REDWOODS COMMUNITY COLLEGE DISTRICT
College Council
3:00 p.m. – Board Room – Monday, August 27, 2012

A G E N D A

1. Minutes Dated August 6th, 2012 (Page 3)
2. Minutes Dated August 13th, 2012 (Page 6)

OLD BUSINESS:

NEW BUSINESS:

1. BP 1201 Philosophy Statement (Page 10)
   a. Review Policy revision recommendations

2. BP 1202 Institutional Objectives (Page 12)
   a. Review Policy revision recommendations

3. BP 2200 Board Duties and Responsibilities (Page 14)
   a. Review Policy revision recommendations

4. BP 2740 Board Education (Page 15)
   a. Review Policy revision recommendations

5. BP 2745 Board Self-Evaluation (Page 16)
   a. Review Policy revision recommendations

6. BP 2340 Agendas (Page 17)
   a. Review Policy revision recommendations

7. BP 2361 District Publications and Releases (Page 19)
   a. Review Policy revision Recommendations

8. BP 2410 Policy and Administrative Procedures (Page 20)
   a. Review Policy revision recommendations

9. BP 2430 Delegation of Authority to President/Superintendent (Page 21)
   a. Review Policy revision recommendations

10. BP 2435 Evaluation of President/Superintendent (Page 23)
    a. Review Policy revision recommendations
11. BP 2510 Participation in Local Decision Making (Page 24)
   a. Review Policy revision recommendations

12. BP 2710 Conflict of Interest (Page 26)
   a. Review Policy revision recommendations

13. BP 2715 Code of Ethics/Standards of Practice (Page 27)
   a. Review Policy revision recommendations

Policy and Procedure Tracking

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<td>Budget Planning Committee</td>
<td>Sent back to BPC for review</td>
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<td>BP/AP 5300</td>
<td>Student Equity</td>
<td>Sent back to SEP and/or MDC for revision</td>
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<td>AP 3435</td>
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<td>BP/AP 3430</td>
<td>Prohibition of Harassment</td>
<td>Will be reconsidered by Council when AP 3435 is presented</td>
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<td>Misc.</td>
<td>Section 508 : Access to Info and Data</td>
<td>Mark Winter to investigate issue and report to Council</td>
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<td>AP3410</td>
<td>Nondiscrimination</td>
<td>Council request review of best practices</td>
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<td>Misc.</td>
<td>Grant Funded Faculty Conversion Process</td>
<td>Roxanne researching legal precedent</td>
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<td>AP2435</td>
<td>Evaluation of PZ/Superintendent</td>
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<tr>
<td>AP 2411</td>
<td>Interim Administrative Procedures</td>
<td>BOT would like Board Policy Committee (BRPC) to consider BP/AP 2410 'Policy and Administrative Procedures' and AP 2411 before final approval and implementation</td>
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Minutes of the College Council Meeting
7351 Tompkins Hill Road, Eureka, CA, Board Room
Monday, August 6, 2012

MEMBERS PRESENT
Bob Brown, Mike Richards, John Johnston, Debbie Williams, Marcia Williams (Phone), Kathy Lehner, Lee Lindsey, Keith Snow-Flamer, Utpal Goswami, Ahn Fielding, Roxanne Metz, Melissa Ruiz (Phone), Steve Sandeen

MEMBERS ABSENT
(ASCR Rep), (ASCR Rep),

CALL TO ORDER
Kathy Lehner called the meeting to order at 3:02 p.m.

MINUTES
The minutes dated July 9, 2012 were approved as presented.

Audience member pointed out that in the discussion of AP 2512 at the 7-9-12 meeting council agreed that consideration of total cost of ownership needs to be included in the Procedure.

OLD BUSINESS

BP/AP 3560 ALCOHOLIC BEVERAGES
Council member raised question about whether or not the server of alcohol needs a license as well as the institution. If both parties do require a license the first bullet of the AP needs to be clarified to include both parties.

Council suggested a review of the Business and Professions codes referenced in the Policy and Procedure to check:
1. Additional insurance charge
2. Requirement of additional signature from CEO
NEW BUSINESS

BP/AP 3560 Alcoholic Beverages will be brought back to College Council in September after license and insurance requirements are researched.

NEW BUSINESS

BP/AP 5300 STUDENT EQUITY PLAN

Council reviewed BP and AP 5300 Student Equity Plan.

