

SOLANO COMMUNITY COLLEGE DISTRICT

SUPERINTENDENT/PRESIDENT AS EXECUTIVE OFFICER OF THE GOVERNING BOARD

2030

POLICY: The Governing Board of the Solano Community College District shall delegate to the Superintendent/President of the District the executive responsibility for administering the policies adopted by the Governing Board and requiring administrative action. In the initiation and formulation of district policies, the Superintendent/President shall act as the professional advisor to the Governing Board.

The Superintendent/President may delegate any powers and duties entrusted to him/her by the Governing Board, including the administration of the campus, but the Superintendent/President shall be specifically responsible to the Governing Board for the execution of such delegated powers and duties.

The Superintendent/President shall interpret board policy. In situations for which the Governing Board has provided no policy for administrative action, the Superintendent/President shall have the power to act but his/her decisions shall be subject to review by the governing Board. It shall be the duty of the Superintendent/President to inform the Governing Board promptly of such action and to recommend a written Governing Board policy, if one is required.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion. The Superintendent/President shall make available any information or give any report requested by the Governing Board. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and confidential goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall perform all duties specifically required of or assigned to the

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(Continued)

Superintendent/President in the Education Code. The Superintendent/President shall attend all meetings of the Governing Board, except when excused or when his/her contract is under consideration, and shall serve as Secretary to the Governing Board.

The Superintendent/President, as Secretary to the Governing Board, shall perform the following duties:

1. Prepare Governing Board meeting agendas.
2. Provide minutes of Governing Board meetings.
3. Maintain files of the minutes and exhibits of meeting documents.
4. Attend all Governing Board meetings, unless excused.
5. Attend all Governing Board committee meetings except when excused from the personnel session during consideration of the Superintendent/President/President's contract.
6. Sign, where legally permitted, all documents which otherwise would require the signature of a Clerk of the Governing Board.
7. Perform the duties of the Secretary to the Governing Board as outlined in the Education Code, and all other duties which may be delegated to him/her under law.

**REFERENCES/
AUTHORITY:** California Education Code Sections 70902(d), 72400, 72413,
72418, 84043
Accreditation Standard IV.B.1j; IV.B.2

ADOPTED: November 1, 1971

REVISED: July 7, 1982; August 5, 1987; February 21, 2007

GF/no