

INTRODUCTION

010-2

BOARD OF TRUSTEES

CODE OF ETHICS FOR MEMBERS OF THE BOARD OF TRUSTEES

PREFACE

As elected representatives of the community, Members of the Board of Trustees of the Coast Community College District have been granted a position of "Trusteeship" over the District and its three colleges. Trustees and governing boards have the responsibility to be fair, legal, ethical and accountable. Trustees shall be independent, impartial and responsible in their judgment and actions in the governance of the District. District Trustees shall conduct themselves in an ethical manner that does not present the appearance of a Conflict of Interest.

In recognition of these goals, the Board of Trustees has set forth the following:

ETHICAL RESPONSIBILITIES

The Board of Trustees shall:

1. Recognize that the primary responsibility of the Board of Trustees is to govern in the best interest of the education needs of the entire District. Trustees shall be aware that they are responsible to all citizens of the community served by the District.
2. Use the powers of the office honestly and constructively, communicating and promoting the needs of the community to the college, and the needs of the college to the community.
3. Protect the interests of students in every decision and assure the opportunity for high-quality education for every student. Maintain consistent and vigilant oversight of the District as a policy-setting Board with emphasis on instructional quality, operational efficiency, and fiscal stability.
4. Recognize that a Trustee is a member of an educational team, and that the strength and effectiveness of the Board is as a Board, not as individuals. Trustees have authority only when the Board is in official meetings; an individual member cannot bind the Board outside of such meetings; and that majority decisions of the Board shall be abided by.
5. Recognize that deliberations of the Board in closed session are confidential and not for release or discussion outside the Closed Session to anyone or in public without the prior approval of the Board by majority vote. Maintain confidentiality of privileged information. Privileged information means all confidential information, including items subject to the Ralph M. Brown Act and items subject to attorney-client privilege.

6. Confine Board action to policy determination, planning and budget, performance evaluation and maintaining the fiscal stability of the District. Delegate administrative authority to the Chancellor as the Board Executive Officer. Support District personnel in the appropriate performance of their duties and ensure that they have the requisite responsibility, adequate resources, and necessary authority to perform effectively. The Board will hold the Chancellor accountable for the administration of the educational program and the conduct of District business.
7. Create a positive climate by encouraging and supporting innovation and creativity in District programs and operations. Recognize that the Board sets an example for the entire institution; therefore, act with integrity and reflect the values of trustworthiness, respect, fairness, team, and caring at all times when performing Trustee responsibilities. Maintain an atmosphere in which controversial issues can be debated openly and fairly, protecting the dignity of individuals.
8. Focus requests for information and discussions at Board meetings on topics that address the fulfillment of the District mission, the future of the District, and long-term strategies. Seek pertinent information by asking timely and substantive questions, request data and information through protocols established by the Board and the Chancellor.
9. Accurately account for Trustee expenses; establish and uphold fair and prudent expense standards and reporting procedures.
10. Avoid any conflict of interest or the appearance of impropriety that could result because of the Trustee's position, and avoid intentionally using the Trusteeship for personal gain.

STEPS IN ADDRESSING ETHICAL VIOLATIONS

1. The Board of Trustees has responsibility for monitoring itself.
2. The President of the Board plays a key role in ensuring that laws and codes of ethics are followed.
3. Violations of the Board's Code of Ethics will be addressed by the President of the Board, who will first discuss the violation with the Trustee in question to reach a resolution.
4. If resolution is not achieved and further action is deemed necessary, the President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board, which may include a recommendation for censure of the Trustee in question.
5. If the President is perceived by another Trustee to have violated the Code, the Vice President is authorized to pursue resolution.
6. If the violation is perceived to be a criminal or legal offense, the matter will be referred by the Board to the Orange County Department of Education General Counsel and/or the District Attorney.

TRUSTEE STANDARDS OF PRACTICE

In support of effective community college governance, the governing board of the Coast Community College District believes:

- That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- That it must clearly define and articulate its role;
- That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- That it always strives to differentiate between external and internal processes in the exercise of its authority;
- That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- That its trustee members vote their conscience and support the decision or policy made;
- That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- That it endeavors to remain always accountable to the community;
- That it openly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

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(Board of Trustees)

010-2-2
Approved 02/05/03

BOARD MEMBERSHIP

The Coast Community College District Board of Trustees shall consist of five members elected by the qualified voters of the District. Members shall be elected at large as outlined in Board Policy # 010-2-2.1.

Any person who meets the criteria contained in law is eligible to be elected or appointed to serve as a member of the Board.

An employee of the district may not be sworn into office as an elected or appointed member of the governing Board unless he or she resigns as an employee.

No member of the governing Board shall, during the term for which he or she is elected, hold an incompatible office, as specified in applicable codes.

Education Code Sections 72023, 72103, 72104

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010-2-2.1
Approved 02/19/03

BOARD ELECTIONS

The term of office of each trustee shall be four years, commencing on the first Board meeting in December following public election. Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that two trustees shall be elected during one election and then three trustees elected during the next election.

A Board member shall reside in and be registered to vote in the trustee areas he or she seeks to represent. In the Coast Community College District, the election of Board members shall be by the registered voters of the entire district; therefore, once elected, Board members shall serve as representatives of the District in its entirety.

Trustee Area 1:

Primarily the city of Seal Beach and the community of Surfside, with major portions of the cities of Garden Grove, Huntington Beach and Westminster, and minor portions of the city of Stanton and the community of Midway City.

Trustee Area 2:

Primarily the city of Garden Grove, with major portions of the cities of Fountain Valley and Westminster, and minor portions of the cities of Santa Ana and Stanton and the community of Midway City.

Trustee Area 3:

Primarily the city of Huntington Beach and the community of Sunset Beach, with minor portions of the city of Westminster, and minor portions of the community of Midway City.

Trustee Area 4:

Primarily the cities of Costa Mesa and Fountain Valley with major portions of the cities of Huntington Beach and a minor portion of the city of Santa Ana.

Trustee Area 5:

Primarily the city of Newport Beach and the community of Newport Coast, with a major portion of the city of Costa Mesa, and minor portions of unincorporated property throughout Costa Mesa and Newport Beach.

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(Board of Trustees)

010-2-2.2

Approved 09/03/86

Revised 02/05/03

FILING QUALIFICATION STATEMENT FOR TRUSTEE CANDIDATE

The Board of Trustees of the Coast Community College District establishes a two-hundred (200) word limit, as appropriate, for candidate's qualification statements to be filed with the Orange County Registrar of Voters Office. Payment of fees for said candidate's qualification statements shall be the responsibility of the Board candidate.

Election Code 10600-10604

010-2-2.3

Approved 11/05/86

Revised 02/05/03

GOVERNING BOARD ELECTION PROCEDURE IN EVENT OF TIE VOTE

In the event of a tie vote in a trustee election, the winner shall be determined by lot pursuant to procedures set out in Section 5016 of the Education Code.

Education Code 5016

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(Board of Trustees)

010-2-2.4
Approved 02/05/03

VACANCIES ON THE BOARD

Vacancies on the Board may be caused by any of the conditions specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by EC 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacant position.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions stated in EC 5091. An individual appointed to the position shall hold office only until the next regularly scheduled election for District governing Board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority vote of the Board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity and readily available information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

Education Code Sections 5090, et seq.
Government Code 1770

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(Board of Trustees)

010-2-3

Approved 02/05/03

Revised 12/10/08

OFFICERS

At the annual Coast Community College District organizational meeting, the Board shall elect from among its members a President, Vice President and Board Clerk.

The terms of office for the President, Vice President, and Board Clerk shall be for one year.

The duties of the President of the Board are as follows:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Direct the preparation of Board meeting Agendas in consultation with the Chancellor and/or the Secretary of the Board;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on Board education, self-evaluation, and Chancellor evaluation;
- Represent the Board at official events or ensure Board representation.

The Vice President of the Board will substitute for the President as necessary.

The duties of the Board Clerk are as follows:

- Provide general direction to the Secretary of the Board in official duties;
- Ensure that Agendas, Minutes, communications, contracts and Attachments to Agendas are properly prepared, and documents are retained in the Board of Trustees Office;
- Certify, as legally necessary or proper, all Board actions;
- Sign, when authorized by law or by Board action, any documents that require the signature of the Secretary or the Clerk of the Board.

The Manager of Board Operations/Assistant to the Chancellor shall serve as the Secretary of the Board.

The duties of the Secretary of the Board are as follows:

- Work with and support all elected and appointed Trustees, both individually and collectively;
- Assist the Board Clerk in the performance of his/her duties above;
- Serve as the Custodian of Records for the Board of Trustees;
- Under the direction of the Board Clerk, maintain and manage the Board Directives Log;
- Perform duties and responsibilities of Student Trustee Advisor;
- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Board meetings and closed sessions, unless excused, and in such cases assign a designee;
- Conduct the official correspondence of the Board and maintain all communications on

file;

Certify, as legally required, all Board actions;

Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Board Clerk.