Council member suggested the removal of the Academic Senate Co-Presidents from the list membership list.

ACTION

- The President/Superintendent
- Co-President of the Academic Senate
- College Council Representative
- Two additional members appointed by the College Council
- Vice President of Instruction, Chief Instructional Officer
- Vice President of Student Services, Chief Student Services Officer
- One Senator of the Academic Senate
- One individual from the administrative team of the College
- Two members of the Associated Students of College of the Redwoods (ASCR)

A College Council member suggested that the bullets listing what is included in the Student Equity Plan should be expanded to clearly state how each of the criteria will be met.

Council discussed position title changes on both the BP and the AP from VP of Instruction to Chief Instructional Officer and from VP of student Development to Chief Student Services Officer.

Motion made, seconded and passed to send out BP/AP 5300 for 30 day constituent review contingent upon the following changes:

1. Remove Academic senate Co-Presidents from membership list
2. Change VP titles to CSSO and CIO
3. Council Members concerns regarding clarification will be addressed at second reading.

AP 2435 EVALUATION OF THE PRESIDENT/SUPERINTENDENT

Council member asked for clarification on first main paragraph which states,

"The President/Superintendent’s annual evaluation will include evaluations by all trustees and may include one or more members of each college constituent group and the community, as agreed upon by the President/Superintendent and the Board Ad Hoc Committee on the Evaluation of the President/Superintendent."

The member asked if this means that staff and faculty can only participate in the evaluation process if/when they are invited. It was confirmed that this is the case and the concerns regarding this would be expressed to the
Board of Trustees.
Council discussed the appropriate path for staff and faculty to provide constructive feedback. Special Trustee Tom Henry said that if the complaint was goal based the person with a complaint could bring it to the Board and say “This goal is not being met – it is apparent because of X, Y, Z…”

ADDITIONAL AUGUST MEETING
Council decided to add an additional meeting on Monday August 13th at 3:00 PM to finish discussing the items on the August Agenda.

ADJOURN
Kathy Lehner adjourned the meeting at 4:41 p.m.
Call to Order

Kathy Lehner called the meeting to order at 3:15 p.m.

Minutes

The minutes dated July 9, 2012 were approved as presented.

Audience member pointed out that in the discussion of AP 2512 at the 7-9-12 meeting council agreed that consideration of total cost of ownership needs to be included in the Procedure.

New Business

BP AND AP 3431 Bullying

Council member asked for clarification on the first bullet of the AP under Responsibilities which states that all Administrators and Managers will "ensure that all employees are aware of the anti-bullying policy and procedure." The Council member asked how that would look in practice. The council discussed the possibility of the Policy and Procedure being added to the HR Packet as a means of ensuring that all employees are aware of the Policy and Procedure. Another Council member stated that the Policies and Procedures that are passed are included in the Board meeting minutes.

Council member asked if we needed to add a section on students under Responsibilities. Council decided that student responsibilities related to bullying would be included in the Student Handbook and in the Student Code of Conduct.

Council member suggested the addition of a section for College of the Redwoods Centers. It was suggested that Bullying be reported to the Dean and the Dean would follow the appropriate procedure.

Action

Motion made, seconded, and passed to send out BP and AP 3431 Bullying for a 60 day constituent review contingent upon the addition of a section under Responsibilities which relates to College of the Redwoods Centers.

BP AND AP 3570 Smoking and Tobacco Usage

Council member brought up the fact that in the past the Board of Trustees has discussed making College of the Redwoods a smoke free campus.
ASCR representatives suggested that the council review the Smoking Survey that was distributed to students and take the results into consideration when making a Policy/Procedure.

Council member suggested that the college needs to decide in which direction they are going to go. If the goal is for College of the Redwoods to be a smoke free campus that goal should be outlined in the Policy/Procedure. If College of the Redwoods is not going to be a smoke free campus we should discuss the idea of selling cigarettes in the bookstore as a way to make money.

Council members discussed different ways to enforce smoking Policy/Procedure on the College of the Redwoods campus. The suggestions were:

1. State in the AP that if students don’t abide by the rules in one year they will become more strict.
2. Give students a card which has a map of campus smoking areas
3. Instead of posting no smoking signs the campus could post signs that have a list of smoking areas.

