



## PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

**Title: Powers and Duties: General**

**Bylaw No. 1610**

**Legal Authority:** California Education Code, Sections 81655-81656 (Revised)  
California Public Contract Code, Section 20651

**Page 1 of 2**

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Board members should recognize that the Board makes policy, ensures its implementation, and employs the Superintendent/President to administer those policies. Accordingly, the Board shall:

1. After appropriate consultation, select, establish the rate of compensation for, provide regular evaluation of, and/or terminate the Superintendent/President.
2. Through an appropriate process, conduct, at least annually, a self-evaluation.
3. Adopt courses of study after considering the recommendations of the Curriculum and Instruction Committee and the administration. Authorize the publication of bulletins and schedules of classes (Government Code, Section 772830).
4. From time to time consider and evaluate reports from the administrative officers concerning the management progress, condition, and educational program of the College.
5. Approve the Faculty Handbook, Student Handbook, Handbook for Classified Employees, and other handbooks as appropriate.
6. Approve the College Calendar.
7. Employ certificated and classified personnel, and establish their rates of compensation after considering recommendation(s) of the Superintendent/President.
8. Approve employment and compensation of all consultants, guest speakers, and artists.
9. Recognize employee and student organizations and strive for open lines of communication between Board, administration, faculty, staff, and students.
10. Approve health and safety policies for protection of students and employees.
11. Approve the community services of the College.
12. Consider communications and requests from citizens or organizations.
13. Interpret the College needs to the public.
14. Refer administrative problems, complaints, criticism, or requests directly to the Superintendent/President; hear such matters only after the Superintendent/President has had the opportunity to review the matter, unless such an emergency prevails that there is no time for a review by the Superintendent/President.
15. Adopt an annual budget for the District.

16. Consider reports of business transactions and of the financial condition of the District.
17. Approve and monitor the expenditure of all District funds.
18. Provide for the establishment of accepted accounting methods, including a system of property control and inventory.
19. Plan with administration the construction of new buildings, hire architects and engineers, and approve plans with specifications submitted by the architects.
20. Provide housing, equipment, supplies, and services for the operation of the College.
21. Lease, buy, and rent property for the District.