This policy supersedes any prior conflicting policy or Resolution.

Education Code Section 72000

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(Board of Trustees)

010-2-3.1

Approved 01/15/90

Revised 02/05/03

Revised 08/17/05

Revised 02/01/06

Revised 12/10/08

ELECTION OF OFFICERS

The office of President, Vice President, and Board Clerk shall be elected by motion adopted by the Board of Trustees as the first order of business for the annual Organizational Meeting in December of each year. The Secretary of the Board shall conduct the election of the President. Thereafter, the President shall conduct the election of all other officers.

During the annual Organizational Meeting, the President of the Board will ask Board Members to serve as representatives on committees such as the Nominating Committee for the Orange County Committee on School District Organization, the Orange County School Boards Association Political Action Group (P.A.G.E.) effort, and other appropriate committees, subject to Board approval. A Board member may serve both as a Board officer and as a committee representative.

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(Board of Trustees)

010-2-4

Approved 9/3/86

Revised 02/05/03

PLACING ITEMS ON THE AGENDA AND PARTICIPATION IN BOARD MEETINGS

The Board of Trustees encourages citizens of the District to present matters for consideration and to attend Board meetings.

All meetings of the governing Board are open to the public excepting closed sessions as prescribed in Education Code Section 72121 and 72122, Government Code Sections 54957 and 54957.6, and other applicable provisions of law.

Any member of the public or representative of an organization may request that matters related to the business of the Coast Community College District be placed on the agenda. Such requests are to be in writing, addressed to the Secretary of the Board, and received at least eight calendar days prior to the meeting. Such a request shall include the following information:

1. Name, address, and telephone number of the person or persons submitting the request and the name of the organization or group represented, if any. Such information shall be used for District purposes only and the individual's address and telephone number will not be released to any third party without the permission of the individual.
2. Statement of the action to be requested of the Board and pertinent background information leading to the request.

The Secretary of the Board shall notify the individual or group of the time and place of the Board consideration of the request. The Secretary of the Board shall set the date for this consideration as soon as possible after sufficient time to assemble pertinent data.

Participants having requested in writing to speak on a given subject will be recognized before the President of the Board of Trustees calls for a vote on that subject.

The Board reserves the right to conduct in closed session all matters not required by law to be conducted in open session.

The Secretary of the Board, from time to time, may adopt such other reasonable provisions to implement Section 72121.5 of the Education Code as the Secretary may consider necessary. If the Secretary does adopt any such further provisions, the Secretary shall report them to the Board at its next regularly scheduled meeting.

The Board may require an individual addressing the Board to give his or her complete name, as well as the name of the group or organization he/she represents, if any. It shall not be necessary, however, for any individual to register his or her name or provide any other information as a condition to attendance at a meeting.

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010-2-4
cont'd

Each person addressing the Board will be allowed five minutes per agenda item unless the time limit is waived by a majority vote of Board members present. The decision to extend or shorten the time limit for each speaker will be governed by the extent of the agenda and the number of speakers requesting to be heard. For those persons or organizations who wish to address the Board on more than one agenda item the Board reserves the right to limit the total presentation time for that person or organization to no more than 15 minutes per meeting.

The Board may also, by unanimous consent, set a limit on the amount of time the Board will devote to hearing public commentary on a given subject.

Proper decorum at Board meetings is expected. The President of the Board of Trustees may terminate a speaker's privilege of address if after being called to order that speaker persists in acting in an improper manner or if he/she persists in offering comments irrelevant to the agenda item.

Board members and the Chancellor, in order to clarify a speaker's view, may pose questions at any time or make comments in response to the speaker's remarks.

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(Board of Trustees)

010-2-5
Revised 09/03/86
Revised 07/01/87
Revised 02/19/03
Revised 03/04/09
Last Revised 11/18/09

BOARD MEETINGS, PUBLIC PARTICIPATION AND DECORUM GUIDELINES

A. Meetings of the Board of Trustees

1. Regular Meetings

Regular Meetings of the Board of Trustees of the Coast Community College District will be set annually by Resolution and be held on the first and third Wednesday of each month, except for January, June, July, and December, which will be monthly. In the months of January, June, and July, the Regular Meetings shall be held on the third Wednesday. In December, the Board will hold one Regular/Organizational Meeting on the second Wednesday of the month, unless otherwise authorized by law. Regular meetings shall commence at 6:30 p.m. when a Closed Session is not scheduled. Regular meetings with a Closed Session will commence at 5:00 pm for the Closed Session, with the open portion of the Meeting reconvening at 6:30 p.m. The Board conducts Study Session Regular Meetings in March, August, and October. The March Study Session is devoted primarily to budget matters, and the August and October Study Sessions are open for topics which will be established by the Board. The Board also reserves the second Regular Meeting of each April to commence at 5:30 p.m. for the primary consideration of staff recognition activities; the Board also may consider a date for an Annual Retreat Meeting.

2. Special Meetings

Special meetings may be called by the President of the Board or by a written request by a majority of members, stating the business to be transacted. Special meetings also may be convened at any time with majority consent of the Board, with at least twenty-four hours notice in compliance with the provisions of the Ralph M. Brown Act. Written notice shall be given by the Secretary of the Board as provided by law. No business may be transacted in Special Meetings except as specified on the posted Agenda.

3. Emergency Meetings

When the majority of the Board determines that an emergency situation exists, it may call an emergency meeting. An "emergency" is defined as a crippling activity, work stoppage, or other activity that severely impairs public health, safety, or both. At the conclusion of any emergency meeting, the minutes of the meeting, a list of persons whom the Board notified or attempted to notify, a copy of the roll call votes, and any actions taken at the meeting shall be posted for a minimum of ten days in a public place as soon after the meeting as possible.

4. Presiding Officer

The President of the Board will preside at all meetings. In the absence of the President, the Vice President or other Board Member as designee shall preside. The Board shall use Sturgis Rules of Order to conduct

meetings, unless otherwise determined by the Board. A majority of the Board shall constitute a quorum for the transaction of all business, and a majority of the membership of the Board shall be necessary to take action on any motion unless otherwise provided by law. All Open Session votes of the Board of Trustees shall be public.

5. Publication and Posting of Agendas

A topical agenda will be prepared by the Secretary of the Board for each meeting, and will be posted on the bulletin board on the north side of the Administration of the Coast Community College District, 1370 Adams Avenue, Costa Mesa, Ca 92626 at least seventy-two hours prior to the start of each Regular Meeting, and at least twenty-four hours prior to the start of each Special Meeting, unless otherwise provided by law. All Board Meeting Agendas will be posted in compliance with applicable law, and will clearly state the date, time, and location of the meetings. All Board Meeting Agendas will also be posted on the District website, www.cccd.edu, seventy-two hours in advance of Regular Meetings, and at least twenty-four hours in advance of Special Meetings. Board Agendas shall also be distributed to any media outlet or member of the public that has made a request in writing to receive them. Concerning emergency meetings, absent a dire emergency, telephonic notice must be provided to all media outlets that have requested Board Agendas, at least one hour before the meeting. In the case of a dire emergency, notice need only be provided at or near the time that notice is provided to the members of the Board. A dire emergency is a crippling disaster, mass destruction, terrorist act, or a threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of the members of the Board

The Board shall not take action on any matter other than items on the written agenda except as otherwise permitted by law. The agenda, as written and presented, will be followed unless the Board President, with the consent of the Board, determines a need to alter the order.

B. Public Participation and Decorum Guidelines at Board of Trustees' Meetings

1. Board Meetings

All Board meetings are open to the public, except for Closed Sessions. Members of the public who wish to address the Board should complete a blue speaking request form, located immediately outside of the Board Room, and submit it to the Secretary of the Board prior to the start of the Board's Open Session. Topics related to Agenda items will be heard prior to or when the item arises on the Agenda. Speakers wishing to address the Board regarding items not on the Agenda will have the opportunity to do so prior to the adjournment of the Open Session.

A member of the Board, once recognized by the Chair, shall not be interrupted when speaking unless it be to call the member to order or as herein otherwise provided. If a member, while speaking, is called to order, the member shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.

Speakers addressing the Board should address the Board through the Board Chair and not address

comments to staff members. Public speakers are limited to five minutes per item.

2. Large Groups and Organizations

Large groups and organizations wishing to appear before the Board are encouraged to identify one or two spokespersons that may:

- a) Introduce members in attendance in support of the group's position.
- b) Present a consolidated statement to the Board.

