

SECTION: San Juan College Board

POLICY TOPIC: Board Authority, Composition, Organization, and Duties

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I. Introduction

The Board is the governing body of the College. The Board's authority is established by state statute, specifically the 1985 Community College Act as amended. The Board is subject to the provisions of the constitution of the State of New Mexico, applicable rules and regulations of the New Mexico Higher Education Department, State Law, the Federal Constitution, Laws and Regulations and its own policies and procedures.

II. Composition

A. Size and Term: The Board consists of seven members elected from single-member districts. Members shall be required to reside in the districts from which elected. Any member removing his/her residence from the district from which he/she was elected shall be deemed to have resigned his/her position, and the vacancy created by such resignation shall be filled in the manner provided by law and in this policy for the filling of vacancies on the board of a community college district.

The Board members shall be elected for a term of six years from April 1 succeeding their election. Terms of Board members are staggered.

B. Elections: Elections of Board members shall be held on the first Tuesday of March of each odd-numbered year according to state statutes.

C. Vacancies: Vacancies in the membership of the Board, other than by expiration of term of office, shall be filled by a majority vote of the remaining Board members for the remainder of the unexpired term of the position vacated. An individual appointed by the remaining members of the Board to fill a vacancy in office shall serve until the next community college Board election, at which time candidates shall file for and be elected to fill the vacant position to serve the remainder of the unexpired term.

III. Organization

A. Board Officers - Designation: At its first regular meeting following the election, the Board shall select from its members a Chairman, a Vice Chairman, and Secretary who shall serve in these offices until the next regular Board election. After each election, Board members shall reorganize in this manner:

1. Chairman: The duties of the Chairman of the Board shall be:

- a. To regularly preside at Board meetings;
- b. To call special or emergency meetings as required or to change the time of a regular meeting; and
- c. To perform such other duties as may be prescribed by law or by action of the Board.

2. Vice-Chairman: The duties of the Vice-Chairman of the Board shall be:

- a. To preside over Board meetings in the absence of the Chairman;
- b. To perform such other duties of the Chairman as necessary in the absence of the Chairman; and
- c. To perform such other duties as the Board may prescribe.

3. Secretary: The duties of the Secretary of the Board shall be:

- a. To preside over Board meetings in the absence of the Chairman, and Vice Chairman; and
- b. To perform such other duties as the Board may prescribe.

B. The President shall serve as chief executive to the Board. A Board Recorder shall be appointed for clerical assistance.

1. Chief Executive to the Board: The duties of the President shall be:

- a. To provide adequate notice to Board members and the public of all meetings;

- b. To call all regular meetings;
- c. To attend all Board meetings, except during that portion of a meeting when his/her salary or performance is being discussed among members;
- d. To arrange for recording of minutes of the Board meetings and transmit a copy of the previous meeting minutes to each Board member before each ensuing meeting;
- e. To arrange to have the Board agenda prepared; and
- f. To have charge of all records, proceedings, and documents of the Board.

2. Board Recorder: The duties of the Board Recorder shall be:

- a. To prepare the Board agenda as directed by the chief executive to the Board;
- b. To record and prepare minutes of Board meetings;
- c. To arrange for the posting of the notice for all Board meetings according to statutory requirements; and
- d. To assume such other responsibilities as may be assigned by the President as chief executive to the Board.

IV. Duties and Responsibilities

- A. The Board's primary duty is that of determining the financial and educational policies of the College. The Board shall provide for the management of the College and the execution of policies by selecting a president for the College.
- B. The Board shall have the power to fix tuition and fee rates for resident and non-resident students of the district including international students, to accept gifts, to accept federal aid, to purchase, hold, sell, and rent property and equipment, and to promote the general welfare of the institution for the best educational interests of the people in the College's service area.

C. Other Board responsibilities are summarized but not limited to the following:

1. Adopt and periodically review a statement of mission, vision, and values which clarify basic educational beliefs and responsibilities of the College to the community.
2. Determine and evaluate the quality of professional leadership needed to carry out the philosophy and objectives of the College.
3. Provide that the College is operating in a fiscally responsible manner, approve the annual budget and monthly expense summary, affirm employee benefit programs and salary schedules and approve the President's contract.
4. Affirm the President's recommendation to employ, for one fiscal year, appropriate professional and support personnel as needed to implement the mission of the College. Any exception to the fiscal year period of employment requires formal Board action prior to employment.
5. Award the appropriate degree or certificate upon completion of a curriculum organized for that purpose.
6. Review and approve expenditures and bid projects in compliance with Fiscal Policy.
7. Review and take appropriate action on matters relating to physical plant and master plan development.
8. Formulate or cause to be formulated such additional policies as are necessary to promote the educational program of the College.
9. After review and approval by the President, the President will present to the Board for their review, the new program portfolio, including the budget and all major program expenditures.
10. Approve the initiation, implementation and closure of programs and collaborations.

11. Adopt such minimum standards as are considered desirable by the Board to supplement those standards of the New Mexico Higher Education Department.
12. Consider communications and requests from citizens and organizations on matters of policy, administration, and other items of public concern affecting the College.
13. Refer complaints received about the College and its operation to the President to research and determine the appropriate course of action.
14. Accept the annual financial audit and approve for submission to the State Auditor.
15. Set district tax levy amounts for both operating and debt service requirements.