

BP 2220 Committees of the Board

Reference: **Government Code Section 54952**

Board Approved: 04/13/05

The Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board and do not have authority that may lawfully be exercised by the Board itself, are not required to comply with the Brown Act, or with these policies regarding open meetings.

Board committees have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

BP 2220 Committees of the Board

Reference:

Government Code Section 54952

The Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Note: Although the following is not legally required, it is legally advised.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Note: Although it is not recommended that boards have standing committees, if the board chooses to do so, the following would apply.

The Board has established the following committee(s):

[List committee and charge to committee.]

Revised 08/07

BP 2305 Annual Organizational Meeting

Reference: *Education Code Section 72000(c)(2)(A)*

Board Approved: 04/13/05

The annual organizational meeting of the Board will be within 15 days of the date on which a board member who is elected takes office, or, in years in which no regular election for governing board members is conducted. The purpose of the annual organizational meeting is to elect a President and Vice President, appoint or elect a Secretary, and conduct any other business as required by law or determined by the Board. Parliamentary procedure and rules followed in Robert's Rules of Order shall be followed except where specifically amended by the Board.

BP 2305 Annual Organizational Meeting

Reference:

Education Code Section 72000(c)(2)(A)

The annual organizational meeting of the Board will be held [*insert the time frame as per current policy. For districts holding elections in November it would be within fifteen days of the date that elected governing board members take office, generally at the regular meeting held the first two weeks of December.*] The purpose of the annual organizational meeting is to elect a president and a secretary [*list other officers that the board has established*], and conduct any other business as required by law or determined by the Board.

BP 2430 Delegation of Authority to President/Superintendent

Reference: *Education Code Sections 70902(d), 72400; Accreditation Standard IV.B.1.j; IV.B.2.*

Board Approved: 04/13/05

The Board delegates to the President/Superintendent the executive responsibility for the formulation of policies and procedures and other actions; and the authorization of administrative procedures and practice, and administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The President/Superintendent may delegate any powers and duties entrusted to him or her by the Board including the administration of colleges and centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

These duties and responsibilities are outlined as a guide to incumbents in these positions. They do not in any way limit the responsibility or basic authority of the President/Superintendent for the administration of any part of the District's functions. The general duties of administrative staff are described as follows:

- To plan, organize, and administer the activities of their areas efficiently;
- To keep informed of new developments relating to their functions and to maintain creative and experimental attitudes toward change, in order to improve continuously the operation of their units;

- To recommend the organization structure and staffing complement of their units;
- To authorize the employment of personnel for their units subject to Board confirmation;
- To establish and maintain in their units a climate which encourages the development of personnel, the retention of competent personnel, and a high level of morale;
- To maintain their reporting relationship to their immediate supervisors, to keep the supervisors informed of activities of the units to seek advice and counsel, particularly regarding major or unusual developments;
- To promote an integrated effort in the administration of the College by cooperating with other administrators and administrative staff and coordinating their activities when such action is indicated.
- To maintain, with approval of the President/Superintendent, effective relations with faculty, students, the community, and other educational institutions and to interpret College policies and programs accurately and constructively.
- To recommend the budgets for their areas with limitations established by the Board or President/Superintendent.
- To serve on committees and councils as directed by Board policies and procedures or by their immediate supervisors of the President/Superintendent.
- To attend appropriate meetings as directed by their immediate supervisors;
- To perform any other duties assigned or delegated by their immediate supervisors.

Current organization charts which delineate lines of responsibility and authority within the District shall be maintained by the President/Superintendent. To assist employees of the District and the public in understanding the administrative organization of the District, copies of the organization charts shall be made available, upon request, to interested individuals and groups.

The President/Superintendent is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the President/Superintendent shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the CEO to inform the Board of such action and to recommend written board policy if one is required.

The President/Superintendent is expected to perform the duties contained in the President/Superintendent's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the President/Superintendent.

The President/Superintendent shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The President/Superintendent shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information

shall be met if, in the opinion of the President/Superintendent, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The President/Superintendent shall act as the professional advisor to the Board in policy information.

BP 2430 Delegation of Authority to [CEO]

Reference:

Education	Code	Sections	70902(d),	72400;
Accreditation Standard IV.B.1.j;		IV.B.2		

Note: The above code sections authorize the board to delegate authority; the accreditation standard contains an expectation that the board will do so. The following policies are suggested as good practice to fulfill the intent.

The Board delegates to the [CEO] the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The [CEO] may delegate any powers and duties entrusted to him or her by the Board *[including the administration of colleges and centers]*, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The [CEO] is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the CEO shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the CEO to inform the Board of such action and to recommend written board policy if one is required.

The [CEO] is expected to perform the duties contained in the [CEO] job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the [CEO].

The [CEO] shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The [CEO] shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the [CEO], they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be *[available/provided]* to all trustees.