3. Board Chair Authority

a) The Board Chair shall have authority to control the meeting in an orderly and civil manner. Profanity, obscenity, or other offensive language may be ruled out of order. Threats directed toward any person or property shall be ruled out of order.

b) In the event that the meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the Board Chair will ask the person or persons to leave the meeting room.

c) Speakers who engage in such conduct will be denied the opportunity to address the Board for the duration of the meeting.

d) A warning and request that the persons curtail the disruptive activity will be made by the Board Chair. If the behavior continues, the person will be asked to leave or will be removed by Security staff, based on a finding that the person is violating this Policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

e) If, in accordance with these rules, order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board Chair may order the meeting room cleared and may continue in session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Education Code 72000, 72121, 7212.5, 72122, 72129

Government Code Section 54954.2

Government Code Section 54954.3

Government Code Section 54956

Government Code Section 54956.5

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(Board of Trustees)

010-2-6

Approved 02/05/03

Revised 01/20/2010

POLICY AND ADMINISTRATIVE PROCEDURE

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the effective operation of the District. The Board of Trustees shall adopt written policies to convey its expectations for actions to be taken by District employees and to communicate Board philosophy and practice to the students and the public. Board policies are the governing laws of the District and are binding to the extent that they do not conflict with federal or state laws and shall be consistent with the District's collective bargaining agreements. Board Policies are to be written clearly, in a standard format, and are to include language that is compliant with accreditation standards. All District employees are expected to know and observe provisions of law pertinent to their job responsibilities.

The Board Clerk is responsible for the review of all Board policies. All Board policies shall be reviewed every other year to ensure compliance with law, accreditation standards and best practices. The Board Clerk and Board Secretary shall review and update as necessary, all policies that pertain to the operations of the Board of Trustees. The Chancellor shall review other Board policies, every other year, with the advice and consultation of the Board President and Board Clerk. Policies of the Board may be adopted, revised, revoked, suspended, or amended at any regular or special Board meeting by a majority vote of the Board. Unless approved by a two-thirds vote, proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. All administrative procedures shall be consistent with Board Policy, and upon a finding of consistency, shall be ratified by the Board of Trustees. When Board policies are amended, the Chancellor shall review corresponding administrative procedures to ensure they conform to the revised policy.

The Chancellor shall review and, as necessary, update all administrative procedures every other year. The Board, as it deems appropriate, may develop, revise or review specific administrative procedures to ensure their compliance with Board Policy. The Board reserves the right to direct revisions of administrative procedures if the Board finds such procedures to be inconsistent with Board policy.

All Board policies and administrative procedures shall be placed on the Coast Community College District website, www.cccd.edu. Copies of all policies and administrative procedures shall be readily available through the Board of Trustees' Office to Board members, District employees, students, and the public.

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(Board of Trustees)

010-2-6.1
Approved 01/21/09

DELINEATION OF AUTHORITY TO DISTRICT CHANCELLOR AND COLLEGE PRESIDENTS

The Chancellor of the Coast Community College District is appointed to assist the Board of Trustees in policymaking for the District and shall have the authority for and be fully accountable to the Board of Trustees for ordering, administering and supervising of all District activities.

The Chancellor may delegate any powers and/or duties to the College Presidents including the administration of the colleges and/or centers. The Chancellor, however, will continue to be specifically responsible to the Board for the execution of such delegated powers and duties. The Presidents are expected to perform the duties contained in the job description, fulfill responsibilities as may be determined through annual goal setting or the evaluation process, and other duties as required by the daily operation of the colleges.

Education Code 70902
Accreditation Standard IV.B.1.j.IV.B.3.e.

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010-2-7
Approved 11/20/85
Revised 06/04/91
Revised 01/22/97
Revised 12/12/01
Revised 02/19/03
Revised 08/04/10

COMPENSATION FOR TRUSTEES

Compensation of Trustees shall be the amount permitted under Education Code Section 72024, with an increase of 5%, as approved on an annual basis by the Board of Trustees; except that such amount shall be reduced by a pro-rata amount for each Board meeting not attended by a Trustee in a particular calendar month unless the Board, by Resolution, finds that the Trustee was, at the time of the meeting, performing services for the District, was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board.

No compensation shall be paid to any Trustee who would be eligible to receive service credit in the Public Employees Retirement System on the basis of such compensation.

Education Code Section 72024

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010-2-8

Approved 02/05/03

CONFLICT OF INTEREST

A Board member shall not use his/her official position to influence any Coast Community College District decision in which s/he has a financial interest, as such interest is defined in the Political Reform Act as embodied in the Government Code.

A Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose that interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to his or her duties as an officer of the District.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent Board members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest. (See Board Policy 040-11-1.)

Board members shall file statements of economic interest with the filing officer identified by District Administrative Procedures.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises about possible conflicts of interest.

Government Code Sections 1090, et seq., 1126, 87100, 87200, et seq.
Title 2, Sections 18730 et seq.

INTRODUCTION

(Board of Trustees)

010-2-9

Approved 02/19/03

Revised 09-16-2009

BOARD SELF-EVALUATION

In accordance with California Law and the Accrediting Commission for Junior and Community Colleges, the Board of Trustees is committed to assessing its own performance, as a Board, in order to identify strengths and areas in which it may improve its functioning.

To this end, the Board has established the following process:

1. The Board shall review and approve procedures and an evaluation instrument for Board self evaluation during any regular Board meeting in September of each odd numbered year.
2. All Board members will be asked to complete the evaluation instrument and submit responses to the Secretary of the Board at least ten days prior to the evaluation meeting. Responses should include comments that list specific references to Board strengths and weaknesses, as well as offering suggested improvements. The Secretary of the Board will tabulate the responses and present them to the Board President.
3. The summary and tabulation of the evaluation results will be presented to the Board in a written communication by the Board President. Evaluations received from individual Trustees shall be made available to the public upon request.
4. The Board President, or designee, shall preside over a discussion of the self-evaluation at the Study Session meeting in October of each year, or may call a Special Meeting of the Board to discuss the evaluation.
5. Members of the public or from District constituency groups shall have the opportunity, during the Board of Trustees' self-evaluation, to provide input to Board.
6. The Board shall take appropriate action, in response to the evaluation summary, during a public meeting.

The evaluation may be used to identify accomplishments in the past year and goals for the following year, and strategic plans for future years.

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010-2-10
Approved 9/3/86
Revised 04/01/92
Revised 02/05/03

BOARD INVOLVEMENT IN PERSONNEL MATTERS

The Chancellor shall keep the Board closely informed of any situation that may require the Board to take action regarding the employment and/or change of status of any vice chancellor or president.

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(Board of Trustees)

010-2-11
Approved 02/05/03

RECORDING

If the Board causes any audio tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, et seq. The Secretary of the Board is directed to ensure that any such recordings are maintained for thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera. However, if the Board finds by a majority vote that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, the President of the Board shall direct such recording to cease.

Government Code Sections 54953.5, 54953.6
Education Code Section 72121(a)

010-2-11.1
Approved 02/05/03

MINUTES

The Secretary of the Board shall ensure that minutes are taken of all meetings of the Board. The minutes shall record all actions taken by the Board, and be duly adopted by the Board. The minutes shall be public record and shall be made available to the public.

Education Code Section 72121(a)

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010-2-12

Approved 02/05/01

Revised 02/05/03

PRESENTATION OF RESOLUTIONS FOR RECOGNITION PURPOSES

Commendation and Awards

Any Board member, the chancellor, or a college president may submit the name of an individual or organization to the president of the Board, or designee, for consideration of Board recognition.

Persons proposing the recognition of an individual or organization shall also indicate a suggested type of recognition, such as follows:

- ▶ *Letter of Recognition* prepared and signed by the Board president, on behalf of the Board, to those who have been recognized by other agencies for significant achievements or those who have been appointed to offices affiliated with institutions of learning.
- ▶ *Board Resolution* presented/read at a Board Meeting to those providing distinguished service to the Coast Community College District (colleges, KOCE, and/or district office).
- ▶ *Plaques or awards* presented at a Board meeting to those who have provided the District (colleges and/or KOCE) with special, unusual long-term assistance.

INTRODUCTION
(Board of Trustees)

010-2-13
Approved 02/05/03
Revised 12/10/08

ANNUAL ORGANIZATIONAL MEETING

The annual organizational meeting of the Board will be held in accordance with Education Code 72000(c)(2)(A), at the Regular Meeting held within the first two weeks of December each year. The purpose of the annual organizational meeting is to elect a president and a vice president, and board clerk, establish Board Committees as needed, address the matter of Board compensation, and conduct any business as required by law or determined by the Board.

