

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

P-2426
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DEAN OF STUDENTS

Appointment

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

Duties

The Dean of Students is responsible for:

1. Supervising student government, student activities, and the use of Associated Students funds and properties, and assisting students in preparing the annual budget for the Associated Students of Citrus College.
2. Coordinating with the Director of Athletics the inter-collegiate athletic program, overseeing the organization and operation of the intramural program, serving as the administrative athletic representative to the Conference and CCJCA athletic committees, being responsible for the verification of athletic eligibility for men's and women's intercollegiate athletics.
3. Supervising the conduct of students.
4. Supervising campus security functions, administering discipline on campus involving investigation and interviews, and making recommendations to the Superintendent/President respecting probation or dismissal.
5. Counseling students and maintaining communications with administration, faculty, community, and the Associated Students.
6. Assisting in the formation of clubs and selecting advisors for all clubs and similar organizations and orienting the faculty to responsibilities and duties as faculty advisors for student organizations and activities.
7. Maintaining an Inter-Club Council (I.C.C.).
8. Maintaining the student activity calendar.

9. Overseeing adequate faculty supervision at all student functions.
10. Supervising the operation of the Associated Student Body Bookstore.
11. Assuming responsibility for care, reconditioning, and renewing Student Center furnishings.
12. Coordinating activities of the Student Center host/hostess.
13. Supervising the operation of the Cafeteria.

The Dean of Students shall serve in the following capacity:

Serve as a member of the Steering Committee.

Adopted6/8/64
Revised.....12/14/76
8/18/81