



# Frederick Community College Policy

Section 1.00 Board of Trustees – Bylaws	Policy Number	1.12a
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Responsibilities of the Board	Procedure Number	1.12
	Board Approved	6/16/99
	Re-approved	4/20/05
	Revision Approved	9/20/06
	Revision Approved	11/19/08
	Revision Approved	9/16/09

- A. General. The Board of Trustees shall approve:
1. The Institutional Effectiveness Plan, including the College Strategic Plan and the Diversity Strategic Plan.
  2. The College Master Plan.
  3. The College Policy Manual.
  4. The Annual College Calendar and Paid Holiday Schedule.
- B. Personnel
1. Appoint and negotiate contract with the President.
  2. Evaluate President on an annual basis during the month of February, or when determined by the Board.
  3. Approve the staff salary schedules and fringe benefits.
  4. Appoint the College auditor.
    - Review the annual audit.
    - Review the appointment of the auditor every three years through an RFP process.
  5. Approve the hiring of legal counsel.
  6. Serve as a hearing panel as determined by College policies for staff grievances, dismissals, and non-renewal.
  7. Approve the President’s recommendations of reduction in College workforce in the event of necessary retrenchment.
  8. The Board of Trustees shall not write letters of recommendation nor act as a reference for candidates for any position at the College.
- C. Financial
1. Approve the annual operating budget.
  2. Approve the transfer of budgeted funds between major functional areas (as

defined in the AICPA Industry Audit Guide) of the operating budget.

3. Approve the capital improvements budget.
4. Approve bids (Maryland Annotated Code §16-311), procurement by competitive sealed proposals (Maryland Annotated Code §16-313), and sole source procurement contracts (Maryland Annotated Code §16-314) when required by Maryland Annotated Code.
5. Set student per credit tuition and fees.
6. To protect the financial stability and integrity of Frederick Community College and to provide sufficient liquidity required for daily operations, the Board of Trustees shall maintain a reserved unappropriated fund balance in the current unrestricted education/general fund. The amount shall be five percent of the current unrestricted fund, educational and general expenditures, and transfers for the prior fiscal year.
7. Any use or appropriation of this fund balance shall require approval of the Frederick Community College Board of Trustees and the Frederick County Commissioners.

D. Educational Program Matters

1. Approve all new degree or certificate programs.
2. Approve any revisions to published listing of degree or certificate programs.