INTRODUCTION

(Board of Trustees)

010-2-14
Adopted 12/14/83
Revised 02/17/99
Revised 08/16/06
Revised 05/19/10

STUDENT TRUSTEE, BOARD OF TRUSTEES

There shall be included within the membership of the Board of Trustees a non-voting student who shall be selected and shall serve in accordance with procedures established by the Board. The Student Trustee of the Coast Community College District shall meet these minimum qualifications:

1. The Student Trustee shall be enrolled in, and complete at least five units per semester, as a student of the Coast Community College District in both the Fall and Spring semesters of his/her term of office.

In addition, the following requirements shall be met:

- a. Hold at least a 2.0 cumulative GPA when applying for the position.
 - b. Maintain at least a 2.0 GPA during the term of office.
2. The Student Trustee may not have been on academic probation or under disciplinary sanction from a Coast Community College District college during the academic year prior to the term of office being sought or during the term of office as Student Trustee.
 3. The Student Trustee must be at least 18 years of age before assuming office.

DUTIES & RESPONSIBILITIES

Pursuant to California Education Code Section 72023.5(a), the Student Trustee of the Coast Community College District attends all Regular and Special meetings of the Board of Trustees. The Student Trustee as a non-voting member of the Board, may make motions, second motions, and participate in Trustee discussions. The Student Trustee receives all correspondence, agendas, agenda attachments, staff reports, minutes, and other materials which regular Trustees receive, except those matters which pertain to Closed Session items. The Student Trustee does not participate in Closed Sessions of the Board. The Student Trustee is appointed by the Board in May of each year to serve a one-year term, commencing on June 1st, and expiring on the following May 31st.

The Student Trustee's primary duty and responsibility is to bring a student perspective to all Board of Trustee meetings for the Coast Community College District. The Student Trustee participates in all Board meetings to express a student's perspective and may designate, for the record, his/her position prior to the Board vote. Such designation shall not be counted in the official vote, but shall be recorded in the Board meeting minutes. The Student Trustee may gather individual or group student opinions for presentation to the Board on agenda matters. The Student Trustee provides a report at Regular Meetings of the Board on his or her own activities as Student Trustee, as well as those of the District Student

Council.

Under the direction of the Secretary of the Board of Trustees, the Student Trustee is responsible for other specified student matters including serving as the Chair of the District Student Council. The Student Trustee annually leads the recruitment and selection of his/her successor, and acts as Chair of the Student Trustee Selection Committee which recommends the successor Student Trustee to the Board of Trustees. The Student Trustee plays a key role in the annual retreat of the District Student Council and the annual Student Lobby Day in Sacramento, and provides leadership in District programs such as Congress to Campus and other similar Board-approved District-wide programs. In each of these activities, the Secretary of the Board of Trustees, under the direction of the Board Clerk, shall have oversight responsibility.

STUDENT TRUSTEE TRAVEL

The Student Trustee is encouraged to attend the annual student trustee training conference sponsored by the Community College League of California. In addition to this state-wide conference, the Student Trustee may attend one additional community college conference at District expense, if approved in advance by the Board of Trustees.

COMPENSATION FOR THE STUDENT TRUSTEE

Compensation of the Student Trustee shall be \$200 per month for Regular Meeting attendance. Such compensation shall be paid to Student Trustees who are absent only if the Board, by Resolution, finds that the Student Trustee was, at the time of the meeting, performing services outside the meeting for the District, was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board.

MILEAGE STIPEND FOR THE STUDENT TRUSTEE

The Student Trustee shall be entitled to the mileage allowance provided the regular Trustees.

INTRODUCTION
(Board of Trustees)

010-2-14.1
Revised 09/18/85
Revised 08/20/86
Revised 06/26/91
Revised 07/21/93
Revised 09/06/95
Revised 02/18/09

**STUDENT REPRESENTATIVE
SELECTION PROCESS**

One student, enrolled in any college or colleges of the Coast Community College District, shall be elected every year to serve as Student Trustee member of the Board of Trustees of the Coast Community College District.

The Student Trustee shall not be required to enroll during any summer session of the District.

TERM OF OFFICE:

The term of office of the Student Trustee shall be from June 1 of each year to May 31 of the next year.

MANNER OF ELECTION OF STUDENT TRUSTEE:

Any student of the Coast Community College District may apply to be Student Trustee on the form provided by the Chancellor's office. (A copy of this form may be found in Administrative Procedure 0010-2-9.1.) This form shall be returned to the District Advisor of the Coast Community College District Student Council who will determine if all minimum qualifications are met. The names of the applicants meeting minimum qualifications, along with a summary of their qualifications, shall be submitted to the District Student Council. All other applications shall be discarded.

Student Trustee applicants must follow the procedures reviewed annually by the District Student Council and by the advisors.

The District Student Council may interview candidates before voting. When applicants are interviewed, interview questions must be previously cleared through the District Student Council Advisor and the Vice-Chancellor of Human Resources.

The District Student Council shall, in open public session, elect the person deemed best qualified to represent the students of the colleges in the position of Student Trustee.

A simple majority of the District Student Council Selection Committee, the chairperson abstaining, shall be required to elect. The District Student Council Selection Committee shall be comprised of equal membership from each college with the current Student Trustee acting as chair. The membership from each college shall be two (2) representatives from the campus student government organization, selected by that organization to represent them on the District Student Council Selection Committee. A simple majority shall be a minimum of four (4) of the six members. In the event of a deadlock, the chair may cast the deciding vote. The final vote is to be taken during public meeting of the District Student Council Selection Committee.

In the event that there shall be no more than a single candidate for the position, such candidate may be elected by a simple majority of a quorum of the District Student Council. A candidate so elected may not succeed himself/herself. A quorum shall be more than fifty percent of the members of the District Student Council, provided that each college is represented, and excluding the Student Trustee.

INTRODUCTION
(Board of Trustees)

010-2-14.1
cont'd

In the event of deadlock, the chairperson may cast the deciding vote.

In the event that no agreement on a candidate can be reached on the first vote, then successive votes may be taken after the elimination of the candidate(s) receiving the lowest numbers of votes until a remaining candidate receives the majority vote.

In the event that there is no quorum to select the new Student Trustee by the last District Council meeting in May, then the District Student Council shall recommend that the current Student Trustee remain in office until the new Student Trustee is selected and to repeat the recruitment and selection process within four (4) months from the end of the previous Student Trustee's term (June 1 – September 30). In the event that the secondary selection process is not successful in selecting a new Student Trustee, the District Student Council may recommend to the Board that the position remain vacant for the academic year.

REMOVAL OF STUDENT TRUSTEE:

A Student Trustee shall be removed from office if and when he/she fails to meet the qualifications of this office. A Student Trustee may be removed from office, for just cause, by the affirmative vote of seven of the nine members of the Student Council. The Student Council may conduct such a vote on its own motion or at the request of the Coastline Community College Student Advisory Council, the Golden West College Student Council, or the Orange Coast College Associated Student Senate.

Basis for removal by the Student Council shall include:

1. Failure to attend at least three consecutive regularly scheduled Board meetings for other than good cause;
2. Such other reasons as may be identified by the Student Council, providing that such reasons shall be approved by the Board of Trustees of Coast Community College District;
3. The student member shall be removed for any reason as is otherwise specified or required by law.

The District Student Council shall make reasonable efforts to consult with the Student Trustee prior to any action to remove said Trustee from office and shall review its findings with representatives of each college, the District Administration, and the District Board of Trustees prior to final action.

If the Student Trustee is removed from office, and no alternate has previously been identified by the District Student Council, a successor shall be elected by the District Student Council as soon as reasonably possible. Such successor shall serve for the remainder of the original term. The manner of election shall be as previously required by this policy.

INTRODUCTION

(Board of Trustees)

010-2-14.1

cont'd

DISTRIBUTION OF MATERIALS:

The Student Trustee shall receive all materials presented to the other Board members except for such materials as may relate to a matter to be considered in or acted upon by the Board during closed session.

Immediately prior to or at the beginning of the term of office of the Student Trustee, the Secretary of the Board of Trustees shall deliver to the Student Trustee a copy of this policy. District Student Council members shall also receive a copy of this policy.

MILEAGE:

The Student Trustee shall be entitled to the mileage allowance provided the regular Trustees.

EVALUATION OF THE CHANCELLOR

The Board of Trustees shall conduct an evaluation of the Chancellor at least annually, using an evaluation process developed in cooperation by the Board of Trustees and the Chancellor. Such evaluation will be based on the job description, Board-adopted goals, job performance, including strengths and weaknesses, and will consider any requirements set forth in the employment contract with the Chancellor.

