NEW BUSINESS:

1. AP 2511 College Council (Page 3)
   a. Review Procedure

2. Closure Plan (Page 6)
   a. President/Superintendent review

3. AP 2715 Board Protocols for Effective Trusteeship (Page 13)
   a. Review procedure

4. BP 2710 Conflict of Interest (Page 18)
   a. Review policy recommendations

5. Discuss meeting date change for October

OLD BUSINESS:

1. BP and AP 5300 Student Equity Plan (Page 20)
   a. Review policy and procedure revision recommendations

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<th>Title</th>
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<tr>
<td>BP/AP 5570</td>
<td>Student Credit Card Solicitation</td>
<td>Sent out for constituent review. To return 10/8/2012</td>
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<td>BP/AP 5013</td>
<td>Students in the Military</td>
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<tr>
<td>BP/AP 3431</td>
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<td>Employee Microcomputer Purchase Program</td>
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<td>BP/AP 5800</td>
<td>Prevention of Identity Theft in Student Financial Transactions</td>
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<td>District Publications and Releases</td>
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<td>AP 2512</td>
<td>Budget Planning Committee</td>
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<td>AP 3435</td>
<td>Discrimination and Harassment Investigations</td>
<td>Ahn to forward to College Council draft following Chancellor's office guidelines</td>
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<td>Prohibition of Harassment</td>
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COLLEGE COUNCIL

The Scope of the College Council Committee
The Redwoods Community College District is committed to the creation of participatory
governance structures which are efficient, effective, and which allow for broad participation in
the decision-making process. The District seeks to build understanding and trust among various
groups in the College through open collaboration and shared responsibility. The College Council
is the apex district-wide constituent based collegial consultation body that includes
representatives from all of the District’s constituent groups. College Council helps ensure that
policies and procedures are developed and revised following the collegial consultation process
and all relevant constituent input is given due consideration.

College Council receives drafts of policy and procedure from the appropriate constituents,
reviews and suggests revisions when appropriate, and either sends these documents back to the
constituent group that wrote it for any necessary revision or can, if deemed appropriate, create an
ad hoc committee (or a subcommittee) for revisions to drafts or resolution of competing drafts.
College Council shall seek all constituents’ input on the proposed board policy (BP) and/or
administrative procedure (AP) before making a final recommendation by majority vote. Final
recommendations by the College Council are sent to the President/Superintendent.

The President/Superintendent is responsible for taking revisions and new policies and procedures
to the Board of Trustees for approval (BPs) or for informational purposes (APs).

Members convey information from the Council to their constituent groups and from their groups
to the Council. Members represent their constituents’ views to the College President who serves
as Council Chair. The Council serves to advise the College President before implementation of
the recommendations.

The College Council may develop and adopt operating procedures to ensure efficient, effective
and timely decision-making. Though they are not part of AP 2511, the current operating
procedures of the College Council will be attached to AP 2511 so that the information is readily
available to all.

College Council Membership

Constituent Representation on the College Council is as follows:
Academic Senate (2)
College of the Redwoods Faculty Organization (CRFO) (1)
California Schools Employee Association (CSEA) (2)
Associated Students of College of the Redwoods (ASCR) (2)
Del Norte (1)
Mendocino (1)
President/Superintendent (1)
Vice President of Administrative Services (1)
Vice President of Instruction (1)
Vice President of Student Development (1)
Director of Human Resources (1)
Managers’ Council (1)
Klamath Trinity Instructional Site (Non-Voting)

See BP 2510

Former Administrative Regulation #202.01: “Policy Development Committee,” Adopted by Board of Trustees:
10/75, Amended: 8/77, 4/81, 9/85, 7/86, 11/89
COLLEGE COUNCIL OPERATING PROCEDURES

