

**DELAWARE COUNTY COMMUNITY COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: Member – Board of Trustees

Page 1 of 2

JOB GOAL

To ensure achievement of the results expressed in the mission and purpose of Delaware County Community College.

MINIMUM QUALIFICATIONS

1. Commitment to the public support of higher education.
2. Understanding of the objectives and purpose of the community college.
3. Ability to interpret the community college to their communities as representatives of the College.
4. Commitment to the pursuit of higher education which will lead to the advancement and community acceptance of the community college.
5. Ability and willingness to become an active member of the Board of Trustees, including attendance at meetings, conferences, and seminars sponsored by community colleges and higher education related associations in which the College holds membership.

FUNCTION (Purpose of Job)

To ensure that Delaware County Community College offers educational programs and services, which are comprehensive, accessible, flexible, and community-centered in order to enhance the development of the communities and its residents. It is a further responsibility that they ensure that the College is managed as effectively and efficiently as possible.

PERFORMANCE RESPONSIBILITIES

1. To ensure that the educational needs of the community are identified and made known to administrators, faculty, and staff.
2. To ensure that an annual plan for the College is developed and implemented which provides for meeting the current educational needs of its students, while recognizing long-term College objectives and resources.
3. To clearly demonstrate the ability to distinguish between the policy-making functions of a lay board and the professional responsibilities of the president, administration, faculty, and staff.
4. To ensure that an annual budget is developed and approved commensurate with the goals and objectives of the current College plan and consistent with the resources of the local sponsor.

PERFORMANCE RESPONSIBILITIES (continued)

5. To ensure that the College's resources are managed as effectively and efficiently as possible.
6. To ensure that the College and its programs maintain their accreditation by the appropriate nationally recognized accrediting bodies.
7. To ensure the existence of a monitoring system which periodically informs the Board of Trustees regarding the progress being made in relation to the objectives of the annual plan and the efficiency with which the resources are being utilized.
8. To ensure the existence of an environment which motivates all personnel to maximize their contribution to the College objectives.
9. To ensure that all laws, regulations, and board of Trustees' policies are reduced to writing, made known, and subsequently complied with.
10. To ensure that all legal responsibilities of the Board of Trustees are executed accurately and on a timely basis.
11. To ensure the appointment, development, and evaluation of a competent chief executive and educational officer.
12. To actively participate in the activities of the Board of Trustees.

AUTHORITY

As outlined in regulations and procedures adopted by the State Board of Education and the Community College Act of 1963.

EVALUATION

Annual Evaluation in relation to yearly objectives.

DELAWARE COUNTY COMMUNITY COLLEGE

Appointment of Trustees

BACKGROUND INFORMATION

I. Appointment of Trustees – Statutory Authority

“... (b) The Board of Trustees shall consist of no less than seven nor more than fifteen persons appointed for terms of six years each, except that those persons initially appointed shall draw lots to determine which trustees shall serve for a term of two years, which trustees shall serve for a term of four years, and which trustees shall serve for a term of six years. Thereafter, all persons shall be appointed for terms of six years each. A trustee may succeed himself/herself.

(c) The Board of Trustees shall organize itself at such times each year as it determines and shall choose from among its members a chair, vice-chair, and secretary who shall hold such offices for one year. A majority of the members of the board shall be a quorum. Vacancies on the board shall be filled by the appointing authority for the unexpired terms. Trustees shall serve without compensation, except that they shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties ...”

from Community College Act of 1963, Section 5

II. Powers and Duties of Board of Trustees

“... (a) The affairs of any community college established under this act shall be administered and supervised by a board of trustees. Subject to any law and to any policies, standards, rules and regulations adopted by the State Board of Education provided for community colleges, the board shall for the purpose of establishing, operating, and maintaining a community college, have the power, and its duty shall be:

- (1) To appoint and fix the salary of a president;
- (2) To hold, rent, lease, sell, purchase and improve land, buildings, furnishings, equipment, materials, books and supplies;
- (3) To enter into contracts for services with schools, colleges or universities, or with school districts or municipalities, to effectuate the purposes of this act;
- (4) To accept and receive gifts of real and personal property and Federal, State, local monies and grants, and to expend the same;
- (5) To make policies providing for the admission and expulsion of students, the courses of instruction, the tuition and fees to be charged, and for all matters related to the government and administration of the College;
- (6) To submit to the State Board of Education for its approval proposed amendments to the community college plan;
- (7) To enter into contracts for services to high schools of member districts to provide area vocational technical education services; and

- (8) To exercise such other powers and perform such other duties as are necessary to carry into effect the purposes of this act.”

from Community College Act of 1963, Section 6

III. Representation of the Board

“... The composition of the Board of Trustees shall be representative of the geographical area to be served by the community college to include members of the professions, business, industry, and other lay organizations...”

from State Board of Education Regulations,
Section 12-100, November 14, 1969

IV. Procedure for Appointing Trustees

“Meeting called by Chair of the Board of Trustees

On or before the first day of March, in each odd numbered year or any time when a vacancy occurs on the Board of Trustees or whenever a vacancy is imminent, the Chair of the Board of Trustees shall notify each of the Boards of School Directors of the local sponsor that a vacancy has or will occur on a specified date and include the names of those members whose terms will expire June 30th.