Procedure:

- 1.0 The Chancellor will develop and prepare goals and objectives for the following fiscal year, to be distributed to the Board of Trustees by May 1st of each year.
- 1.1 The Board will review and recommend changes to the goals and objectives, and by May 31st a second draft will be presented for the Board's review.
- 1.2 The Chancellor's evaluation by the Board of Trustees will be scheduled in June, prior to the beginning of the fiscal year. The final goals and objectives for the following fiscal year will be adopted at the time of evaluation.
- 1.3 A final written evaluation shall be prepared by the Board of Trustees, signed by the Board President, and placed in the Chancellor's personnel file, with a copy retained by the Chancellor.
- 1.4 On a biennial basis, the Board of Trustees shall review and establish the compensation and benefits of the Chancellor.
- 1.5 All materials pertaining to the evaluation of the Chancellor will be retained in an "Access by Board Only" file located in the Board of Trustees Office.
- 1.6 The Chancellor's evaluation shall be completed solely by the Board of Trustees, utilizing input from the Board members, the Chancellor, and Executive staff. The Board may request input from community representatives, when deemed appropriate.

INTRODUCTION

(Board of Trustees)

10-2-16

Approved 01/16/08

BOARD OF TRUSTEES' AUDIT COMMITTEE

PURPOSE

The Board of Trustees' Audit Committee is established under the authority of the Board of Trustees and reports directly to the Board. The primary purpose of the Audit Committee is to assist the Board of Trustees in fulfilling its oversight responsibilities for financial reporting, internal controls and compliance with legal and regulatory requirements applicable to Coast Community College District Operations.

GOALS AND OBJECTIVES

While assisting the Board of Trustees with fiduciary duties, the Audit Committee also provides an open avenue of communication between the Board of Trustees and District Management, the Internal Audit Department, and the District's External Auditors. The Audit Committee has the following goals and objectives:

- Increased objectivity and credibility of financial reports.
- Increased Management accountability.
- Support for measures to improve management performance and internal controls.
- Increased employee awareness of unethical, questionable, or illegal activities.
- Enhanced independence and effectiveness of the Internal Audit Department.
- Assurance that appropriate Management action plans are implemented for audit findings and recommendations.

COMPOSITION OF THE AUDIT COMMITTEE

The Audit Committee was established by a vote of the Coast Community College District Board of Trustees. The Audit Committee shall consist of two Members, a Chair and Vice-Chair, who serve alternating terms of service, each with equal voting rights. Initially, one Member of the Audit Committee will serve starting December 2007 with the term ending in December 2010. The term for the second Member of the Audit Committee shall begin in December 2007 and end in December 2009. Thereafter, each Member of the Audit Committee shall serve a two year term of service on an alternating basis. All Members of the Audit Committee shall possess or obtain a basic understanding of governmental financial reporting and auditing and shall have a requisite interest in the financial reporting issues of the District.

The Audit Committee shall have access to at least one financial expert, an outside party, with no voting rights, who will provide advisory and consulting duties. The financial expert shall be an individual with sufficient financial experience and interest to provide guidance and assistance to the Audit Committee.

RESPONSIBILITIES

The Audit Committee is established with significant responsibilities while providing oversight for the Board of Trustees. This to include financial reporting, internal controls, external audit, compliance and

other matters as deemed necessary. A key function of the Audit Committee is to coordinate the efforts of the Internal Audit Department so that their work is consistent with the goals and objectives of the Committee. The Audit Committee has the following responsibilities:

- Recommends to the Board the approval of any auditing and or consulting services.
- Initiates and monitors the procurement process for the selection of the external auditor. Makes the final recommendation of a selected bidder from the external auditor procurement process to the Board of Trustees.
- Provides contract oversight of the external auditing function. Reviews the effectiveness of the external auditor's work, and provides the Board of Trustees with the final recommendation to continue with or discharge the current external auditing firm.
- Ensures that corrective action is taken that is identified by the internal and external auditors.
- Reviews and refers the external auditor's report to the Board of Trustees.

ETHICAL CONDUCT

Members of the Audit Committee are expected to conduct business in the most ethical way possible and to adhere to the Code of Ethics adopted by the Board of Trustees on September 5, 2007.

MEETINGS

The Audit Committee shall meet no less than on a quarterly basis.

REPORTING

The Audit Committee will report to the Board of Trustees as appropriate.

INTRODUCTION

(Board of Trustees)

10-2-17

Approved 12/10/08

BOARD OF TRUSTEES' LAND DEVELOPMENT COMMITTEE

PURPOSE

The Board of Trustees' Land Development Committee (The Committee) is established under the authority of the Board of Trustees and reports directly to the Board. The primary purpose of this Fiduciary Committee is to assist the Board of Trustees in fulfilling its responsibility for appropriately managing and maintaining the land resources of the Coast Community College District. The Committee serves as a forum for discussing any and all issues relating to the acquisition, disposition, management and administration of District land resources. The Committee convenes to discuss policy, land use proposals, public facilities and other District land development issues as they may arise.

GOALS AND OBJECTIVES

While assisting the Board of Trustees with land development issues, the Committee also provides an open avenue of communication between the Board of Trustees and the District's Executive Management. The Committee has the following goals and objectives:

- Development of a process for identifying major land development projects, establishing priorities, obtaining local and state approvals that meet Education Code and other legal requirements, and incorporating long-term land development needs into a long term financial plan.
- Establishment of a reporting mechanism to the Board of Trustees and Board of Trustees' Audit Committee on the status of projects.
- Increased Awareness of current District land development opportunities.
- Recommending programs and projects that fit the individual campus' land use and master plans.
- Balancing of community needs vis-a-via District/Campus land development concerns.
- Coordination of land development programs with District planning initiatives.
- Assessment of future District land development needs.
- Act as a clearing house for external proposals that may come to the District with reports and recommendations to the full Board of Trustees.

COMPOSITION OF THE LAND DEVELOPMENT COMMITTEE

The Committee was established by a vote of the Coast Community College District Board of Trustees. The Committee shall consist of two Members, a Chair and Vice-chair, who serve alternating terms of service, each with equal voting rights. Initially, one Member of the Committee will serve starting December 2008 with the term ending in December 2010. The term for the second member of the Committee shall begin in December 2008 and end in December 2011. Thereafter, each Member of the Committee shall serve a two year term of service on an alternating basis. Members of the Land Development Committee shall possess or obtain a basic understanding of Education Code provisions related to community college land use and shall have a requisite interest in land development issues facing the District.

The Committee shall have access to at least one expert in real estate development issues, an outside party, with no voting rights, who will provide advisory and consulting duties. The real estate development expert shall be an individual with sufficient land development ex

perience and interest to provide guidance and assistance to the Committee. The Committee is also able to obtain legal counsel on an “as needed basis.”

RESPONSIBILITIES

The Committee is established with significant responsibilities while providing oversight and recommendations to the Board of Trustees on land development issues. This is to include research and analysis on land development opportunities, understanding of financial implications, positive and negative, of any proposed land development opportunity, and to understand and address community needs in concerns associated with each specific land development proposal. The Committee is delegated the authority to act as the Board of Trustees’ negotiator regarding all property management matters that are necessary for the Benefit of the District. Committee recommendations will first be placed on the information pages for review and discussion by the Board. With consent from the Board, the item(s) will move to the action pages. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the full Board of Trustees itself.

The Committee has the following responsibilities:

- Recommends to the Board of Trustees the approval of any land development opportunity.
- In tandem with the Vice Chancellor of Administrative Services, initiates the procurement process for any land development project. Makes the final recommendation of a selected bidder from the land development procurement process to the Board of Trustees.
- Monitors the status of current land development projects and reports to the Board of Trustees as appropriate.
- The Committee, in tandem with the Vice Chancellor of Administrative Services, shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting and other special assignments; and the

condemnation of real property.

ETHICAL CONDUCT

Members of the Committee are expected to conduct business in the most ethical way possible and to adhere to the Code of Ethics adopted by the Board of Trustees on September 5, 2007.

MEETINGS

The Committee shall meet no less than on a quarterly basis.

REPORTING

The Committee will report to the Board of Trustees as appropriate.

INTRODUCTION

(Board of Trustees)

10-2-18

Approved 01/07/2009

BOARD OF TRUSTEES' ACCREDITATION COMMITTEE

PURPOSE

The Board of Trustees' Accreditation Committee (The Committee) is established under the authority of the Board of Trustees and reports directly to the Board. The primary purpose of this Committee is to assist the Board of Trustees in fulfilling its responsibility for oversight of the accreditation process for the Coast Community College District and its three colleges. The Committee convenes to discuss policies related to accreditation by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (The Commission) and other accreditation matters as they arise.

GOALS AND OBJECTIVES

While assisting the Board of Trustees with accreditation issues, the Committee also provides an open avenue of communication between the Board of Trustees and the District's Executive Management. The Committee has the following goals and objectives:

- Increased awareness of the accreditation process.
- Establishment of a system of regular reporting by the colleges to the Committee and the Board of Trustees on accreditation progress.
- Increased accountability by the colleges to the Board of Trustees for meeting reporting deadlines and goals.
- Increased awareness of communication between the Commission and the District and its three colleges.

