

**BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

SERIES: 1 | **General Rules**
RULE: 13.1 | **Powers and Duties of the Board and President**

Scope: The purpose of this rule is to set forth powers and duties of the Blue Ridge Community and Technical College Board of Governors and President.
Authority: W. Va. Code §§ 18B-1-6(c)(3), 18B-2A-4, WCTCS §135-4
Approval Date: 6/4/14
Effective Date: 6/4/14

SECTION 1. Application.

1.1. This rule sets forth general powers and duties of the Blue Ridge Community and Technical College Board of Governors (Board) and the President.

SECTION 2. Definitions.

- 2.1. Chancellor. The Chancellor of the West Virginia Community and Technical College System.
- 2.2. Contract. Any agreement, memorandum of understanding or other document involving the institution and another party.
- 2.3. Council. West Virginia Council for Community and Technical College Education.
- 2.4. Long-Term Lease. A lease that exceeds five years.
- 2.5. Transfer of Property. The sale or long-term lease of property.

SECTION 3. Powers and Duties of the Board.

- 3.1. Subject to the authority of the Council, the Board retains the following powers and duties:
 - 3.1.1. Approval of the naming or renaming of the institution, any institution building or any institution organizational unit; (BRCTC Rule 10.1)
 - 3.1.2. Final approval of rules; (W. Va. Code § 18B-1-6(f)(1)(2))
 - 3.1.3. Approval of the institution's mission, vision and master/strategic plan; (W. Va. Code § 18B-2A-4(b))
 - 3.1.4. Approval of the institution's Compact with the Council; (W. Va. Code § 18B-1D-7(e)(1))
 - 3.1.5. Appointment of the President; (W. Va. Code § 18B-2A-4(n))
 - 3.1.6. Conduct and completion of the President's written performance evaluation; (W. Va. Code § 18B-2A-4(o))
 - 3.1.7. Review of the institution's academic programs at least every five (5) years; (W. Va. Code § 18B-2A-4(g))
 - 3.1.8. Approval of any institution tuition and fee changes; (W. Va. Code § 18B-10-1(a))
 - 3.1.9. Approval of any institution appropriation request submitted to the Council; (W. Va. Code § 18B-2A-4(f))

- 3.1.10. Approval of the institution's annual operating budget;
 - 3.1.11. Approval of the annual report of the institution's performance submitted to the Council; (W. Va. Code § 18B-2A-4(q))
 - 3.1.12. Approval of any contracts with public schools, private schools or private industry to provide technical, vocational, college preparatory, remedial and customized training courses at locations either on campuses of the institution or at off-campus locations in the institution's responsibility district; (W. Va. Code § 18B-2A-4(r))
 - 3.1.13. Approval of any reciprocal agreements with other institutions or systems of higher education to provide reduced tuition for students from other states; (W. Va. Code § 18B-4-3)
 - 3.1.14. Approval of any transfers of property; (W. Va. Code § 18B-2A-4(s)) and
 - 3.1.15. Approval of transfers of funds among institution accounts consistent with W. Va. Code § 18B-2A-4(x)(y).
- 3.2. The Board and Board members shall strive to do the following:
- 3.2.1. Provide strategic leadership while respecting the President's role in the day-to-day oversight and administration of the institution;
 - 3.2.2. Seek a diversity of perspectives when setting Board policy;
 - 3.2.3. Define standards for institution operations that promote the development and maintenance of high-quality programs, ensure wise and prudent expenditures of funds; and result in the fair and equitable treatment of students and employees; and
 - 3.2.4. Function as a unit and speak with one voice.
- 3.3. Board members shall strive to do the following:
- 3.3.1. Devote time, thought and study to their duties;
 - 3.3.2. Represent the community by knowing and understanding its needs;
 - 3.3.3. Support the institution and its mission in the community and advocate its interests;
 - 3.3.4. Work cooperatively with fellow Board members in spite of differences of opinion;
 - 3.3.5. Vote honestly and uphold the majority decision of the Board;
 - 3.3.6. Act ethically and with integrity in all institution dealings; and
 - 3.3.7. Maintain confidentiality when appropriate.
- 3.4. The Board may provide general approval for any action required to be taken by the Board, but delegate specific approval therefore, to the Board Chair, a committee of the Board or the President.
- 3.5. The Board shall notify the Council of any delegation of authority contained in the Board's minutes. The Council may rescind any such delegation of authority. (W. Va. Code § 18B-2A-4(t))

SECTION 4. Powers and Duties of the President.

- 4.1. Except as indicated in this rule, other Board rules, or by action of the Board duly recorded in the meeting minutes, the President is delegated all other powers and duties, including, but not limited to, the following:
 - 4.1.1. Overall oversight of the institution, including planning, development and day-to-day administration of the institution;

- 4.1.2. Implementation of the institution's master/strategic plan and Compact with the Council;
 - 4.1.3. Oversight of the academic affairs of the institution;
 - 4.1.4. Oversight of the business affairs of the institution; (W. Va. Code § 18B-2A-4(t))
 - 4.1.5. Oversight of personnel transactions, including, but not limited to, hiring, dismissals, promotions and transfers; and (W. Va. Code § 18B-2A-4(w))
 - 4.1.6. Acquisition of necessary legal services and compliance with all federal and state laws. (W. Va. Code § 18B-2A-4(z))
- 4.2. The President may retain any powers and duties delegated to him or her by the Board to other employees or contractors of the institution. The President, however, retains ultimate responsibility for all powers and duties he or she chooses to delegate.

DISTRIBUTION LIST:

- President
- Executive Assistant to the President
- Vice President of Workforce & Engineering Technologies
- Vice President of Instruction
- Vice President of Business and Technology
- Vice President of Enrollment Management
- VP of Human Resources
- Chief Financial Officer
- VP of IT
- Faculty Council Chair
- Classified Staff Council Chair
- Student Board Representative
- WVCTCS Chancellor

Board of Governors Chair

Date

President

Date