Council discussed the addition of a sentence that states that the Board urges students not to smoke and that the college is working towards a smoke free campus. Council also suggested the addition of a paragraph that outlines the health risks involved with smoking and second hand smoke.

Council wishes to send BP/AP 3570 back to the PPRS for the following revisions:

1. Correct second sentence of the AP
2. Add sentence about the Board of Trustees urging students not to smoke and working towards being a smoke free campus
3. Add a paragraph about health risks related to smoking and second hand smoke.
4. Review smoking survey provided by ASCR representatives

Council member suggested that the bullets on the AP need to be rearranged so that priority registration is at the top and residency determination is third.

Council discussed the need for additional narrative in the beginning of the AP.

Council member suggested that the second sentence of the BP which states, “The purpose of this policy is to serve as an agreement between the student and the district regarding the student’s educational goal using the district’s established programs, policies, procedures, and
requirements” should be stricken. The purpose of the Policy is to outline the District’s plan.

**ACTION** Motion made, seconded, and passed to send out BP and AP 5013 for a 60 day constituent review contingent upon the following changes:
1. Strike out the second sentence of the BP
2. Change font to 12.
3. Add narrative at the beginning of the AP

**BP AND AP 5145**

**LOCKER SEARCH** Council discussed the location of lockers on the College of the Redwoods Campus and clarified that they are located in the A.T. buildings, creative arts building, and the P.E. building. Council member suggested that in the policy and procedure it should just say “lockers” and not specify the location.

Council member requested that “College of the Redwoods” be written out and not abbreviated.

Council discussed whether or not it was necessary to have a procedure on how lockers are assigned. Council member suggested limiting the Administrative Procedure to the search and not assignment.

Council member suggested the following change in the fourth sentence of the AP which states “Lockers that are not registered may be opened by College of the Redwoods staff by cutting off the lock if there is suspicion of rotting food or illegal items within the locker at any time.”

Council discussed combining the suggested BP and AP into one BP. Member suggested that the second paragraph of the BP which states “The District reserves the right to authorize its employees and Academy of the Redwoods staff to inspect a student’s locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, illegal substances or objects, or any material which poses a hazard to the safety of the College” needs to be on the AP. Council member also suggested the addition of language that states that any illegal substances, contraband, or weapons will be reported to the Sheriff, as well as what happens to any materials found that could be of value to the student.

Council wishes to send BP/AP 5145 back to the PPRS for the following revisions:
1. The abbreviation C.R. be changed throughout the policy and procedure to read College of the Redwoods
2. The language “that are not registered” be stricken from the fourth sentence
3. The second paragraph of the BP is deleted and added to the AP
4. Language is added that clarifies what happens to confiscated items
BP AND AP 5570 STUDENT CREDIT CARD SOLICITATION

Council reviewed Ed. Code and Title 5 requirements related to student credit card solicitation.

In the second sentence of the AP the council requested the following change: “In accordance to Ed Code section 99030, this policy has been established to decrease the indebtedness of College of the Redwoods students.”

Council member requested the following change to the first sentence of the AP: “College of the Redwoods District is aware that students are becoming increasingly in debt through student loans and credit cards to finance their education.”

Council requested that everything be stricken from the BP except the first sentence which states: “Credit card solicitation will not be allowed on College of the Redwoods Campuses.”

Council Requested that the first paragraph of the AP be added before the first sentence of the BP to create one policy.

ACTION Motion made, seconded and passed to send out BP 5570 Student Credit Card Solicitation for a 30 day constituent review contingent upon the following changes:

1. Everything but the first sentence of the BP is stricken
2. “In accordance to Ed Code section 99030” is stricken from the first paragraph of the AP
3. Remove the word “Student” in the first sentence of the AP
4. BP and AP are combined to create one BP which contains the first paragraph of the AP followed by the first sentence of the BP

SEPTEMBER 10TH MEETING CHANGE

Council moved the September meeting from the 10th to the 17th due to the change in Board meeting dates.

ADJOURN

Kathy Lehner adjourned the meeting at 4:40p.m.
PHILOSOPHY STATEMENT

College of the Redwoods is a comprehensive community college located in the rich, natural environment of the Northern California coast. As an institution of higher education, it offers diverse Associate Degree and Certificate curricula and excellent learning opportunities in a supportive, academic atmosphere.