- College Council will meet semi-monthly during the fall and spring semesters. One meeting per month shall be dedicated to policy and procedure revision and one meeting per month shall be dedicated to general business and communication.
- College Council will conduct business only when there is a quorum of 50 percent +1 of its voting membership.
- College Council will utilize Robert’s Rules in its meetings.
- College Council requires that documents be distributed to College Council members at least one week prior to the College Council meeting in which those documents will be discussed.
- When an item moves from discussion to action, a roll call vote must be afforded the membership, so the voting can be recorded.
- College Council can accept proposed policy or procedure revisions from constituent groups. If the group has no purview over the issue, College Council may direct a different and more appropriate constituency to draft the policy or procedure.
- College Council may also appoint an ad hoc committee to draft policy or procedure when appropriate.
- When a policy or procedure draft comes before College Council, the membership may suggest revisions, based upon the draft itself, the League for California Community Colleges templates (available upon their website), state law, education code, or any other relevant statutes. Also, College Council strongly encourages constituents to use a “best practices” approach by looking at what other Community Colleges are doing state-wide. If revisions are suggested, College Council will send the policy or procedure back to the constituent group that wrote the document for further revision.
- Once College Council is satisfied with a policy or procedure draft, the document will be sent out to all constituents for 90 days for comment. College Council may extend or shorten the review period after considering the complexity and impact of the proposed revision.
- After all constituent groups have provided feedback, College Council may make further revisions to the document, or it may vote to recommend the policy or procedure and move it to the President/Superintendent.
- Once the policy or procedure has been recommended for approval, it moves on to the President/Superintendent, who then brings it to the Board of Trustees for approval (BPs) or informational purposes (APs).

Approved: 11/01/2011
DRAFT

College of the Redwoods Closure Plan

Background
On January 10-11, 2012, the Western Association of Schools and Colleges (WASC) via the Accrediting Commission for Community and Junior Colleges (ACCJC) notified in writing that College of the Redwoods had been placed on Show Cause. At its meeting on January 10-11, 2012, ACCJC reviewed the institutional Self Study Report and the report of the evaluation team which visited College of the Redwoods Monday, October 17, - Thursday, October 20, 2011. The Commission also heard testimony at their January 10-11, 2012 meeting presented by then Interim President Utpal Goswami.

The Commission acted to place College of the Redwoods (CR) on Show Cause and to require that the College submit a Show Cause Report by October 15, 2012. This report will be followed by a visit of Commission representatives.

Show Cause is issued when the Commission finds an institution in substantial non-compliance with the Commission’s Eligibility Requirements, Accreditation Standards, or policies, or when the institution has not responded to the conditions imposed by the Commission. The Commission is requiring CR to show cause why its accreditation should not be withdrawn. College of the Redwoods must demonstrate through evidence that it has corrected the deficiencies noted by the Commission and is in compliance with the Eligibility Requirements, Accreditation Standards, and Commission Policies. The burden of proof will rest on the institution to demonstrate why its accreditation should be continued. During the Show Cause period, the institution must make preparations for closure according to the Commission’s Policy on Closing an Institution. The Commission also requires CR to submit this Closure Plan with its Show Cause Report on October 15, 2012.

According to the ACCJC Constitution, under the status of Show Cause, the College must demonstrate that it has corrected the deficiencies noted by the commission and is in compliance with the Eligibility Requirements, Accreditation Standards and Commission policies. Additionally, the Commission’s 2011 external evaluation team recommendations incorporate recommendations from past evaluation teams that the college has not resolved, including recommendations made by the 2005 comprehensive evaluation team and one recommendation on planning made by the 1999 comprehensive evaluation team.

ACCJC has directed College of the Redwoods District to make preparations for closure according to the Commission’s Policy on Closing an Institution. A revocation by ACCJC/WASC of the CR’s accreditation would likely result in a loss of state and federal funds, including all general fund and categorical apportionment revenues, financial aid,
and maintenance funds. The magnitude of this in effect would cause all functions of the college to cease. Although technically, the district could remain as a legal entity, removal of funding could have the same effect as closing the institution. CR is taking every step and precaution to address all ACCJC recommendations so that the institution can demonstrate why its accreditation should be continued. However, due to the parallel requirement to address the Commission’s policy on closing an institution, this Closure Report is being taken seriously, includes thoughtful planning, and is being submitted to ACCJC on October 15, 2012. The CR will follow ACCJC’s by-laws and Policy on Closing an Institution to develop a closure plan to ensure students’ interests are protected. Therefore, we have worked to develop a closure plan that would provide services to students and the community with the least disruption while CR satisfactorily addresses all of the ACCJC recommendations, Eligibility Requirements and standards.

