The Governing Board of the Cabrillo Community College District recognizes the importance of establishing a Management Team for the purpose of fulfilling its legal responsibility for the management of public education in the Cabrillo Community College District. The purposes of the Management Team are as follows:

1. To strengthen administration by improving communications, decision-making, conflict resolution, and other relationships as they relate to the administration of educational programs.
2. To strengthen the administration and educational service programs of the District through participatory administrative practices and procedures.

Although the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Governing Board or the Superintendent/President ultimately to make decisions as prescribed by law.

A Management Team member is, for the purposes of this policy, any person defined as a “management employee,” having “significant responsibilities for formulating District policies or administering District programs,” and any person defined as a “supervisory employee,” who has authority in the interest of the District to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or to assign work to and direct them, or to adjust their grievances or effectively recommend such action, provided that authority wielded is not merely routine or clerical in nature but requires the use of independent judgment. (Government Code Section 3540.1 [g] [m])

The Management Team shall include those confidential, classified, and certificated personnel identified as Management by the Governing Board.

The specific objectives of the District’s Management Team are as follows:

1. To provide input into all proposed policies which directly affect the management and operation of the Cabrillo Community College District.
2. To provide open and frequent communication among the members of the Management Team.
3. To apply all available knowledge and information to the improvement of District services.
4. To evaluate proposals made by other employees and to make recommendations on the District’s response.
5. To encourage and to provide the leadership necessary to achieve the educational goals and objectives of the District.
6. To provide a means whereby the economic and welfare concerns of Management Team members can be addressed.
Management positions in the Cabrillo Community College District are, in accordance with the above, as follows:

1. Superintendent/President
2. Vice President/Assistant Superintendent, Business Services
3. Vice President/Assistant Superintendent, Instruction
4. Administrative Dean
5. Dean of Instruction
6. Dean of Student Services
7. Division Chairperson
8. Computer Services Manager
9. Fiscal Services Manager
10. Director of Community Education
11. Maintenance and Operations Manager
12. Evening, Off-campus, and Student Affairs Administrator
13. Director of Personnel and Human Resources
14. Personnel Specialist/Compliance Officer
15. Registrar
16. Director of Student Development
17. Director of Financial Aid
18. Bookstore Manager
19. Director, Health, Safety and Protective Services
20. Director of Public Information and Alumni Affairs
21. Librarian/Learning Resource Director
22. Director of Institutional Research
23. Affirmative Action Officer / Special Assistant to the President
24. Risk Manager / Special Projects Coordinator

In order to achieve the objectives of this policy, the Superintendent/President shall, in consultation with members of the Management Team, prepare and maintain an Administrative Handbook for the operations of the Management Team.

It is understood that actions of all members of the Management Team shall be consistent with commonly accepted professional and ethical standards.

It is clearly understood that the Management Team is not an administrative body. It is intended to be and must be advisory to the Superintendent/President, and the Governing Board.

In addition to the purposes enumerated above, the Management Team may undertake such other activities and purposes as the Superintendent/President may direct.

**Legal Reference:** Government Code Section 3540.1 (g) and (m).

Adopted: February 1, 1988