

**CHAPTER 1: Board of Trustees**  
**BOARD POLICY NO. 1.10 (BP 2200 and 2740)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 1.10 Duties and Responsibilities of the Board  
**Revision Date:** 2/12; xx/xx  
**Policy References:** ACCJC Accreditation Standards III.A.1.b , IV and IV.C.9; Education Code Section 70902

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1. The essential duties of the Board, as the elective body representative of all the people of the District, shall be:
  - a. To provide policy guidelines for staff through adoption and periodic review of District Mission and Goals Statement.
  - b. To establish, enforce, and periodically review Board policies consistent with the goals and operation of the District and its Colleges.
  - c. To appoint and annually evaluate the Chancellor of the District.
  - d. By Board action and decision making, may give direction to staff on matters relating to District organization, operations, and property.
  - e. To approve all District and College programs, insuring that program offerings are responsive to and reflect community needs.
  - f. To establish guidelines for District negotiations and the collective bargaining process.
  - g. To review and set salary schedules annually for all District personnel. Considers and approves all personnel assignments and transfers on the recommendation of the Chancellor.
  - h. To provide guidelines on funding levels, allocations, and District reserves; review and consider staff-prepared District and College budgets; adopt annual budget; assure fiscal health and stability.
  - i. To delegate appropriate authority for implementation of State law, regulations, and Board policies.
  - j. Under most circumstances, to serve as the final appeal within the District for students, staff, and citizens of the San Mateo County Community College District.
  - k. To monitor institutional performance and educational quality.
  - l. To carry out such specific duties as required by law.
  
2. The essential responsibilities of the Board, in the public interest and trust, shall be:
  - a. To provide the best possible learning experiences for students of the Colleges.
  - b. To assure that the District and its Colleges are effectively and efficiently managed.
  - c. To maintain enlightened, fair, and equitable policies for employees and students of the District and its Colleges.
  - d. To represent the general interests of the entire College District and to act only on the basis of what is in the best interests of the College District and the community.
  - e. To be knowledgeable of and support the mission and philosophy of community colleges.
  - f. To hire and evaluate the Chancellor.
  - g. To support the work of the Colleges in the community.
  - h. To engage in ongoing development ~~as a~~ of the Board. ~~and to a trustee education program that includes new trustee orientation.~~ The Board will conduct study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

- i. To provide a comprehensive new trustee orientation program for newly elected or appointed trustees that includes attendance at a statewide “New Trustee” orientation program; one-on-one interviews with the Chancellor, Presidents and Executive Vice Chancellor; delivery of the Trustee Handbook prepared by the Community College League of California (CCLC); and review of the CCLC’s comprehensive online education program title “Elected/Appointed Trustees: Next Steps.”