The ACCJC Policy on Closing an Institution stipulates that “Before closing, the governing board should consider carefully such alternatives as merging with another institution, forming a consortium, or participating in extensive institutional sharing and cooperation.” As a result, the State appointed Special Trustee and the college President have worked diligently to ensure that the interests of the students are being protected.

In the event the Closure Plan needed to be activated by the beginning of fall semester in July 2013, CR would, in a consultative process, implement in advance the following:

- Each constituency group will be identified and engaged (Planning and Consultation)
- A review of State and/or National Law Relative to Legal Responsibilities (Title to Real Property/Other Legal Responsibilities) Alternatives to Closing (Merging, Forming Consortiums, Inter-Institutional Sharing/Cooperation)
- Instructional Services Agreement (ISA) with an accredited college to offer contracted instructional services. A substantive change proposal would need to be approved by ACCJC for this to be a viable option.
- Governing Board fully informs all affected constituents.
- Provide for student completion of programs and the securing of student records.

In adherence to the ACCJC’s “Policy on Closing an Institution” requirements, the following is a list of the activities that the College would need to or has already begun to embark upon to ensure that transition for students is smooth.

- A Complete Analysis/Address of the Following Elements:
  - Student Completion
  - Disposition of Academic Records and Financial Aid Transcripts
  - Provisions for Faculty and Staff
  - Disposition of Assets
  - Obligation of Assets
✓ Coordination with the Accrediting Commission for Community and Junior Colleges (ACCJC)
✓ Key Governing Board Obligations

A. Student Completion:

- In the event the Closure Plan needed to be activated, CR will provide for the academic needs of students who have not completed their degrees and educational programs.
- Arrangements for transfers to other institutions will require complete academic records and all other related information gathered in dossiers which can be transmitted promptly to receiving institutions.
- Agreements made with other institutions to receive transferring students and to accept records will be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) for approval.
- Arrangements will be made with the appropriate agencies (federal or state grants), to transfer the grants to the receiving institutions. Student held scholarships or grants or other available funds that can be legally used, appropriate agreements must be negotiated or students must be fully informed.
- For students who have completed 75% of an academic degree and educational program, arrangements shall be made to permit that student to complete the requirements for a degree and educational program elsewhere or through any approved partnerships, but to receive the degree and educational program from the closed institution. Arrangements shall be made with ACCJC for continuation of the College’s accreditation by the ACCJC for this purpose only. These steps (written ACCJC consent required) normally require the institution to continue as a legal corporate entity for 12-18 months beyond the closing date. Once the College’s accreditation is terminated, they will no longer be authorized to award accredited degrees.
- If accreditation is removed, a list of students who have completed 75% of an academic degree/educational program/certificate program by the end of spring 2013 semester will be generated. Included with the final transcript, there will be a letter addressing the College’s accreditation status and the student’s eligibility for transfer. If applicable, The University of California and the California State University campuses as well other institutions will receive correspondence from the President/ Superintendent on the College’s accreditation status.
- The Vice President of Student Development will be responsible for notifying students who have completed 75% of an academic degree/educational program or certification program of their potential graduation/completion status. Students will be informed of their status for degree/certificate and their option to receive degree/certificate under College of the Redwoods or other institutions if they are to complete the respective curriculum. After a loss of accreditation, CR students would have no other option except to transfer to another accredited institution.
• Since CR is a public institution, credits earned from the College will be accepted by other colleges and universities. The College will issue a letter for each student indicating the closure of the College and to ensure the acceptance of the credits by other accredited institutions. If applicable, the President of College of the Redwoods will send college closure notifications to the neighboring colleges for them to accept the students and their credits before any termination date.

• The College will provide each student with the most up-to-date transcript at the time of request. The College will also provide information to the students by mail and telephone hotlines, and posting on the College’s website to inform students where they can retrieve a copy of their transcripts. Communication will also be made available in Spanish.

B. Disposition of Academic Records and Financial Aid Transcripts

• The College of the Redwoods District has taken steps to digitize and microfilm student files. Student records have been electronic since fall 1985. College of the Redwoods student records from 1985 through the academic year 2011-2012 are stored in the Colleague Datatel/Ellucian Student Information System. Records from 1963 through 1985 are on microfilm. Records from 2004 to the current date are scanned and are accessible via Softdocs.