COMPOSITION OF THE ACCREDITATION COMMITTEE

The Committee was established by a vote of the Coast Community College District Board of Trustees. The Committee shall consist of two Members, a Chair and Vice-Chair, who serve alternating terms of service, each with equal voting rights. Initially, one Member of the Committee will serve starting December 2008 with the term ending in December 2010. The term for the second Member of the Committee shall begin in December 2008 and end in December 2011. Thereafter, each Member of the Committee shall serve a two-year term of service on an alternating basis. Members of the Accreditation Committee shall possess or obtain a basic understanding of the accreditation process related to community colleges, and shall have a requisite interest in the accreditation issues facing the District.

The Associate Vice Chancellor for Educational Services (or an equivalent member of the Administrative staff) will consult with and advise the Committee on an ex-officio basis.

RESPONSIBILITIES

The committee is established with significant responsibilities while providing oversight and recommendations to the Board of Trustees on accreditation issues. The Committee has the following responsibilities:

- Working with the Associate Vice Chancellor for Educational Services, reviews all accreditation reports.
- Monitors the accreditation status of the three colleges and reports to the Board of Trustees as appropriate.
- Assures compliance of the District with the requirements of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges
- Recommends to the Board of Trustees the approval of accreditation reports.

ETHICAL CONDUCT

Members of the Committee are expected to conduct business in the most ethical way possible and to adhere to the Code of Ethics adopted by the Board of Trustees on September 5, 2007.

MEETINGS

The Committee shall meet as needed based on accreditation schedules and reporting deadlines.

REPORTING

The Accreditation Committee will report to the Board of Trustees as appropriate.

INTRODUCTION

(Board of Trustees)

010-2-19

Approved 03/04/09

GENERAL COUNSEL

The General Counsel serves as the District's chief legal officer and is responsible for oversight of all legal activities involving the District.

The General Counsel provides legal services to the District, at the request of members of the Board of Trustees and of the administration, including legal advice, research, training, and opinions to the Board of Trustees and the administration. The General Counsel works closely with the Board President, the Chancellor, and other administrators designated by the Chancellor, and reports directly to the Board of Trustees.

The General Counsel generally consults regularly and cooperatively with the Chancellor.

The General Counsel is responsible for the oversight of all litigation involving the District, including hearings and arbitrations, and, working directly with the District's Risk Services Manager, recommends the engagement of, and supervises the work of, outside law firms, taking into consideration both the nature of the services they can provide and the fees that they charge. The General Counsel works to insure that legal services are provided in a manner that serves the District's best interests.

The General Counsel regularly reports to the Board of Trustees regarding legal activities at the District.

The General Counsel:

- Provides legal advice to the Board and the administration regarding the preparation of board agendas and minutes.
- Provides legal advice on compliance with the Brown Act.
- Provides legal advice on responding to requests under the Public Records Act.
- Provides legal review of all legal documents and contracts throughout the District prior to consideration by the Board.
- At the request of the Board President, provides legal advice and direction to the Board of Trustees during open sessions and closed sessions of Board meetings.
- Provides legal support regarding labor and employment matters, including interpretation of applicable laws and regulations, interpretation and negotiation of collective bargaining agreements, discrimination complaints, and grievances.
- Provides legal assistance in the interpretation of and compliance with the *Education Code*, Title 5 of the *California Code of Regulations*, and other laws applicable to the District.
- Provides legal advice regarding the review, development, preparation, and implementation of Board policies, resolutions, procedures, and other District directives or guidelines.
- Provides legal support regarding issues pertaining to participatory decision-making, student affairs, accreditation, bonds, and student discipline.

INTRODUCTION

(Board of Trustees)

010-2-20

Approved 06/20/91

Revised 05/20/09

DISTRICT STUDENT COUNCIL

PURPOSE

The District Student Council will act as an alliance to unite the students of the three colleges.

The District Student Council shall provide District-wide leadership when necessary and will:

Strive to render exceptional public service across the District.

Provide the Board with a clear articulation of District-wide student issues.

Maintain open and progressive relationships throughout the District.

MEMBERSHIP

The Coast Community College District Student Council shall not exceed 10 members: the Student Trustee, 3 members selected from the student body of Coastline Community College, 3 members selected from the student body of Golden West College, and 3 members selected from the student body of Orange Coast College. The representatives from each college shall be the Associated Student President or designee and two other members with three alternates. The Student Trustee shall be the Chair and shall create the agenda for the Council with the District Student Council Advisor. All meetings and operations of the District Student Council shall comply with the provisions of the Ralph M. Brown Act, California's open meeting law.

After recommending the selection of the Student Trustee, the Coast Community College District Student Council shall be a coordinating body and continue to operate as a liaison between the Student Trustee and the students. It shall be the responsibility of the members of the District Student Council to report the proceedings of the meetings to their respective campuses.

1. An "Executive Student Committee" shall consist of the Student Trustee as Chair, a Vice Chair, and Secretary of the District Student Council. Each of the three colleges shall be represented by the officers. The purpose of the Executive Student Committee shall be to offer suggestions and/or make recommendations on important issues concerning students to the District Student Council Advisor, Chancellor and Board President, prior to a Board of Trustees' meeting.

The Executive Student Committee shall take no action on behalf of the District Student Council, and as a subsidiary body, all of its operations and meetings shall be subject to the provisions of the Ralph M. Brown Act.

The Executive Student Committee may meet prior to each Board of Trustees' meeting to ensure that all agenda items have been vetted through a representative of each college.

The Executive Student Committee shall meet at other times as may be desirable to report action taken and action proposed by the Board of Trustees affecting student interests and to receive guidance and advice.

2. The procedure for a college student government organization to present issues to the Coast Community College District Board of Trustees shall be as follows:
 - a) When an issue arises that is perceived to have District-wide implications, the Student Trustee shall be contacted for information and clarification
 - b) When such an issue is considered to have district-wide implications by a college student government association, it shall be brought before the District Student Council for discussion.
 - c) The District Student Council shall determine whether or not the issue shall be agendized for possible action by the Board of Trustees.
 - d) The Student Trustee shall act as the reporting instrument to the Board of Trustees and shall make the report of motions without modification.

REQUIRED MEETINGS

The District Student Council, shall meet on a regular basis (at least once per month) to discuss items of student interest. The meeting place shall be in the Board of Trustees' Office, 1370 Adams Avenue, Costa Mesa, CA 92626. The District Student Council shall meet at such other times as may be desirable to report action taken and action proposed by the Board of Trustees affecting student interests and to receive guidance and advice.

The Chancellor should be invited to meet with the District Student Council twice a year, preferably once a semester. Individual Members of the Board of Trustees shall be extended the same invitation as the Chancellor.

A retreat for the District Student Council will be held at the beginning of the school year to plan for the year. As part of the retreat meeting, the District Student Council shall select officers for the year: a Vice Chair, and a Secretary. The Vice Chair and Secretary shall each be from different colleges, separate from the Student Trustee's college, ensuring that each campus has representation on the District Student Council's officer membership. The Vice Chair shall preside over the meetings of the District Student Council, in the absence of the Student Trustee, and the Secretary shall keep the Minute Book of the District Student Council.

Special Meetings may be called by the Student Trustee, in accordance with the provisions of the Ralph M. Brown Act. The Student Trustee may call for a Regular or Special Meeting during final examination periods or during the District's Spring Break only if supported by a majority of the District Student Council.

There will be an effort to hold and sponsor one District-wide function a year, planned by the District Student Council.

QUORUM

The quorum to conduct a business meeting shall be four. The Student Trustee shall be counted for purposes of determining whether a quorum of the Student Council is present or in determining the vote required to carry any measure before the Board. Meetings should start no later than five minutes after the posted meeting start time after attaining quorum.

Every effort shall be made to assure that each college is represented.

ADVISOR

The Secretary of the Board of Trustees shall serve as Advisor to the District Student Council and is appointed by the Board of Trustees and Chancellor. The Secretary of the Board of Trustees and college student government advisors should be present at District Student Council meetings.

ATTENDANCE AT BOARD OF TRUSTEES MEETINGS

In order to facilitate greater understanding of the relationship between students and the Governing Board, members of the District Student Council are strongly encouraged to attend at least one Board of Trustees' meeting during their term in office and remain present until the completion of the Reports to the Board of Trustees.

TASK FORCES

The Student Trustee, as Chair, may appoint Task Forces to research and analyze issues that come before the District Student Council, and to request that a report be returned over certain period of time. Task Forces of the District Student Council shall consist of no more than three members and shall exist as ad-hoc committees established only to fulfill a specific, limited purpose. As such, the meetings and operations of these entities are not subject to the provisions of the Ralph M. Brown Act.

