

BOARD POLICY
San Mateo County Community College District

Subject: BP 1.10 Duties and Responsibilities of the Board
Revision Date: 2/12; 3/16; 4/21
Policy References: ACCJC Accreditation Standards III.A.1.b, IV and IV.C.9; Education Code Section 70902

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 direct independent internal review and independent external reports and performance audits to assure: the sufficiency and soundness of management, financial and operational controls and processes; compliance with Board policies and procedures, governing laws and other relevant requirements; effectiveness and efficiency; and controls against fraud or other fiscal wrongdoing.
 - m. 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, and wherever possible to remove barriers to participation for potential students.
 - 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

BP 1.10 Duties and Responsibilities of the Board (continued)

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 of the Board. 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 may include attendance at a statewide "New Trustee" orientation program; one-on-one interviews with the Chancellor, Presidents and Executive Vice Chancellor; discussions with representatives of employee groups, the Academic and Classified Senates and student leaders; delivery of the Trustee Handbook prepared by the Community College League of California (CCLC); and review of the CCLC's comprehensive online education program titled "Elected/ Appointed Trustees: Next Steps."