• A vendor has been secured to digitize financial aid records, human resources records, and business office records. A vendor has been secured to digitize and store Financial Aid records from the 2009-10 and 2010-11 years in a secure climate-controlled facility where all records are easily accessible. The financial aid records are also stored electronically and can be accessed through the Colleague Datatel/Ellucian Student Information System.

• The College will notify ACCJC and students of the location of stored records and accessibility once the process has been completed. The College will also work with the State Chancellor’s Office to contract with an entity to electronically store all transcripts and provide the students with the process to order them.

• The College of the Redwoods District will announce the process and procedure on how students can obtain their transcripts through the news media in both English and Spanish and arrange for Admissions and Records Office to be open for pick-ups as campus closure is in effect. The College of the Redwoods will set up a dedicated phone number that will be prominently displayed on the existing College District website and on the existing College District website, which will be continuously maintained, students will be given instructions on how and where they can order transcripts.

C. Provisions for Faculty and Staff

• In the event of closure, CR will inform each constituency as fully and as early as possible.

• The institution can make no guarantees but will genuinely and in good faith assist faculty and staff in finding alternative employment.
• In the event of closure, all certificated employees would receive a March 15 notices.
• In the event of closure, all classified employees would receive 45-day lay-off notices.
• In the event of closure, the College of the Redwoods District would contact neighboring districts and colleges for advertised positions and notify the faculty and staff of the openings.
• The College would continue to accept resignation or early retirements.
• The College of the Redwoods administration is available, upon request, to write references for faculty and staff. In addition, the College would disseminate information regarding other job opportunities to faculty and staff. Through lay-off notices, the College would be informing all faculty and staff of the possibility of closure. The Human Resources Department would actively list job opportunities and work with faculty and staff in alternative placement where available. In the event the college loses faculty mid-term, the College would work with neighboring institutions to provide students the opportunity to complete courses.
• In the event of closure, all long-term off-site (credit/non-credit instruction) existing contracts/MOU’s or Lease Agreement would be terminated with month-to-month in some locations based on summer course offerings. All lease agreements would be reviewed and established in collaboration with any potential merger district upon notification of closure.
• The College may consider an early retirement incentive to be processed for certificated and classified employees.

D. Disposition of Assets
• The College of the Redwoods District will remain as the legal entity to monitor the disposition of its assets if necessary.
• In the event of closure, the District will inventory all financial resources and assets. The District will determine what resources and assets are to remain after the basic needs of students, faculty, and staff are provided and assets to remain with the District.
• The District will notify the US Department of Education upon closure and submit to the Department financial reports and performance reports within 45 days. The District will notify the US Department of Education how records will be retained and stored.
• The District will develop procedures for collecting any outstanding student loans; reconcile any over-awards, overpayments and/or withdrawal calculations.
• The District will return all unexpended funds of all categorical programs to the respective agencies if these agencies require such action.
• The District will work with the College Foundation to ensure that the assets would honor the intentions of the original providers including endowments and
donors, and grantors. All donors and grantors will be notified of the College’s disposition of endowments and donations.

- The District will follow the state or federal laws regarding the disposition of funds and institutional assets if necessary. The District will determine the value of real and personal properties. The District will explore all viable options and confirm that employee long-term retiree benefits, vacation and compensation time obligations are satisfied. The District will satisfy vendor obligations as required by federal and state regulations.
- The District will also explore with legal counsel on the sales of physical plant, equipment, library, special collections, art, or other funds if necessary.
- In the event the College does not have sufficient finance resources to honor commitments, the Governing Board will determine the necessary steps to proceed with a possible declaration of bankruptcy. At which time, the bankruptcy court judge will determine the dispositions of assets.

E. Obligations to Creditors

- The District will identify all outstanding creditor obligations for all funds, including local bond fund creditors, if the District deems this necessary.
- The District will process properly all claims and interests with creditors and other agencies if the District deems this necessary.
- The District will apprise all agencies of the institutions arrangements in order not to be subject to later legal proceedings if the District deems this necessary.
- The District will follow the state or federal laws regarding payments of creditors.
- The District will develop publicly defensible policies for dividing the resources equitably among those with claims against the institution by involving potential claimants if the District deems this necessary.
- In the event the District does not have sufficient finance resources to honor obligations to creditors, the Governing Board will determine the necessary steps to proceed with possibility declaration of bankruptcy. At which time, the bankruptcy court judge will determine the dispositions of assets.