GUEST SPEAKERS

To promote the continued education of student leaders, the Student Trustee and District Student Council Advisor may invite guest speakers to make presentations on issues concerning students. Guest speakers may include, but are not limited to, Elected Officials, College Administrators, Faculty Members, Notable Experts in various fields, or other individuals who serve the needs of students.

INTRODUCTION

(Board of Trustees)

010-2-21

Approved 05/20/2009

BOARD OF TRUSTEES' CAREER TECHNICAL EDUCATION COMMITTEE

PURPOSE

The Board of Trustees' Career Technical Education Committee (The Committee) is established under the authority of the Board of Trustees and reports directly to the Board. The primary purpose of this Committee is to assist the Board of Trustees in promoting increased opportunities and awareness of career technical education programs and opportunities and to coordinate the efforts of the three colleges. The Committee convenes to discuss programs, opportunities, and funding as it relates to career technical education and related matters as they arise.

GOALS AND OBJECTIVES

While assisting the Board of Trustees with career technical education issues, the Committee also provides an open avenue of communication between the Board of Trustees and the District's Executive Management. The Committee has the following goals and objectives:

- Increased awareness of career technical education.
- Establishment of a system of regular reporting by the colleges to the Committee and the Board of Trustees on career technical education programs and opportunities on each campus of the District.
- Increased awareness of career technical education opportunities from State, Federal and private funding sources.

COMPOSITION OF THE CAREER TECHNICAL EDUCATION COMMITTEE

The Committee was established by a vote of the Coast Community College District Board of Trustees. The Committee shall consist of two Members, a Chair and Vice-Chair, who serve alternating terms of service, each with equal voting rights. Initially, one Member of the Committee will serve starting December 2008 with the term ending in December 2010. The term for the second Member of the Committee shall begin in December 2008 and end in December 2011. Thereafter, each Member of the Committee shall serve a two-year term of service on an alternating basis. Members of the Career Technical Education Committee shall possess or obtain a basic understanding of career technical education matters, and shall have a requisite interest in career technical education issues facing the District and its three colleges.

The Associate Vice Chancellor for Educational Services (or an equivalent member of the Administrative staff) will consult with and advise the Committee on an ex-officio basis.

RESPONSIBILITIES

The committee is established with significant responsibilities while providing oversight and recommendations to the Board of Trustees on career technical education issues. The Committee has the following responsibilities:

- Works with the Chancellor and/or Associate Vice Chancellor for Educational Services, to review, discuss and consider opportunities available in career technical education, considering Federal and State opportunities.
- Receives updates on the status of career technical education programs and opportunities at the three colleges and reports to the Board of Trustees as appropriate.
- Promotes and encourages collaboration with other institutions of higher learning, local school districts, employers, and labor organizations in the pursuit of career technical education opportunities and awareness.
- Provides a vision of career technical education efforts for the Coast Community College District.
- Recommends to the Board of Trustees approval of career technical education opportunities and programs.
- Advocates for Career Technical Education and Regional Occupation Programs and encourage staff to work closely with local, state and federal legislators in terms of long term funding and potential federal stimulus funds.
- Requires diversity among CCCD CTE programs and place a high emphasis on returning veterans, training and college placement.

ETHICAL CONDUCT

Members of the Committee are expected to conduct business in the most ethical way possible and to adhere to the Code of Ethics adopted by the Board of Trustees on September 5, 2007.

MEETINGS

The Committee shall meet as needed based on career technical education schedules and reporting deadlines.

REPORTING

The Career Technical Education Committee will report to the Board of Trustees as appropriate.

INTRODUCTION
(Board of Trustees)

010-2-22
Approved 08/19/2009

BOARD OF TRUSTEES TRAVEL POLICY

Members of the Board of Trustees are encouraged to participate in activities that increase and enhance their understanding of the community college mission and the role of trustees on a governing board. When such participation occurs, board members are encouraged to report on their activities to their fellow trustees, at a regular board meeting. The governing board of each community college district shall provide for the payment of the travel expenses of any representatives of the board when performing services directed by the board.

The Board of Trustees travel policy shall include all District payments or reimbursements for transportation, meals and lodging, as well as conference registration fees. The Board further recognizes that District paid or reimbursed travel costs are a privilege and not a right. Therefore, District paid travel must be limited in amount. District paid travel must also be transparent and justified to accommodate the public interest. The Board of Trustees hereby establishes a maximum annual payment for travel expenses of \$5,000 per Trustee.

Any unexpended travel funds remaining in the Board of Trustees' budget at the end of the fiscal year will be returned to the General Fund. Board Members shall not donate, transfer or share any portion of any Trustee's annual travel allocation with any other Trustee.

Reimbursement for trustee travel expenses shall follow the same District procedures established for staff. District and college foundations shall not authorize any reimbursement for trustee travel, unless approved in advance by the Board of Trustees.

COLLEGE BOOKSTORES

The Board of Trustees, for the benefit of students of the colleges, establishes college bookstores in the Coast Community College District (District)

The core purpose of the bookstores within the District is to offer textbooks and other instructional materials to the students of the colleges for low prices and in a timely manner. College bookstores shall also provide a means for the students to sell textbooks through buy back. College bookstores shall also serve the needs of the faculty, ensuring that the course textbooks and materials they choose for their courses are available to students.

Fiscal management of the colleges' bookstores shall be in accordance with the California Community Colleges Budget and Accounting Manual pursuant to Education Code Section 81676. An annual audit of the records and accounts of the college bookstores (or financial accounting as required by the contract with an outside vendor) shall occur pursuant to Education Code provisions and shall be made public and shall be provided to the Board of Trustees by each college. General bookstore operations can vary between the individual colleges.

Each of the colleges may recommend their individual bookstore operational management, as determined by the participatory governance structure at each college (including, but not limited to, operation by students, college administration, or a qualified vendor) to the Board of Trustees for consideration. Provisions of a Request for Proposals and the selection of a qualified vendor must be in accordance with applicable Board policies and follow state laws (including the Educational Employment Relations Act) and Education Code. When a college wants to consider an outside vendor, a Request for Proposals, prior to release, shall be submitted to the Board of Trustees for approval. In addition, the final contract with the outside vendor shall be approved by the Board of Trustees, finding that such outside vendor operation will be in the best interest of students. Selection of a vendor, if approved, will follow state and Education Code and laws.

The goal of a college bookstore is to be self-sufficient. Net proceeds, if any, from the operation of each college bookstore shall be used for the benefit of the student body as determined by the governance and/or budget process of each college.

ASSOCIATED STUDENTS' FINANCE

PURPOSE

Community Colleges that have student organization funds in their possession have a fiduciary responsibility to safeguard those funds for the benefit of the students and to ensure that such funds are utilized to provide the greatest good to the largest number of students. The Board of Trustees and Chancellor are charged with the fiduciary and oversight responsibility of supervising and auditing all funds raised by the student body organizations when using the name of the District or its three colleges, in order to ensure that the greatest number of students benefit from the funds.

POLICY

Student activities, including student body organizations, are an integral part of every student's college experience. At the colleges, they are planned with sufficient variety and frequency to provide an opportunity for all students to participate. Careful consideration, however, is given to developing programs so that they do not interfere with the instructional program. Students may develop additional co-curricular activities under the direction of the appropriate college administrator when there is a need for them.

The District's independent external auditors, on behalf of the Board of Trustees, have a responsibility to audit all funds raised by the student body or student body organizations. Any findings considered material will be included in the final annual district financial report as an audit finding. Each finding will have with it a recommendation regarding how to correct the deficiency. The District then must provide a written response to both the audit finding and the auditors' recommendation, and develop an action plan to ensure that the deficiency does not occur again.

I. Definition of Student Body Funds

A. Student body funds consist of monies that are in the name of the college or the students at each college. These monies shall be used for the general good of the student body.

II. Policies Relating to Use of Student Body Funds

A. The Board of Trustees, with the recommendation of the Associated Student Government, shall approve in advance any proposed college associated student fund expenditure which is a:

1. Budget line item or aggregate expenditures requested by a non-student group, organization or individual that exceed \$100,000 in one fiscal year for any project or program requested by a non student group, organization or individual;
2. Requires a commitment of funds beyond one **fiscal** year.

B. All funds shall be expended according to procedures established by the Associated Students of each college, subject to the approval of each of the following three persons, which shall be obtained each time before any funds are expended:

1. The College President, or designee;
2. The employee who is the designated advisor of the particular student body organization; and
3. The President, or other designee, of the student body organization.