Appointing Committee

Upon the receipt of notice, the Boards of School Directors of the local sponsor shall each appoint a member to serve on an appointing committee whose task it shall be to coordinate the filling of any vacancy on the Board of Trustees when the vacancy shall arise. The appointing committee shall continue to serve for the remainder of the calendar year selected. If an appointing committee is called in an even number year, it shall continue without reappointment until the end of the following odd number year. The committee shall meet at the call of the Chair of the Board of Trustees and thereupon organize itself as it shall deem proper.

(Note: In practice, the Liaison Committee has served as the Appointing Committee)

Nominating Panel

The appointing committee shall select a nominating panel composed of five persons, members of the Boards of School Directors of the local sponsor. Three members of the Board of Trustees of the Community College whose terms are not to expire in the year shall be designated by the Chair of the Board of Trustees to confer with and assist the nominating panel.

The nominating panel shall present to the appointing committee from among the citizens of the County, those who would be able and willing to serve as trustees of the Community College along with the names submitted, the nominating panel shall also submit their recommendations.

Appointment

The appointing committee shall return the names of the persons suggested to fill vacancies as they arise to the several Boards of School Directors. The appointment shall be made by a majority of all the members of the Boards of School Directors.”

from Sponsoring District Resolution, April, 1969

V. Qualifications of Trustees

“The nominating panel shall have the task of interviewing the candidate whose name should come to their attention as possible Trustee. It is their responsibility to ascertain the interest and availability of the persons to be suggested. No candidate should be recommended by the nominating panel without his/her prior knowledge and consent.

The role of the Community College Trustee is one which demands not only interest in the objectives and purpose of the Community College but one which requires an ability and willingness to undertake the task as an active member of the Board of Trustees.

In recommending names, the nominating panel should give special consideration to citizens in the community who are recognized for having given in the past, of their time and effort in service to the community.

The nominating panel should consider recommending persons who have demonstrated a commitment to the pursuit of higher education which would lead to advancement of the Community College.”

from Sponsoring District Resolution, April, 1969

VI. Time Commitments

The total Board of Trustees meets every month on the third Wednesday evening of the month. Past practice has been to ask Board members to reserve all Wednesday evenings for Board and special meetings. Candidates should indicate a willingness to serve on one of the several committees of the Board.

In their capacity as College representatives, trustees are expected to share assignments, to meet with the members of the sponsoring boards and community groups to interpret the College to these groups.

Trustees should also be willing to attend at least one out-of-area meeting, conference, or seminar per year that is sponsored by Community College or Higher Education related associations in which the College holds membership.

Delaware County Community College



APPLICATION FOR BOARD OF TRUSTEES (Please Print)

NAME: _____
(First) (Middle Initial) (Last)

HOME ADDRESS: _____
(Street and Number) (City) (State) (Zip)

TELEPHONE: _____
(Home) (Business)

(e-mail/if available) (fax/if available)

SCHOOL DISTRICT (of residence): _____

PRESENT POSITION: _____

(Company Name)

EDUCATIONAL BACKGROUND:

	Name	Diploma/Degree
High School		
College or University		
Vo-Tech/ Business or Trade School		
Other		

PRESENT ASSOCIATION WITH EDUCATIONAL, GOVERNMENTAL, CHARITABLE, CIVIC OR OTHER PERTINENT GROUPS:

Name of Group	Position with Group	Length of	Service
		FROM	TO

FORMER ASSOCIATION WITH SUCH GROUPS:

Name of Group	Position with Group	Length of	Service
		FROM	TO

HONORS AND/OR AWARDS:

Name of Organization	Recognition	Date

OTHER PERTINENT INFORMATION REGARDING YOUR QUALIFICATIONS TO BE A MEMBER OF DCCC BOARD OF TRUSTEES (if additional space is needed, please attach):

(Signature)

(Date)

Please return this form to the President's Office, Delaware County Community College, 901 S. Media Line Road, Media, PA 19063. (Phone: 610-359-5288, FAX: 610-359-5055)