



## **Specific Responsibilities of the SBCCOE**

The SBCCOE was created by statute (Article 60 of Title 23) to govern the state system community colleges and to be the sole state agency for vocational education. It was given statutory and constitutional (Article XII Colorado Constitution Section 5) powers to carry out its responsibilities. Following is a list of the primary statutory duties and how they are currently being administered:

1. Appoint an executive officer, a director of community colleges and a director of vocational education. Since 1986, when the SBCCOE created the System, it has chosen to combine all three of the statutorily required positions in one chief executive called the System President. The Board has the sole responsibility of selecting the System President. Additionally, the Board has the responsibility of conducting the Annual Evaluation of the System President as provided for in Board Policy 3-16. The Director of Human Resources will work with the Board to provide all the resources and information needed.
2. Govern state system community colleges by doing the following:
  - Develop and review System President's Procedures relating to system operations.
  - Set the budget, tuition and fees for the Colorado Community College System.
  - Allocate state general fund and tuition and fee appropriations according to its own priorities.
  - Approve programs and set degree requirements.
  - Approve academic master and facilities master plans for each of the colleges and prior to a college requesting new or major renovations to existing facilities. Approve a program plan for each project.
  - Appoint 7-member Advisory Councils for each college.
  - Establish procedures for the appointment of the non-voting faculty and student representatives to the Board.
  - In accordance with the Board Bylaws (Section 2.3 C), delegate to the System President all of the Board's powers over personnel matters relating to the central staff of the System, including the power to hire and fire employees. This authority includes the power to appoint or terminate with the approval of the Board the presidents of the State System Community Colleges governed by the Board.

3. Be the sole state agency for career and technical education, also known as “vocational education,” at all levels of public education.
  - Develop and administer a plan and distribute federal vocational education dollars to local and state approved education entities. The current 5 year state plan was approved in 1998.
  - Administer the Colorado Vocational Act, Article 8 of Title 23, Colorado Revised Statutes. The purpose of this legislation was to encourage school districts to provide needed but expensive vocational programs to its students by picking up some of those excess costs. Any school district may receive dollars under this Act if it operates SBCCOE approved vocational programs.
  - Distribute state and federal funds to local district community colleges (governed by locally elected board and supported in part by local tax millage. These schools are: Aims Community College and Colorado Mountain College);and designated area vocational schools (Emily Griffith Opportunity School, Delta Montrose Area Vocational School, Pickens Vocational School – Aurora, and San Juan Area Vocational School – Cortez).
  - Administers in coordination with the Governor’s office, the Colorado Existing Industry Training Program and Colorado First.
  
4. Board Operations: Board members responsibilities include:
  - Attendance at regularly scheduled meetings
  - Attendance at special Board meetings. Special meetings are often conducted in conjunction with the process of filling presidential vacancies at the system colleges. Phone conference Board meetings are also scheduled for time sensitive matters.

Other events and activities for Board members include:

- Participation in statewide events during the year. Traditionally, these have included the State Fair VIP BBQ in August in Pueblo, a Day at the Capitol event, the Phi Theta Kappa luncheon in March, and visits to the system college campuses. These events provide important opportunities for the System to interact with community members, business leaders, and legislators.
- Representing the Board at college graduations. Since one of the Board statutory duties is to award degrees, it is good practice to have at least one Board member at each college graduation.
- Attendance at one national conference each year is encouraged in order to learn more about current national issues facing community colleges. Brochures for these conferences are provided to Board members as soon as they become available. Should they choose to attend, costs will be reimbursed by the System.
- Board members will be invited to other college or system functions throughout the year. Attendance at all of these is *completely voluntary*.

