

BP 2200 BOARD DUTIES, RESPONSIBILITIES AND PRIVILEGES

Reference:

ACCJC Accreditation Standard IV (formerly IV.B.1.d)

The Board of Trustees governs on behalf of the citizens of the Riverside Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

Therefore, the Board has the following duties, responsibilities and privileges:

I. Duties

A. Exercise Authority as a Trustee

1. Support the mission and philosophy of community colleges,
2. Understand the fiscal and legal aspects of the operation of community colleges,
3. Provide leadership in making policy for the District,
4. Commit time and energy to carry out the duties of their office, and
5. Support the District in the community.

They must be mindful of separating personal opinions and roles from those of the Board as a body.

B. Handle Administrative Matters

The primary function of the Board of Trustees is to make policy, whereas the primary function of the administration is to provide direction in policy development and implementation. The Chancellor serves as a resource to Trustees to help them maintain their governing role.

C. Act as a Whole to Represent the Communities Served by the District

The Board of Trustees of a district legally can function only as a group. Individual acts of a Trustee in relation to district matters are considered those of a private citizen. Care should be taken to separate the role of Board member from that of individual. Trustees, as elected officials, are responsible for representing the interests of the communities served by the college district and should act only on that basis.

D. **Use Appropriate Channels**

Board members should channel all concerns, complaints, and requests for information through the Chancellor.

E. **Maintain Appropriate Conduct at Board Meetings**

Conduct at Board meetings should foster respect and consideration for other Board members, citizens, students, faculty and staff. This will provide an atmosphere to facilitate effective decision-making in which controversial issues can be presented fairly and the dignity of each individual maintained.

F. **Conduct Board Business**

All District business should be conducted in open public meetings except for those matters specifically cited under the provisions of the Brown Act that are appropriately discussed in a closed session. Confidentiality of all Board discussions held in closed session shall be strictly maintained.

G. **Monitor Compensation and Expense Accounts**

Trustees are responsible for ensuring that public funds are spent wisely and legally, including those that relate to their expenses.

II. **Responsibilities of the Board of Trustees:**

A. **Establish broad policies to guide the institution.**

B. **Select a chief executive officer who serves as the Chancellor.**

C. **Ensure the fiscal integrity of the institution by establishing the necessary policies needed for proper accounting of receipts and disbursements of District funds, including approving an annual budget and providing for an annual audit.**

- D. Act upon recommendations of the Chancellor regarding utilization, development, maintenance, and repair of the physical plant including all buildings, grounds, and equipment.
- E. Approve educational programs and services and provide for the public dissemination of this information.
- F. Through appropriate Board policies, delegate power and authority to the Chancellor, so that he/she can effectively lead the District.
- G. Develop guidelines for negotiations of collective bargaining contracts of the employees of the District.
- H. Carefully review reports from the Chancellor on programs and conditions of the Colleges and District, to assure quality institutional planning and evaluation.
- I. Appoint or dismiss employees upon recommendation of the Chancellor in accordance with law.
- J. Serve as the board of final appeal for students and employees of the Riverside Community College District.

III. Responsibilities of Individual Members of the Board of Trustees:

- A. Attend regularly scheduled and special meetings of the Board.
- B. Attend and serve on standing and ad hoc Board committees
- C. Notify the Chancellor's office in advance when unable to attend regularly scheduled events.
- D. Time permitting, attend campus functions. In particular, Commencement exercises.
- E. When schedules allow, attend conferences and other activities provided specifically for Trustees
- F. Serve as an official representative of the Board at District-related functions when requested by the Board President.
- G. Serve as an advocate for the District in the community.

- H. Use the Chancellor as the primary resource to answer specific or general questions related to campus functions or policy.
- I. Participate in evaluations of the Board and the Chancellor.

IV. Privileges

A. Benefits

1. Trustees holding elected positions on the Board of Trustees may be covered under the District's Health and Welfare Plan.

B. Compensation

1. Trustees holding elected positions on the Board of Trustees are eligible for monthly compensation in accordance with the law.

Date Adopted: May 15, 2007
Revised: February 26, 2008
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(Replaces Policy 1040)