C. Purchases or expenses paid for by a student body fund shall be used for the general welfare of the students.

D. The Chancellor of the Coast Community College District is responsible for all funds raised by activities of the student body, in their origin and disbursement. The Chancellor or Board of Trustees is authorized to order an audit of student body finances. Should it be found that any procedure or specific form which has been agreed upon has not been followed, orders or instructions may be issued to correct the conditions. Such an audit, in each instance, shall determine the following factors:

1. Proper Accounting. That the funds of the student body have been properly accounted for, including verification insofar as it is practicable of cash receipts, disbursements and balances.

2. Solvency. That the student body is solvent or in a satisfactory financial condition, with special reference to cash on hand and unpaid obligations.

3. Efficiency. That efficient methods and procedures are used in accounting and controlling cash transactions. The Chancellor shall present recommendations for any changes in methods and procedures as are judged necessary to produce the desired efficiency.

E. All expenditures of the student body monies shall conform to the provisions of California Education Code, Sections 76063 and 76064.

Education Code Sections 76063, 76064

INTRODUCTION

(Board of Trustees)

10-2-25

Approved 01/20/2010

BOARD OF TRUSTEES' PERSONNEL COMMITTEE

PURPOSE

The Board of Trustees' Personnel Committee (The Committee) is established under the authority of the Board of Trustees and reports directly to the Board. The primary purpose of this Committee is to assist the Board of Trustees in reviewing personnel matters including but not limited to, staff appointments, and issues concerning employee discipline/dismissal. The Committee is further charged with the review, and as necessary, the development and revision of all District personnel policies, ensuring that they are consistent with state and federal laws, and accreditation standards.

GOALS AND OBJECTIVES

While advising the Board of Trustees concerning personnel policy matters, the Committee also provides an open avenue of communication consistent with the Brown Act between the Board of Trustees and the District's Executive Management concerning all issues of personnel policy. The Committee has the following goals and objectives:

- To ensure that all District policies concerning personnel matters are in compliance with all applicable state and federal laws, and accreditation standards.
- Establishment of a system of regular reporting by the colleges and District office to the Committee and the full Board of Trustees on all District personnel and collective bargaining matters;
- Increased collaboration and dialogue between the Board and Executive Management concerning personnel matters.
- Coordination with the District General Counsel to ensure the District's compliance with all state and federal personnel requirements.

COMPOSITION OF THE PERSONNEL COMMITTEE

The Committee shall consist of two Members, a Chair and Vice-Chair, who serve alternating terms of service, each with equal voting rights. Initially, one Member of the Committee will serve starting January 2010 with the term ending in December 2011. The term for the second Member of the Committee shall begin in January 2010 and end in December 2012. Thereafter, each Member of the Committee shall serve a two-year term of service on an alternating basis. Members of the Personnel Committee shall possess a basic understanding of personnel laws and shall have a requisite interest in personnel issues in the District and three colleges.

The Vice Chancellor of Human Resources, or designee, will consult with and advise the Committee on an ex-officio basis. The District General Counsel shall also aid and represent the Personnel Committee in all legal matters.

RESPONSIBILITIES

The Committee is responsible for the oversight of the District-wide human resources matters through a review of all Board policies concerning personnel matters, holding of Closed Session meetings to make recommendations to the full Board of Trustees on matters concerning employee appointments, leaves of absence, public employee performance evaluations, and issues concerning employee discipline/dismissal/release. The Committee has the following responsibilities:

- Receives updates on the status of personnel matters and collective bargaining issues at the District Office and three colleges and reports to the Board of Trustees as appropriate;
- Review, in collaboration with the Vice Chancellor of Human Resources, Board Clerk, and District General Counsel, all District policies concerning personnel issues;
- Propose amendments to, or if necessary, develop new Board policies for recommendation to the full Board of Trustees to ensure District compliance with all state and federal regulations concerning personnel matters;
- Within the Closed Session exceptions of the Ralph M. Brown Act, meets with the Vice Chancellor of Human Resources and District General Counsel to address issues related to personnel appointments, public employee performance evaluations, employee/discipline/dismissal and release, and provides updates and recommendations on such matters to the full Board of Trustees.
- Review recommendations for sabbaticals and/or leaves of absence for faculty members and staff submitted by the District's Human Resources Department prior to being presented to the full Board of Trustees for approval;
- Reviews and provides oversight for the full Board of Trustees concerning the annual process for the evaluation of the Chancellor;
- With the advice and input of the Vice Chancellor of Human Resources and District General Counsel, reviews any new legislation or newly adopted statewide policies concerning community college personnel matters;

CLOSED SESSION

The following are legally authorized exceptions to the Ralph M. Brown Act open meeting requirements in which personnel matters can be discussed:

- (a) Consideration of appointment, employment, dismissal or evaluation of an employee;
- (b) Consideration of complaints brought against employees;
- (c) Consultation with legal counsel concerning personnel issues related to anticipated, threatened or existing litigation.

ETHICAL CONDUCT

Members of the Committee are expected to conduct business in the most ethical way possible and to adhere to the Code of Ethics adopted by the Board of Trustees on September 5, 2007.

MEETINGS

The Committee shall meet as needed.

REPORTING

The Committee will report to the Board of Trustees as appropriate.

INTRODUCTION

(Board of Trustees)

10-2-26

Approved 01/20/2010

BOARD OF TRUSTEES' BUDGET COMMITTEE

PURPOSE

The Board of Trustees' Budget Committee (The Committee) is established under the authority of the Board of Trustees and reports directly to the Board. The primary purpose of this Committee is to act in an advisory role to the Board in carrying out its fiduciary responsibilities as they relate to the District's financial management.

GOALS AND OBJECTIVES

While advising the Board of Trustees concerning fiscal matters, the Committee also provides an open avenue of communication consistent with the Brown Act between the Board of Trustees and the District's Executive Management concerning all budgetary matters. The Committee has the following goals and objectives:

- Increased awareness and transparency concerning District budgetary matters;
- Establishment of a system of regular reporting by the colleges and District office to the Committee and the full Board of Trustees on budgetary matters;
- Increased collaboration and dialogue between the Board and the District Budget Advisory Committee concerning budgetary matters;
- Coordination with the Board of Trustees' Audit Committee to ensure compliance with all federal, state and local financial requirements.

COMPOSITION OF THE BUDGET COMMITTEE

The Committee shall consist of two Members, a Chair and Vice-Chair, who serve alternating terms of service, each with equal voting rights. Initially, one Member of the Committee will serve starting December 2009 with the term ending in December 2011. The term for the second Member of the Committee shall begin in December 2009 and end in December 2012. Thereafter, each Member of the Committee shall serve a two-year term of service on an alternating basis. Members of the Budget Committee shall possess or obtain a basic understanding of fiscal matters and public finance, and shall have a requisite interest in the budget issues facing the District and its three colleges.

The Vice Chancellor of Administrative Services, or designee, will consult with and advise the Committee on an ex-officio basis.

RESPONSIBILITIES

The Committee is responsible for the oversight of the District-wide budget development process through a review of Board priorities, budget assumptions, allocation model, and the annual budget development calendar. The Committee has the following responsibilities:

- Works with the Chancellor and/or Vice Chancellor of Administrative Services to review, discuss and analyze budget matters;
- In consultation with the Chancellor and/or Vice Chancellor of Administrative Services, reviews and interprets budgetary updates and related communications from the State Chancellor's Office and Community College League of California in an effort to understand their impact on the District office and three colleges;
- Receives updates on the status of budgetary matters at the District Office and three colleges and reports to the Board of Trustees as appropriate;
- Reviews recommendations, in advance of being provided to the Board of Trustees, from the District Budget Advisory Committee concerning staff proposals pertaining to the budgets of the District office and three colleges;
- Coordinates with the Board of Trustees' Audit Committee to ensure compliance with all Federal, State and local financial requirements;
- Reviews, in advance of being provided to the Board of Trustees, all budget-related reports and documents that are provided to the Board of Trustees, including, but not limited to, the Tentative Annual Budget of the Coast Community College District, District Quarterly Financial Status Reports, the Final Annual Budget of the Coast Community College District, and State allocations for District Full Time Equivalent Students (FTES);
- Analyzes and track's the District's progress in allocating budgetary resources with any Board-approved Master Plans;
- Develops, in coordination with the Board of Trustees' lobbyist, advocacy efforts for the Board of Trustees, District and its three colleges concerning budgetary matters; and
- Reviews the budgets of the District's General Obligation Bond Funds, District Foundations, and the Coast Community College District Enterprise.

ETHICAL CONDUCT

Members of the Committee are expected to conduct business in the most ethical way possible and to adhere to the Code of Ethics adopted by the Board of Trustees on September 5, 2007.

MEETINGS

The Committee shall meet as needed.

REPORTING

The Committee will report to the Board of Trustees as appropriate.