The [CEO] shall act as the professional advisor to the Board in policy formation.

BP 2431 Selection of President/Superintendent

Reference: *Accreditation Standard IV.B.1, IV.B.1.j.: Title 5, Sections 53000 et seq.*
Board Approved: 04/13/05

The term of office of the President/Superintendent may be a period of four years. It will be the duty of the Board to renew the contract of the President/Superintendent or in the last year of incumbency to present notification in writing prior to the first of January that the President/Superintendent's services will not be required for the next succeeding contractual term. In the case of a President/Superintendent vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

The compensation of the President/Superintendent will be fixed by the Board at the time of appointment and the terms thereof will be set forth in the service contract tendered. By mutual consent the compensation of the President/Superintendent may be adjusted before the start of any college year.

The duties of the President/Superintendent are as follows:

- Directs the overall operation and general administration of the District in conformity with Board policies and procedures.
- Exercises broad discretionary power within the framework of policy established by the Board.
- Formulates and recommends to the Board new or revised policies and procedures for the operation of the District requiring approval by the Board.
- Implements new or revised policies and procedures of the Board when approved.
- Prepares the agenda for meetings of the Board and receives all official correspondence to and writes official correspondence for the Board.
- Attends all meetings of the Board.
- Submits the annual budget to the Board for study and approval. Administers the budget when approved.
- Recommends the organizational structure for the District, the staffing complement, the classification of positions, and the compensation for positions. Implements these actions when approved by the Board.
- Reviews the educational program of the District on a continuing basis and recommends to the Board modifications, which will improve the scope and quality of the College offerings and related services.
- Establishes and maintains programs for the effective recruitment, selection, orientation, development, and retention of highly competent personnel for the District.
- Hires faculty, staff and administrators, other than Vice Presidents, subject to confirmation by the board and recommends terminations and Vice President hiring.
- Establishes and maintains an effective program of public information and serves as the Chief Public Information Officer of the College;

- In cooperation with the Board and staff members, represents the District in the community by interpreting the community college educational program to the public, to parents, organizations, the press, and other community agencies;
- Authorizes the establishment of all standing committees of the College and approves appointments to them, except for committees and membership designation in Board policies and procedures;
- Recommends the establishment of citizen and curricular advisory committees and nominates to the Board the members to be appointed to such committees;
- Recommends to the Board all matters relating to facility acquisition and development, including sites, buildings, and equipment necessary to provide for the educational program of the College. Implements such acquisitions and developments when approved;
- Establishes and maintains accurate and complete records required by state law, the State Department of Education, or the Office of the County Superintendent of Schools, including the proper accounting of any and all funds that come under the control of the Board;
- Prepares such reports as are required by the Board and state and local offices and files such reports on or before the dates they are due;
- Directs the preparation of such manuals, guides, and other publications as considered necessary to the effective administrations of the District and the College;
- Develops and administers civilian defense measures and a system to prevent and suppress fire or other peril, and, for these purposes, conducts periodic inspections and drills to assure the adequacy of equipment and readiness of personnel to meet any emergency; (Title 5, Article 2, Section 560)
- Delegates to staff members any of the duties of the President/Superintendent which may be delegated;
- As directed by the Board, represents the District in its relationships with governmental agencies;
- Attends professional meetings; and
- Performs any other duties assigned or delegated by the Board.

BP 2431 CEO Selection

Reference:

Accreditation Standard IV.B.1, IV.B.1.j.: Title 5, Sections 53000 et seq.

Accreditation standards require boards to establish a formal search process for the chief executive officer and college presidents in multi-college districts. Local districts may insert their own practice here. The following is an illustrative example.

In the case of a CEO vacancy, the board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

The Community College League has resource materials to assist boards in establishing CEO and college president search processes.

New 02/03

BP 2432 President/Superintendent Succession

Reference: *Education Code Sections 70902(d); 72400; Title 5 Section 53021(b)*
Board Approved: 04/13/05

The Board delegates authority to the President/Superintendent to appoint an acting President/Superintendent to serve in his or her absence for short periods of time, not to exceed 30 calendar days at a time.

In the absence of the President/Superintendent and when an acting President has not been named, administrative responsibility shall reside with (in order):

Vice President, Administration & Information Technology/Deputy Superintendent

Vice President, Instruction & Student Services/Deputy Superintendent

BP 2432 CEO Succession

Reference:
Education Code Sections 70902(d); 72400; Title 5 Section 53021(b)

Note: The following policy is suggested as good practice.

The Board delegates authority to the CEO to appoint an acting CEO to serve in his or her absence for short periods of time, not to exceed [*insert number*] calendar days at a time.

In the absence of the CEO and when an acting president has not been named, administrative responsibility shall reside with (in order):

Insert titles of positions as appropriate

The Board shall appoint an acting CEO for periods exceeding [*insert time period*].

New 8/02, Revised 02/03