



Origination 01/2001
Last Approved 07/2024
Last Revised 07/2024
Next Review 07/2034

Chapter Lead Jose Torres:
Chapter 1&2(BOT),3(CC)&6
Policy Area Chapter 2 Board of Trustees
References CCLC | Good Practice/Optional

BP 2200 Board Duties and Responsibilities

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

The Board is committed to fulfilling its responsibilities to:

- Act as a unit
- Represent the common good
- Set policy direction
- Employ, support, and evaluate the chief executive officer
- Define policy standards for college operations
- Monitor institutional performance
- Create a positive climate
- Support and advocate the interests of the institution
- Lead as a thoughtful, educated team

In addition, each Board member accepts the following responsibilities to:

- Work as a member of the board unit
- Make being a trustee a priority
- Understand their role and the colleges' roles
- Know the community and represent its best interests
- Be visionary and thoughtful
- Support the colleges' pursuit of their missions

- Act with integrity and respect
- Use influence effectively
- Avoid conflicts of interest
- Assure the Board operates in an open, accessible, welcoming spirit, and maintains an anti-racist culture
- Establish policies that ensure the District operates in anti-racist manner

In addition, the Board of Trustees is committed to fulfilling its roles and responsibilities in the following ways:

- **Act as a Unit** – The board as a whole is a corporate body. It governs as a unit, with one voice. Each trustee contributes their talents, skills, and backgrounds to the board but has no power or authority to act on their own to further individual agendas or direct college employees or operations. Individual trustees do not make commitments for the board to constituents, nor do they criticize or work against board decisions once they are made.
- **Boards of trustees exist to represent the general public for whom they hold the colleges in trust.** They are responsible for balancing and integrating the wide variety of interests and needs into policies that benefit the common good and the future of their region. Trustees should learn as much as they can about the communities they serve. Representing the public means considering multiple viewpoints and discussing the issues in public.
- **Set the Policy Direction** – Policy is defined as a set of broad statements that define the institutional mission and vision as well as acceptable practices to achieve them. Governing boards provide guidance to the Chancellor and administration of the colleges through their policies. Visionary boards are aware of broad values and diverse needs—they gain this knowledge through the work they do to learn about and communicate with many different groups.
- **Employ, Evaluate and Support the Chancellor** – One of the essential factors for successful governance is a good relationship between the board and the Chancellor. The Chancellor is the primary agent of the board and is the single most influential person in creating an outstanding institution. Selecting, evaluating, and supporting the Chancellor are among the board's most important responsibilities. This paradoxical relationship works best when there are clear, mutually agreed on expectations and role descriptions. The partnership thrives on open communication, confidence, and trust.
- **Define Policy Standards for College Operations** – Successful boards of trustees establish policies that set standards for quality, ethics, and prudence in college operations, including the following:
 - **Educational Programs and Services** – The colleges' educational programs and services are guided by the policy direction set by the board. The board adopts policies that set standards for student achievement and how students should be treated. At its discretion, Program Review or other evaluations processes may be addressed in board policy.
 - **Personnel and Human Resources** – The board will establish policies that ensure the District and Colleges attract and retain high quality personnel and that hiring, evaluation, and dismissal procedures are legal, equitable, and clear. Policies and budgets should create an expectation for professional development and growth.

The board will define standards for salaries and benefits, and collective bargaining processes.

- Fiscal Health and Stability- The board is responsible for ensuring that the public's money is spent wisely and well. It will set policy standards for the use of public funds. Policy will address budgets, expenditures and protection of assets. The board will adopt a budget based on its support of progress toward the educational goals of the colleges.
- Create a Positive Climate – The board sets the tone for the entire District. Through their behavior and policies, they establish a climate in which learning is valued, and professional growth is enhanced. The importance of student success and adding value to the community are of utmost importance. The board creates a positive climate by focusing on the future, acting with integrity, supporting risk taking, and challenging the Chancellor and college staff to strive for excellence.
- Monitor Institutional Performance – The board is responsible for holding the Chancellor and the Colleges accountable for serving current and future community learning needs. The board, through the Chancellor, will monitor adherence to board policy standards for programs, personnel, and fiscal and asset management. All monitoring processes culminate in the evaluation of the Chancellor as the institutional leader.
- Support and be Advocates for the Colleges – Trustees promote the college in the community and seek support for it from local, state, and national policymakers.
- Lead as a Thoughtful, Educated Team- Each trustee will function as a part of the team, by being well informed, and committed to working with each other. Trustees will speak openly for their points of view during decision making processes and then will support the position of the board.

References:

ACCJC Accreditation Standard 4;
Education Code Section 70902

Attachments

 [BP 2200 Board Duties and Responsibilities - Comments](#)

 [BP 2200 Board Duties and Responsibilities - Legal Citations](#)

Approval Signatures

Step Description

Approver

Date

COPY