Philosophy

The primary objective of the College is the success of each student. We consider education to be a process of intellectual and physical exploration that rests upon the mutual responsibility of the college and the student.

We recognize the dignity and intrinsic worth of the individual and acknowledge that individual needs, interests and capacities vary.

In fulfilling these objectives and principles, we affirm our intention to provide the highest possible level of learning opportunities and counseling to help students realize their personal goals;

- to identify student learning outcomes for courses, programs, certificates, and degrees;
- assessing student achievement of those outcomes; and using those assessment results to provide quality instruction and to maintain effectiveness;

- to provide opportunities for development of moral values and ethical behavior;

- to enhance self-esteem and a sense of individual responsibility; and

- to instill an appreciation of the values and contributions of other cultures and increase global understanding among all students.

We will continuously seek and support a dedicated, highly qualified staff, diverse in terms of cultural background, ethnicity, gender, intellectual perspective, and committed to fostering a climate of academic freedom and collegiality. We will encourage and reward professional development for all staff and will all share in the responsibility for student outcomes.

The College of the Redwoods affirms its responsibility to address the diverse civic needs of the many communities we serve and to provide leadership in the cultural and economic development of the North Coast region.
Adopted by Board of Trustees: 8/2/05
Former Policy #101: “Philosophy,” Adopted by Board of Trustees: 3/6/78
Amended: 5/1/89, 12/7/92, 12/2/96
INSTITUTIONAL OBJECTIVES

Redwoods Community College District implements its institutional philosophy and mission with the following objectives; College of the Redwoods deems it necessary:

1. To offer experience which will stimulate a desire for lifelong learning.

2. To provide instructional programs which will facilitate transfer to four year institutions, completion of an A.A. or A.S. Degree or preparation for vocational fields.

3. **Identifying student learning outcomes for courses, programs certificates, and degrees; assessing student achievement of those outcomes; and using those assessment results to provide quality instruction to maintain effectiveness.**

4. To have the underrepresented groups within the District represented in all aspects of student life in proportion to representation in the total District population, and to encourage student awareness of their role as responsible global citizens.

5. To encourage students to integrate learning with their lives as individuals and as community members and to establish high moral and ethical values.

6. To provide service and to create an environment which will help faculty teach effectively.

7. To provide a total range of services which will assist students attain maximum value from the instructional programs and assist them in meeting their educational goals.

8. To create and implement staff development programs and procedures which will ensure a staff of the highest quality.

9. To provide a physical campus environment conducive to maximum use by students, staff, and the community.

10. To initiate and maintain a systematic and effective program of public relations and public information.

11. To actively encourage innovation and constructive participation in college life by all segments of the college community.

12. To establish and maintain dialogue with the community in matters of mutual concern and interest.
13. To maintain a sound financial base for college operations.

Adopted by Board of Trustees: 8/2/05
Former Policy #103: “Insitutional Objectives” Adopted by Board of Trustees: 8/15/77
Amended: 7/18/83, 4/7/86, 11/7/94
BOARD DUTIES AND RESPONSIBILITIES

The Board of Trustees governs on behalf of the citizens of the Redwoods Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board has ultimate responsibility for educational quality, legal matters and financial integrity.

The Board shall concern itself primarily with questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the President/Superintendent and staff, who shall be held accountable for the effective administration and supervision of the District’s programs and services.

No member or subcommittee of the Board shall act on behalf of the Board except by formal delegation of authority by the Board as a whole.

The Board is committed to fulfilling its responsibilities to:
- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations
- Appoint and evaluate the President/Superintendent
- Delegate power and authority to the President/Superintendent to effectively lead the district
  - Assure fiscal health and stability
  - Monitor institutional performance and educational quality
  - Advocate and protect the district

Reference: Accreditation Standard IVB.1.d

Adopted by Board of Trustees: 10/3/06
BOARD EDUCATION

The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

**Additionally the President/Superintendent shall develop and conduct an orientation for each new Trustee, including the student Trustee. Orientation sessions may include the other members of the college staff who have expertise for a given topic.**

Reference: Accreditation Standard IV.B.1.f

Adopted by Board of Trustees: 9/11/05
BOARD SELF-EVALUATION

The Board is committed to assessing its own performance as a board in order to identify its strengths and weaknesses for purposes of identifying specific functions working well and those needing improvement.

To that end, the Board has established the following processes:

A committee of the Board shall be appointed in June to determine the instrument or process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to board secretary.

