



## Chapter One: Bylaws of the Governing Board

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**BP 1020**

### **Duties and Responsibilities of the Board**

*(League BP 2200)*

The Board may initiate and carry on any program, activity, or may otherwise act in any manner which is not in conflict with the purposes for which community college districts are established.

Examples of Board duties and responsibilities include, but are not limited to the following:

1. Select, appoint, evaluate, and delegate power and authority to effectively lead the District to the Superintendent of the District.
2. Determine the broad general policies which will govern the operation of the District and define the institutional mission and set prudent ethical and legal standards for college operations, and review them periodically.
3. Review and adopt the annual budget.
4. Approve the expenditure of all funds.
5. Appoint or dismiss employees upon the recommendation of the Superintendent.
6. Fix the rate of compensation for all employees and review all salary schedules annually subject to employee contracts.
7. Act upon recommendations of the Superintendent regarding site utilization and physical plant development.
8. Act upon recommendations of the Superintendent regarding major repairs and maintenance of the buildings, grounds, and equipment.
9. Consider reports from the Superintendent concerning the program, condition, and educational quality of the college.
10. Act upon recommendations of the Superintendent concerning curricular offerings, annual calendar, and other phases of the college program.
11. Establish the necessary procedures to assure proper accounting of receipts and disbursements of district funds and other funds under the supervision of the District.
12. Provide for the annual audit of all funds of the District and other funds under the supervision of the District.
13. Consider communications and requests from citizens or organizations on matters of policy and administration.
14. Establish citizen advisory committees and approve the membership of such committees.
15. Serve as the board of final appeal for students, employees, and citizens of the Cabrillo District. The Board shall serve in its appellate role for students and employees 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 by the Board. (Appeals by



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- employees must be in concert with negotiated agreements). Appeals by citizens of the District may be made to the Board.
16. Notify the Chair or Secretary of the Board when a member shall be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as possible.
  17. Evaluate annually the Superintendent/President's performance as specified in the Superintendent/President's contract.
  18. Represent the public interest.
  19. Advocate and protect the college.

*Legal Reference: Education Code Section 70902  
Accreditation Standard IVB. 1.d*

Adopted: February 1, 1988

**Revised: September 12, 2011**