

**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; 3/16; 3/21  
**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.

~~k.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.

~~l.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.”