A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

Reference: Accreditation Standard IV.B.1.e & g

Adopted by Board of Trustees: 9/11/05
AGENDAS

The President/Superintendent, as secretary to the Board of Trustees and in cooperation with the Board President, shall prepare an agenda for each meeting of the Board. The agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. The agenda for a special meeting shall be posted at least 24 hours prior to the meeting time. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The President/Superintendent shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the President/Superintendent. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the President/Superintendent in consultation with the Board President.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the
expiration of a 90 day period following the initial submission.

See Administrative Procedure AP 2340
Reference: Government Code Sections 54954 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5

Adopted by Board of Trustees: 9/11/05
Former Bylaw #006: “Meetings,” Adopted by Board of Trustees: 11/6/78
Amended: 10/17/84, 2/2/87, 1/11/93, 12/7/99, 12/9/03
DISTRICT PUBLICATIONS AND RELEASES

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Board, through its policy role, provides its constituencies and the Accrediting Commission with precise, accurate, and complete information.

The Board alone shall authorize release to the media on a timely basis of those matters of importance which arise from its official actions. Other matters of importance as recorded in a meeting of the Board may be released by the President/Superintendent upon request of media representatives. All other publications, releases, and photographs depicting the accomplishments of the students and staff of the College shall be approved by the Dean, Vice President of Administrative Services.

Former Board of Trustees Policy No. 902, number change only on June 5, 2012
Adopted by Board of Trustees: August 15, 1977
Amended: June 1980
POLICY AND ADMINISTRATIVE PROCEDURES

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be distributed through College Council so that all represented groups are given the opportunity to provide input.

Administrative procedures are to be issued by the President/Superintendent as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the President/Superintendent and shall be presented to the Board as information. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the President/Superintendent’s Office or the District web site.

See Administrative Procedure AP 2410.

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Adopted by Board of Trustees: 9/11/05
Former Bylaw #003: “Functions,” Adopted by Board of Trustees: 8/15/77
Amended: 11/18/85, 10/2/89, 1/11/93, 3/7/94, 12/2/96, 12/7/99
DELEGATION OF AUTHORITY TO PRESIDENT/SUPERINTENDENT

The Board delegates to the President/Superintendent the executive full responsibility and authority for to implement and administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. This responsibility and authority is granted without Board interference. The Board speaks with one voice to provide direction to the President/Superintendent.

The President/Superintendent may delegate any powers and duties entrusted to him or her by the Board, including the administration of education centers and instructional sites, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The President/Superintendent is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the President/Superintendent shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the President/Superintendent to inform the Board of such action and to recommend written board policy if one is required.

The President/Superintendent is expected to perform the duties contained in the President/Superintendent’s job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the President/Superintendent.

The President/Superintendent shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion. The president shall act on behalf of the Board in an emergency for the protection of life, health, and the safety of individuals or the protection of property.

The President/Superintendent shall make available any information, give any report, or add any regular report to the agenda requested by an action of the Board. Individual trustee requests for information shall be made only to the President/Superintendent, and shall be met if, in the opinion of the President/Superintendent, they are not unduly burdensome or disruptive to District operations. Written information provided to any trustee shall be provided to all trustees. Regular reports added to the Board agenda shall require Board action.

The President/Superintendent shall act as the professional advisor to the Board in policy development and adoption.

Reference: Education Code Sections 70902(d), 72400; Accreditation Standard IV.B.1.j; IV.B.2
Adopted by Board of Trustees: 9/11/05
Former Bylaw #003: “Functions,” Adopted by Board of Trustees: 8/15/77
Amended: 11/18/85, 10/2/89, 1/11/93, 3/7/94, 12/2/96, 12/7/99
Former Policy #201: “Organization,” Adopted by Board of Trustees: 8/15/77
Amended: 1/8/90, 3/7/94
EVALUATION OF PRESIDENT/SUPERINTENDENT

The Board shall conduct an evaluation of President/Superintendent at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President/Superintendent as well as this policy.

The Board shall evaluate the President/Superintendent using an evaluation process developed and jointly agreed to by the Board and the President/Superintendent. **Input from the general college community may also be invited on a periodic basis.**

The criteria for evaluation shall be based on board policy, the President/Superintendent’s job description, and performance goals and objectives developed in accordance with Board Policy BP 2430.

