involved in day-to-day operations of the District but will delegate same to the Chancellor. The Board, however, will maintain ultimate authority in the following areas:

- A. Employee Policy Manuals - Subsequent to collaborative policy discussions, the Governing Board must consider any substantive changes to employee policy manuals.
- B. Student Governance - Upon the approval of the college president, student governance may exist at a college/center to provide an effective means of communication among students, faculty, and administration, and to provide student input in college matters. If a college president determines that an elected form of governance is appropriate, constitutional prescriptions, including but not limited to eligibility for office, tenure of position, removal from office and remuneration limitations and advisors shall be established through administrative regulation.

A district-wide student organization may be formed pursuant to administrative regulation.

- C. Graduate Guarantee Policy - The Governing Board believes so strongly in the quality of its colleges' occupational training programs that it guarantees graduate competence.
  - 1. Graduation from an Associate of Applied Science (AAS) is designed to prepare a person for entry level employment in a specific career field. A graduate's ability to perform approved program competencies will be judged by employers. Should the employer of a graduate who has earned an AAS Degree find the employee lacking in the technical skills normally expected of an entry-level employee in the specific career field for which that graduate prepared, the District will provide the graduate with up to the equivalent of twelve (12) credit hours of retraining for no additional tuition.
  - 2. Because technical occupations change rapidly, initial employment in an AAS Degree related field must occur within one year of graduation from the AAS Degree program in question.
  - 3. Retraining needs to occur as cost effectively as possible. The graduate's employer must present a list of the graduate's skill deficiencies to the appropriate dean at the graduate's alma mater. All retraining will be completed in a reasonable time as agreed to by the employer, the student, and the college.
- D. Naming of District Facilities for Individuals or Organizations - An administrative regulation shall be developed establishing the process for the naming of District facilities for individuals or organizations.
  - 1. The regulation shall specify that an individual or organization for whom/which a facility is named shall fall into one of the following categories:
    - a. Former Governing Board member.
    - b. A former or retired employee, not included in the early or active retirement program, who has made an outstanding contribution to the District.

- c. A citizen or organization who/which has made a substantial monetary or personal service contribution to the District.

Further, the administrative regulation shall provide the Governing Board with final authority to approve all recommendations.

E. Underwriting - The Governing Board authorizes underwriting activities for the District sponsored radio stations. These activities must be consistent with regulations and guidelines established by the Federal Communications Commission (FCC), the Corporation for Public Broadcasting (CPB), and National Public Radio (NPR).

F. Delegation of Authority - (1) Contracts and (2) Grant Applications/Proposals, and (3) Accepting Grants Less Than \$100,000, (4) Bid Protests and Contract Controversies

1. The Vice Chancellor for Business Services or designee is hereby empowered to act as agent for the Governing Board in the following actions:
  - a. Investment and reinvestment of all idle funds as allowed under the laws of the State of Arizona.
  - b. Approval of contracts and agreements of every kind, including facilities rental agreements, not requiring Governing Board approval.
2. The Vice Chancellor for Academic Affairs or designee shall be authorized to sign grant applications. In addition to the Vice Chancellor for Business Services or designee, proposals for grants in contract format will also require the approval of the Vice Chancellor for Academic Affairs or designee. Signing grant applications does not obligate the District to accept and enter into a contract to proceed.
3. Grants amounting to less than \$100,000 may be accepted and implemented without Governing Board approval if approved by:
  - a. The Vice Chancellor for Academic Affairs or designee,
  - b. The appropriate President or Vice Chancellor if the grant is in his/her area of responsibility, and
  - c. The Chancellor or designee.
4. All contracts exceeding \$1000 shall be reviewed by legal counsel as to form and legal implications prior to signature.
5. The Governing Board shall appoint the Chancellor as its designee to select hearing officers and manage the appeal hearings for bid protests and contract claims, controversies and disputes filed under the district's purchasing procedures manual.
6. The Chancellor shall inform the Governing Board in a timely manner of any appeal under paragraph 5 above.
7. Delegations of authority must be in writing.

ADOPTED AUGUST 24, 1999 - AMENDED MOTION NO. 8894  
AMENDED MOTION NO. 8895 – MOTION NO. 8896  
AMENDED NOVEMBER 27, 2001 – MOTION NO. 9079  
AMENDED DECEMBER 9, 2003 – MOTION NO. 9211  
AMENDED DECEMBER 13, 2005 – MOTION NO.9349