## BOARD STATUTORY DUTIES

Subject Matter	Statute
<b>Develop and establish state policy for occupational education</b>	23-60-102
a) Sole state agency for vocational education and for planning, receiving and administering federal and state vocational education funds	23-60-303 & 23-8-102
b) Approve the allocation and distribution of state and federal vocational education funds to the community and technical colleges, local junior college districts, individual school districts, and other appropriate state and local educational agencies and institutions	23-60-301
c) Approve postsecondary occupational programs offered by BOCES	23-60-302
d) Establish minimum qualifications necessary for teachers of occupational subjects, teacher-trainers, supervisors, directors, occupational counseling specialists, and others having responsibilities in connections with occupational education and certify the same to the state department of education	23-60-304
e) Contract with the state department of human services to develop appropriate education and academic training programs for Colorado Works participants and develop a tuition voucher system so those Works participants may attend courses at community colleges by using the tuition voucher	23-60-304
f) Coordinate all resources available for the promotion of job development, job training, and job retraining in the state, including, but not limited to, secondary, postsecondary, and out-of-school or on-site work programs, and make available this and any other information relating to occupational education	23-60-305
g) Develop, in consultation with the college advisory councils, a program of certification for workplace literacy programs and develop and establish criteria, procedures, and accountability standards for the certification of workplace literacy programs	23-60-601
<b>Govern the State System of Community Colleges</b>	23-60-102
a) Appoint the chief administrative officer of each community and technical college	23-60-202(1)(d)
b) Receive, review, and transmit with recommendations to the CCHE and the general assembly operating and capital budget requests of the community and technical colleges; and control the direction of funds and appropriations to the colleges in the System	202(1)(h) & (k)
c) Construct, lease, or otherwise provide facilities needed for the community and technical colleges	202(1)(b)
d) Fix community college tuition and fees consistent with TABOR limits	202(1)(c)
e) Recommend and review proposals for the establishment of curriculums and for major changes in curriculums, subject only to the review function of the Colorado Commission on Higher Education relating to formal academic programs	202(1)(e)
f) Define the requirements of appropriate degrees and certificates and authorize the award thereof in the community and technical colleges, subject only to the review function of the Colorado Commission on Higher Education relating to formal academic programs	202(1)(f)
g) Develop: <ul style="list-style-type: none"> <li>i. a plan with the governing boards of baccalaureate degree-granting universities and colleges of the state which will assure maximum freedom of transfer of students between community and technical colleges under the direct control of the Board and such universities and colleges</li> </ul>	202(1)(g)
ii. implement, in coordination with four-year institutions and under the direction of the Colorado Commission on Higher Education, a core transfer program for students wishing to obtain a baccalaureate degree after transferring out of the state System to a four-year institution, which program shall be implemented within the state System by September 15, 1987	202(1)(m)
h) Determine policies pertaining to the community and technical colleges, subject only to the functions and powers assigned by law to the CCHE relating to formal academic programs	202(1)(j)
i) Recommend geographic service area for each college to the CCHE	23-1-109(2)

<b>Subject Matter</b>	<b>Statute</b>
j) Ensure that no unnecessary duplication of programs or services exists between the community colleges in the metropolitan Denver area and the vocational schools operating in the same geographic area	23-60-209
k) Appoint a seven member advisory council for each college	23-60-206
l) Develop due process procedures for faculty	23-5-117
m) Designate TABOR enterprises (college-owned business that receives less than 10% of its revenue from state)	23-5-101.5(3)
n) Establish policies for out-of-state instruction; certain courses need Board approval	23-5-116
o) Approve sabbaticals	23-5-123
p) Develop with CCHE a quality indicator system to measure performance of college and statewide System	23-13-105
q) Implement CCHE affirmative action policies and develop affirmative action plans	23-1-108(1)(f)
r) Nominate to the CCHE community college program(s) to be designated as programs of excellence	23-1-118
s) Establish procedures for selecting student and faculty Board representatives	23-60-104(2)(a)(II)
t) Compile data on performance of students required to take basic skills courses and report annually to CCHE	23-1-113.3(3)
u) Beginning July 1, 2004, negotiate a performance contract with the Department of Higher Education that shall specify performance goals the System colleges shall achieve during the period they operate under the performance contract	23-5-129(2)(a)
v) Beginning July 1, 2005, negotiate fee-for-service contracts with the Department of Higher Education for basic skills courses, Post Secondary Enrollment Options, the High School Fast Track Program, educational services in rural areas, and other services as appropriate	23-5-130(2)
<b>3. Restructure the State System of Community Colleges</b>	23-60-104.5
a) Beginning July 1, 2004 and ending July 1, 2005, reduce the administrative costs of the System office by 20%	23-60-104.5(3)(a)
b) On or before July 1, 2004, begin implementation of a centralized, standardized, integrated, System-wide information technology configuration for the colleges, to be completed on or before June 30, 2006	104.5(3)(b)(I)(B)
c) By January 1, 2005, restructure distance learning at all colleges	104.5(3)(b)(II)
e) By July 1, 2004, conduct a comprehensive review of administrative costs for Career and Technical Education	104.5(3)(b)(IV)
f) On or before June 30, 2005, develop a master plan for the use, development, or sale of the Lowry campus, except for the property used by CCA or CCD	104.5(4)(a)
g) On or before June 30, 2006, the Board may enter into an agreement with a third-party master developer to carry out the use, development, or sale of real property at the Lowry campus	104.5(4)(b)
<b>4. Duties of Board with respect to local junior colleges</b>	23-60-203
a) Exercise powers and duties vested prior to 7/1/67 (approve programs)	23-60-203
b) Review and make recommendations concerning requests by any local junior college for appropriations for capital construction before such requests are submitted to the CCHE and the general assembly	23-60-203
<b>5. Duties with respect to veterans' education: Approve postsecondary programs for veterans' tuition assistance.</b>	23-60-303(2)
<b>6. Duties with respect to the Customized Industry and Existing Industry Programs:</b> Operate jointly with the Colorado office of economic development, a training program designed to keep and attract companies to locate in Colorado. Report to the joint budget committee and the legislative audit committee on the cost-effectiveness of the Colorado customized training program in assisting economic development in Colorado.	23-60-306 23-60-307