

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-2310  
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## VICE PRESIDENT-BUSINESS SERVICES

### Appointment

1. The Vice President-Business Services is recommended by the Superintendent/President and final employment is conferred by the Board of Trustees.
2. The Vice President-Business Services is responsible to the Superintendent/President.

### Duties

The Vice President-Business Services is responsible for:

1. Serving as the financial agent of the college.
2. Arranging appropriate district audits.
3. Assisting the Superintendent/President in:
  - a. Formulating business policies for Board presentation
  - b. Budget preparation
  - c. Recommendations for changes and additions to business staff
  - d. Recommendations to the Board for employment or dismissal of all classified employees
  - e. Representing the College in legal hearings
  - f. Recommendations to the Board regarding employer and employee relations
4. The payment of all obligations and receipt of income.
5. Maintenance of accurate and up-to-date account of all:
  - a. District funds
  - b. Student Body funds
  - c. College Bookstore funds
  - d. Food Service funds
6. Monthly financial reports to the Superintendent/President.
7. Title IX Compliance Officer.

8. Serving as the District's Chief Labor Negotiation Representative.
9. Coordinating all elections for the Citrus Community College District.
10. Adequate insurance coverage on all college property and personnel.
11. A perpetual inventory of all properties of the college including land and buildings.
12. The purchase of all equipment, supplies, and properties for the college upon proper authorization.
13. The operation, maintenance, repair, and upkeep of all college buildings, property, and equipment.
14. The maintenance, operation, and the organization of college transportation.
15. Serving as coordinator and director of safety on campus.
16. Serving as the Board's representative in supervising and advising all student financial affairs.
17. The College building program.
18. Serving as liaison between district architect and the district.
19. Maintaining communication with the Los Angeles County Counsel and with the County Superintendent of Schools' offices.
20. Supervising fire drills and executing responsibilities as set forth in the Emergency Preparedness Manual.
21. Energy management efforts.
22. Disaster Preparedness Program.
23. Assuming other responsibilities as directed by the Superintendent/President.

The Vice President-Business Services shall serve in the following capacities:

1. Member of the President's Cabinet.
2. Chair of the Safety Committee.

- 3. Chair of the Energy Committee.
- 4. Chair of the Emergency Preparedness Committee.
- 5. Chair of the Facility Committee.
- 6. Chair of the Insurance Committee (Health and Welfare).
- 7. Chair of the Employer-Employee Relations Committee.

Adopted .....6/20/61  
Revised.....11/21/66  
                  5/9/74  
                  12/14/76  
                  8/18/81