F. Coordination with the ACCJC

- In the event of closure, the Governing Board of the College of the Redwoods and the President of the College will consult with and keep apprised ACCJC of developments as the plan to close an institution progresses.
- The District will complete arrangements with ACCJC before the closure is in place in order to assure that students have transferred to legally authorized and accredited institutions including any partnership institutions.
- In the event of closure, the District will submit a final closure report to ACCJC and where students’ records will be stored.

G. Key Governing Board Obligations
• In the event of closure, the College of the Redwoods Governing Board, will take a formal vote to terminate the institution as determined by ACCJC’s termination-of-accreditation decision and on the progress of the closure activities. The Governing Board will ensure that the current 75% completion students will be able to be graduated from College of the Redwoods by completing their requirements elsewhere or through any approved partnerships. The Governing Board will take the legal action to set a deadline for completion of degrees and certifications, authorize the President of the College or District Chief Executive Officer to determine whether or not these requirements have in fact been satisfied; and make arrangements with ACCJC in advance regarding College of the Redwoods granting degrees. CR and the Governing Board is clear that in the event of termination, the college will not be authorized to award accredited degrees.

• The Governing Board will determine the date to file for bankruptcy if necessary and whether or not all obligations to students have been satisfactorily discharged.

Fruition

In the event of closure, the College of the Redwoods District will provide the students with services during the final term in the academics, business office, financial aid office, registrar’s office, counseling, and other essential support services. The District will notify management, faculty and classified staff which personnel are to be retained. The District will make every effort to honor long-term financial obligations (loans, debentures, etc.) even though the parties holding such claims may choose not to press them. The District will continue to operate in its legal capacity regarding relevant personnel services, fiscal services, facilities services, and other related student services during and after the closure period until such time as all legal obligations are met.
BOARD PROTOCOLS FOR EFFECTIVE TRUSTEESHIP

Board protocols can provide guidance to trustees to ensure appropriate involvement of trustees in College operations and community interactions.

Board protocols can also provide guidance to trustees to ensure efficient and effective Board meetings. The goal is for meetings to be orderly and to be a good use of time for everyone participating.

All meetings are held in accordance with the Brown Act. These protocols recognize that Trustees have authority only as a Board that makes decisions in an open, public meeting. The meeting of the Board of Trustees is a meeting of the Board in public, not a meeting of the Board to have discussions with the public. Discussion should remain among board members.

Many of these protocols elaborate on and emphasize the standards listed in BP 2715.

It is the duty of the President of the Board to make sure charges or perceptions of violations of Board protocols are investigated and, if necessary, remedied. Charges or perceptions of violations of these protocols can be addressed by trustees to the President of the Board as a point of order in a meeting if the protocol relates to rules of order. Other charges or perceived violations should be addressed to the President of the Board in a confidential setting. The process used in BP 2715 regarding the investigation of charges and perceived violations and any resulting remedies can be used if the President of the Board thinks it is necessary.

These protocols will be revised as necessary and reviewed, along with BP 2715, at the Board's annual organizational meeting.

1. GENERAL PROTOCOLS (That Are Applicable in Many Situations)

1.1 Communicate to constituents that trustees have no authority as individuals, only as a Board.

1.2 Avoid surprises by informing the President/Superintendent about college-related discussions that occur between public Board meeting dates.

1.3 As soon as possible after a community or employee contact, apprise the President/Superintendent of significant issues or concerns that might impact or involve college staff or operations.

1.4 Ensure that questions or requests for information that may impact college staff have sufficient importance to merit the staff time necessary. Request the
information from the President/Superintendent, not directly from the staff. If you are not satisfied with the response, inform the President/Superintendent that you wish to use the regular Board meeting agenda item that allows trustees to make a motion to request a report from the President/Superintendent.

