Policy 1.05 Board Duties and Responsibilities
(Chancellor Allen edits)

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

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the district
- Delegate power and authority to the Chancellor (CEO) to effectively lead the district
- Hire and evaluate the Chancellor
- Respect the authority of the Chancellor by providing policy, direction, and guidance only to the Chancellor who is responsible for the management of the district and its employees

Reference:
Accreditation Standard IV.B.1.d
Education Code Section 70902

Revised by the Board of Trustees: July 12, 2005
Revised by the Board of Trustees: September 16, 2008
Revised by the Board of Trustees:

Policy 1.05 <u>Duties and Responsibilities of the Governing Board</u>

(Trustee Withrow edits)

The Governing Board will perform, inter alia, the following duties:

- Represent the public interest of the residents of the service area composed of the six cities located in the northern segment of Alameda County
- Hire a Chancellor, negotiate and codify a mutually agreed upon set of annual goals and priorities, and provide a mid-year oral performance evaluation and a formal, end of the fiscal year written, performance evaluation.
- Delegate sufficient authority to the Chancellor, as the Chief Administrator, so as to allow for the effective and efficient day to day operations of The Peralta Colleges.
- Review, analyze and conduct public hearings to address the annual budgets proposed by the Chancellor with the adoption process to be completed no later than 15 September of each year.
- Formally approve the allocation of all resources for all transactions above pre-determined thresholds.
- Call for and enforce the protection and preservation of all assets of The Peralta Colleges.
- Review the financial status of budget execution on a line-item by line-item basis, no less than quarterly, to assure fiscal health and financial stability.
- Review and approve the strategic plan for The Peralta Colleges, and each of the individual colleges, on at least an annual basis and hold the Chancellor accountable for the achievement of all goals in the pursuit of carrying out the annually defined mission.
- Develop, codify and promulgate policies that satisfy legal requirements and directions mandated by higher authority and that provide the organizational umbrella for the operation of the institution.
- Direct the Chancellor to develop, promulgate, and demand compliance with appropriate procedures to implement the approved Governing Board policies.

- Review and act upon recommendations of the Chancellor with respect to an annual calendar.
- Review and act upon recommendations of the Chancellor to hire, promote or dismiss employees.
- Review and act upon recommendations of the Chancellor to fix salaries of all employees and to review salary schedules annually.
- Review and act upon the recommendation of the Chancellor with respect to legal matters that directly involve The Peralta Colleges.
- Approve the contract to provide for an annual audit by a highly qualified, external firm, which reports to the Board, and demand of the Chancellor that all findings are formally responded to in a very responsive, efficient and effective manner.
- Monitor institutional performance and educational quality.
- Serve as a Board of Appeal for students, employees and citizens of The Peralta Colleges where appropriate.

Policy 1.05 Duties and Responsibilities of the Board of Trustees

The Peralta Board acknowledges and fully abides by all of the duties and regulations of the governing board delineated in the Education Code Section 70902, a selection, in no particular order of priorities, is presented below to illustrate the nature and scope of the Board's authority:

The duties of the Board will be as follows:

A. To select and appoint the General Counsel, the Inspector General, College Presidents, Vice Chancellors, and the Chancellor as well as the balance of the management team of the Peralta Colleges, and to evaluate the General Counsel, the Inspector General, and Chancellor according to Board Policy 2.05.

B. To establish the broad general policies which will govern the operation of the district.

C. To approve the annual budget.

D. To approve the expenditure of all funds.

E. To appoint or dismiss management-level employees of the district upon the recommendation of the Chancellor.

F. To determine and establish salaries of all management employees and to approve negotiated salary schedules annually for all union employees, either by ratification of collective bargaining agreements or recommendation of the Chancellor, as applicable.

G. To review and evaluate recommendations of the administration on physical plant development and other capital outlay expenditures, and to decide upon a course of action to follow.

H. To review and evaluate recommendations of the Chancellor on matters of repair and maintenance of buildings, grounds and equipment, and to decide upon a course of action, where appropriate.

I. To request and consider reports from the Chancellor concerning the educational program, financial aspects of the district, and all other matters pertaining to the welfare of the colleges.

J. To review and act upon the curricular offerings of the colleges, and to promulgate a course of action, where appropriate.

K. To consider and adopt an annual calendar.

L. To provide for the establishment of necessary procedures to assure proper accounting of all district funds, student organization funds, cafeteria funds, and any other funds that fall within the purview of the Peralta Colleges.

M. To contract annually with an external audit firm to conduct and complete a thorough review of all funds, financial practices, and procedures to ensure that the taxpayer moneys are properly accounted for and publically reported.

N. To review and evaluate communications and requests from citizens or community organizations on matters of policy and administration.

O. To serve in rare and compelling circumstances in closed session as an appellate board of final appeal for students, employees and community members of the Peralta Colleges.

Source of Law:
Education Code Sections 70902, 72023, 72123, 72104.

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