See Administrative Procedure AP 2435

Reference: Accreditation Standard IV.B.1

Adopted by Board of Trustees: 9/11/05
PARTICIPATION IN LOCAL DECISION MAKING

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative procedures for the President/Superintendent’s action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the district:

Academic Senate (Title 5, Sections 53200-53206), Education Code Section 70902 (7), (14). The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff (Title 5, Section 51023.5), Education Code Section 70902 (7), (14). Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the College Council, Administrative Team, and Combined Cabinet will be given every reasonable consideration.

Students (Title 5, Section 51023.7), Education Code Section 70902 (7), (14). The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

See Administrative Procedure AP 2510.
Reference: Education Code Section 70902(b)(7) (14); Title 5, Sections 53200 et seq.,
(Academic Senate), 51023.5 (staff), 51023.7 (students); Accreditation Standard IV.A

Adopted by Board of Trustees: 9/11/05
Former Bylaw #002: “Authority and Powers,” Adopted by Board of Trustees: 8/15/77
Amended: 1/11/93
Former Policy #202: “Governance and Decision Making,” Adopted by Board of Trustees: 8/15/77
Amended: 6/6/94, 11/7/94
CODE OF ETHICS/STANDARDS OF PRACTICE

The Board maintains high standards of ethical conduct for its members. The Board of Trustees adopts the following Trustee Code of Ethics as a guide to individual Trustees and as standards for use in its periodic evaluation of its collective performance. Trustees shall comply with the letter and spirit of all applicable laws and shall strive to:

Members of the Board are responsible to:

Code of Ethics:

A. Protect the interests of students in every decision and assure the opportunity for high-quality education for every student.
B. 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.
C. Avoid situations which have or appear to have potential for personal gain, and to act honestly and openly at all times.
D. Recognize that the primary duty of the Board is to represent the entire college District with awareness at all times of special needs of each of the center/instructional sites.
E. Act only in the best interests of the entire community.
F. Maintain an atmosphere in which controversial issues can be debated openly and fairly, protecting the dignity of individuals.
G. Respect others; act with civility.
H. Base decisions upon all available facts in each situation, vote their honest conviction, and abide by the final majority decision of the Board.
I. Recognize that the information and deliberation of the Board in closed session must not be disclosed or discussed with anyone else without the prior approval of the Board.
J. Follow the Board’s policies and procedures and the orderly agenda of the District.

Standards of Practice:

A. Be informed about the District, educational issues, and responsibilities of trusteeship.
B. Devote adequate time to Board work.
C. Use appropriate channels of communication.
D. Prevent conflicts of interest and the perception of conflicts of interest.
E. Respect the letter and intent of the Ralph M. Brown Act, taking official actions in public sessions.
F. Ensure public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
G. Maintain the confidentiality of privileged and Closed Session information.
H. Exercise authority only as a Board.
I. Delegate authority to the President/Superintendent as the Board chief executive officer and confine Board action to policy determination, planning, performance evaluation, and maintaining the fiscal stability of the District.
J. Employ a competent, productive faculty, administration, and staff, giving them confidence and support; when that is not possible, accept the responsibility for changing personnel, and restoring confidence.
J. Shape the direction of the District through strategic planning, setting goals and priorities and annually evaluating the President/Superintendent’s performance in furthering the mission of the District.

K. Recognize the importance of understanding and evaluating the educational program of the District and of providing for long-term educational planning.

L. Refrain from interference in administrative areas.

The President of the Board is responsible to address charges or perceptions of violations, what steps will be taken to examine and address both legal and ethical violations, and possible consequences of violations.

The President/Superintendent and Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Board’s Code of Ethics policy will be addressed by the President of the Board, who will first discuss the violation with the Trustee to reach a resolution. 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. Sanctions will be determined by the Board officers (or committee) and may include a recommendation to the Board to censure the Trustee. If the President of the Board is perceived to have violated the code, the Vice President of the Board is authorized to pursue resolution.

Reference: Accreditation Standard IV.B.1.a, e, & h

Adopted by Board of Trustees: 9/11/05
Amended: 4/3/06
Former Bylaw #003: “Functions,” Adopted by Board of Trustees: 8/15/77
Amended: 11/18/85, 10/2/89, 1/11/93, 3/7/94, 12/2/96, 12/7/99