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4 **DUTIES AND RESPONSIBILITIES OF THE BOARD**
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7 **A. General**
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- 9 1. Select the chief administrative officer of the District.
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11 2. Approve the college calendar and determine which holidays to observe and on what
12 days to observe them within the framework of providing the necessary number of
13 days of instruction to qualify for state apportionment. The calendar shall be
14 established after consultation with the District constituencies.
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16 3. Consider communications and requests from citizens or organizations on matters of
17 administration and policy.
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19 4. Provide auxiliary services necessary to achieve the purposes of the community
20 college.
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22 5. Approve and provide such classes, programs and facilities under the provisions of
23 the Community Service Act and the Civic Center Act as deemed appropriate.
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25 6. Notify the President or Secretary of the Board when a member shall be absent
26 from a Board meeting. Such notification shall be given as far in advance of the
27 meeting as possible.
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29 7. Evaluate annually, in writing, the Chancellor's performance using selected
30 evaluation instruments.
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32 8. Evaluate annually, in writing, the Board of Trustees performance using selected
33 evaluation instruments.
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35 **B. Business**
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- 37 1. Establish policies and approve long-range master plans for facilities, and submit
38 such plans to the Board of Governors for review and approval.
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40 2. Determine and control the District budget and present the budget to County
41 authorities.
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43 3. Consider reports of the financial condition of the District.
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45 4. Provide for periodic audit of funds of the District as provided by law, including those
46 of student organizations, food services, bookstores, and others handled under the
47 supervision of the District.
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49 5. Authorize expenditures of funds and approve payment for authorized purchases.
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51 6. Manage and control District property.
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53 7. Contract for the procurement of such goods and services as authorized by law.
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55 8. Receive and administer gifts, grants and scholarships.
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C. Educational

1. Establish policies for, and approve, current and long-range educational plans and programs, and promote orderly growth and development of the colleges within the District.
2. Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors.
3. Approve courses, programs of instruction, and certificate and graduation requirements.
4. Establish ad hoc citizen advisory committees and curricular or vocational advisory committees, and appoint, upon the recommendation of the Chancellor, the members of such committees.

D. Personnel

1. Employ and assign all personnel.
2. Establish employment practices, salaries, and benefits for all employees.
3. Serve as a board of final appeal for employees and the public.
4. Act upon the recommendations of the Chancellor pertaining to the appointment or dismissal of District employees.

E. Students

1. Establish such student fees as authorized by law.
2. Establish rules and regulations governing student conduct.
3. Serve as a final appeal for complaints regarding administrative actions against students, employees, and citizens of the San Bernardino Community College District. The Board shall serve in its appellate role for students, employees, and citizens only after a decision on the matter in contention has been made by administrative action and then upon the basis of a request for reconsideration of the matter to the Board. Appeals on grievances and discipline matters of bargaining unit members will be handled in accordance with the Agreements.

ADOPTED: 01/11/01
AMENDED: 04/08/04