

## 1.0 General

The Los Rios Community College District Board of Trustees has the responsibility for formulating broad public policy in community college education. It shall function as the legislative and policy making body charged with the oversight and control of the Los Rios Community College District. The formulation and adoption of policies shall constitute the basic method by which the Board of Trustees shall exercise its leadership in the operation of the District. The Board of Trustees shall delegate to the Chancellor the function of specifying required actions and designing the detailed arrangements under which the District shall operate. The Board of Trustees must be sensitive to the hopes and ambitions of the community, and be able to respond readily to community needs. The study and evaluation of reports concerning the execution of policies shall constitute the basic method by which the Board of Trustees shall exercise its control over the operation of the District. Responsibility is delineated in four (4) areas:

## 2.0 Responsibilities

### 2.1 Leadership

- 2.1.1 Philosophy: To prepare, review and adopt a Districtwide statement indicating basic educational beliefs.
- 2.1.2 Objectives: To ensure educational quality and communicate the District's mission and goals to the community.
- 2.1.3 Professional Leadership: To determine the quality of leadership consonant with carrying out the established philosophy and objectives of the District; to select and appoint the Chancellor of the District and confirm other District Officer appointments.
- 2.1.4 Fiscal: To oversee the financial stability and accountability of the District.
- 2.1.5 Academic: To be informed about and involved in the accreditation process.

### 2.2 Adoption of Policies

- 2.2.1 Personnel: To establish clearly defined personnel policies that can be administered impartially.
- 2.2.2 Academic Freedom: To promote and support academic freedom within the Colleges and the District.
- 2.2.3 Students: To approve uniform policies regarding admission and retention standards; scholastic standards, record keeping, registration practices, student conduct, and student mobility from one College to another.
- 2.2.4 Facilities: To review and take appropriate action on matters relating to site selection and utilization and physical plant development.

- 2.2.5 Finance: To approve the annual budget; to review and approve expenditures; to approve matters of capital outlay; to establish procedures for accounting of receipts and disbursements of funds under the supervision of the District.
- 2.2.6 Curriculum: To approve all curricula and courses of study.
- 2.2.7 General: To formulate such other policies as are necessary to promote the programs of the District.
- 2.2.7.1 All policies shall receive a first and second reading by the Board of Trustees prior to adoption. In circumstances where no policy issues are raised, and where only minor changes are made, a policy may be enacted in a single reading by the Board of Trustees. In exceptional circumstances where time is of the essence, the Chancellor may issue interim guidelines that temporarily amend policies until formal Board action can be taken. In these rare cases and before interim guidelines become effective, they shall be shared with the Board of Trustees President and relevant District constituent groups. Interim guidelines shall not alter Board Policies subject to collective bargaining.
- 2.2.7.2 Whenever a power is granted to, or a duty is imposed upon, any District employee, the power may be exercised or the duty may be performed by a person authorized by the employee, unless a policy or regulation expressly provides otherwise.
- 2.2.7.3 The Board of Trustees shall regularly evaluate its policies and revise them as necessary.

### 2.3 Evaluation

- 2.3.1 Educational Program: To examine follow-up studies and reports on student achievement and curricular offerings.
- 2.3.2 Personnel: To consider and act upon administrative recommendations concerning appointment, retention, or dismissal of faculty and staff members as required by State law.
- 2.3.3 Employee Welfare: To review salary schedules, employee welfare programs, and working relationships at all employee levels.
- 2.3.4 Board of Trustees: To perform regular self-evaluation of the performance of the Board of Trustees.
- 2.3.4.1 The Board of Trustees shall set annual goals for the Trustees and Chancellor: the Chancellor shall set annual goals with the Presidents of the Colleges.

2.3.4.2 The Board of Trustees shall review achievements related to goals annually and progress towards those goals at midyear.

2.3.4.3 The Board of Trustees shall informally discuss their performance as a Board annually.

## 2.4 Maintaining Relationships

2.4.1 Community: To consider communications and requests from citizens and organizations on matters of policy, administration and other items of public concern affecting the District; to provide means of communicating District Policy and decision to the community; to identify statewide community college issues, study them and, through regular Board of Trustee procedure, adopt District goals and positions for communication to legislators and state officials.

2.4.2 Employees: To provide for the establishment of the necessary procedures for the receipt and consideration of recommendations developed by management.

2.4.3 All Segments: To serve as a public forum for students, employees and citizens of the District on matters of District Policy.

2.4.4 Participatory Governance: To provide the opportunity for faculty, staff and students to participate effectively in District and College governance.

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LRCCD

Policy Adopted: 11/18/64

Policy Revised: 12/2/70; 1/14/81; 2/17/82; 4/6/83; 4/17/91; 6/4/97; 12/9/98; 9/3/03; 5/14/08; 12/15/10; 6/11/14

Policy Reviewed: 6/11/14

Adm. Regulation: None