2. Protocols for Interactions with Community Members

2.1 Be accessible; listen respectfully and impartially.

2.2 Answer questions from community members by sharing information and discussions from public Board meetings and by relaying other general public information about the college. (Do not disclose items discussed in closed session or learned in confidential discussions with the President/Superintendent.)

2.3 Direct constituents’ concerns/complaints regarding the college to the President/Superintendent.

2.4 Inform the President/Superintendent ahead of time of planned community presentations or community events, such as service club meetings, where you know the college will be discussed.

3. Protocols for Interactions with District Employees and Groups

3.1 As a matter of courtesy, inform the President/Superintendent when you plan to visit college staff and facilities for some reason other than regular Board meetings, scheduled college events, and public functions.

3.2 Do not schedule individual meetings or private conversations with College employees regarding College business. Remind employees that trustees have no authority as individuals, only as a Board. Direct employees to share their concerns/complaints regarding the College with their supervisor or the President/Superintendent.

3.2 In formal and informal meetings with college employees, be cautious about expressing a personal opinion concerning college matters. Employees may view personal comments as directives of the Board. Such "meetings" can refer to college events, public functions, recesses during regular Board meetings, graduations, convocations, search committees, district-wide committees, and so on.

3.3 Do not use space at district facilities to have a personal mailbox or to store items. Do not use district facilities to drop off or pick up items that are not directly related to the duties of a trustee. Ask the President/Superintendent if you are unsure of how to apply this protocol in a particular situation.
4. Responding to Concerns Expressed During a Crisis

4.1 Be respectful; listen respectfully and impartially.

4.2 Do not make any promises to the individual or group.

4.3 Do not attempt to solve the problem.

4.4 Inform the President/Superintendent and receive clarification.

4.5 The President/Superintendent will alert the Board President and together they will decide how to handle the issue and inform the Board.

4.6 Any written communication with the individual or group expressing the concern, or with the media, will be made by the President/Superintendent. However, when the concern is sent directly to a trustee, the trustee can respond by stating the concern has been received and forwarded to the President/Superintendent.

4.7 The Board may request a more formal investigation of the concerns or a report.

5. Prior to Meetings

5.1 Put all formal, substantive trustee reports in writing and submit in time to be included in agenda packet. For example, do this if you have attended a conference or workshop as a trustee. (Also see 6.3.)

5.2 Prepare for meetings by thoroughly reading Board agendas.

5.3 Inform the President/Superintendent or questions regarding agenda items prior to the meeting.

5.4 In keeping with the “No Surprises” rule, apprise the President/Superintendent of agenda items you may want to remove from the consent calendar and other items with which you have concerns.

6. During the Meeting

6.1 Prior to speaking, request permission from the Board President by raising your hand or, if no one is speaking, asking the Board President directly.

6.2 Actively participate in meetings, listen to others, add appropriate input.

6.3 Limit discussion to items on the agenda and restrict comments and questions to topics relating to the District.
6.4 Discuss action items only after they have been moved and seconded. The President/Superintendent or designee may give a report before the motion. Questions regarding the report should be asked after the motion and during subsequent board discussion.

6.5 Respect others views; consider issues, not personalities.

6.6 Be objective. Consider what is best for the district as a whole, not what will benefit a particular campus, center, site, department, program, or individual.

6.7 Advocate for positions based upon thorough study and objective reflection.

6.8 Table or postpone an item if information is insufficient.

6.9 Help the Board President to conclude debate when all sides have been fully explored.

6.10 Do not repeat points that have already been made.

6.11 Questions should be asked of the President/Superintendent who will call on staff as needed.

6.12 Board members are required by law to vote “yes” or “no” and abstain only for financial conflicts. (What is the source if this is a legal requirement?)

6.13 The student member shall be seated with the Board, shall be recognized as a full member of the Board at meetings.

- The Student Representative has authority to make and second motions and may cast an advisory vote that shall be recorded in the minutes. The advisory vote shall not be included in determining the vote required to carry any measure before the Board.

- Normally, the Student Representative cannot attend closed sessions because of Brown Act limitations. However, the Student Representative has the right to attend all open sessions of the Board, including workshops.

- The Student Representative shall serve on the committees of the Board at the pleasure of the Board President.

Before May 15 of each year, the Board shall decide whether to renew this protocol along with additional privileges in BP 2015.

7. Responding to Needs or Complaints Expressed In Board Meetings During Public Comment on Non-Agenda Items
7.1 The Board President thanks the speaker(s) and acknowledges that the need or complaint has been heard by the Board.

7.2 As appropriate, the Board President may ask the President/Superintendent if there is any comment from the Administration. Note: The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but Trustees may make a brief comment or ask the President/Superintendent a clarifying question in response to public comments.

7.3 Toward the end of a regular open session Board meeting, at the appropriate agenda item dealing with future agenda items and reports, any trustee may request action by the Board that the President/Superintendent look into the issue and report back to the Board. The President/Superintendent will determine what form the report will take (e-mail, formal written report, etc.).

7.4 After receiving the report from the administration, the Board President or, at a regular meeting, trustees may act to place the issue on a future Board agenda.

8. Closed Sessions

8.1 Do not discuss closed session matters outside of the meeting room.

8.2 Return personal and confidential material to the President/Superintendent at the conclusion of the closed session.

8.3 Ensure the safekeeping of notes related to closed session matters.

8.4 Only the President/Superintendent or, in her/his absence and with her/his knowledge, the Board President may update an absent trustee about closed session discussions.

8.5 Refer any suspected breach of Closed Session confidentiality to the Board President immediately in accordance with BP 2715, "CODE OF ETHICS/STANDARDS OF PRACTICE."

9. Following the Meeting

9.1 Publicly support the decisions of the Board.
CONFLICT OF INTEREST CODE

I. Adoption

In compliance with the Political Reform Act of 1974, California Government Code Section 81000, et seq., the College of the Redwoods Board of Trustees hereby adopts this Conflict of Interest Code (Code), as specifically required by the California Government Code Section 87300. This Code shall apply to all employees holding designated positions of the District, and members of the Board of Trustees. This Code complies with the provisions set forth in Title 2 of the California Code of Regulations Section 18730.

II. Board of Trustees

Elected officials of the Board of Trustees of the District shall be covered by the applicable provisions of the Political Reform Act, as amended, Articles 1 and 2 of Chapter 7, Title 9 of the Government Code, commencing with Section 87100, Title 2 of the California Code of Regulations Section 18723 et seq., Education Code Sections 72530 and 72533, and Article 4 and 4.7 of Division 4 of Title 1 of the Government Code, commencing with section 1090 and 1125. In addition, members of the Board of Trustees are required to submit on an annual basis the Disclosure of Economic Interests Statements as required by this Code and are subject to the disqualification and prohibitions provisions of this Code.

III. Auxiliary Organizations and Designated Employees

Members of Auxiliary Organizations and Designated Employees who hold positions which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest shall be subject to the reporting, disqualification and prohibition provisions of this Code, except if the Auxiliary Organization has adopted its own Conflict of Interest Code pursuant to law.

IV. Policy Statement

No person covered by this Code shall make, participate in making or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest.
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 his or her 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 President/Superintendent 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 members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the District’s legal advisor in every case where any question arises.

See Administrative Procedures AP 2710 and AP 2712.

Reference: Government Code Sections 1090 et seq, 81000, 81008, et seq., 1125, 1126, 87200, et seq.; Title 2, Sections 18730 et seq.

Adopted by Board of Trustees: 9/11/05
STUDENT EQUITY

The Board is committed to assuring student equity in educational programs and college services. The President shall implement the Student Equity Plan (that meets the Title 5 standards for such a plan) guided by the recommendations of the Student Equity Committee and it will be maintained and updated under the direction of both the Chief Instructional Officer and the Chief Student Services Officer.

See Administrative Procedure AP 5300

Reference: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220

Adopted by Board of Trustees: xx/xx/xxxx
Former BP# 537 “Student Equity” Adopted by Board of Trustees November 7, 1994
STUDENT EQUITY

The District shall have a student equity plan. The plan shall be filed as required with the Chancellor’s Office for the California Community Colleges, following approval by the Board of Trustees. The District’s Student Equity Plan will address:

- the active involvement of constituent groups on campus.
- involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- campus-based research as to the extent of student equity.
- institutional barriers to equity.
- goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.
- sources of funds for the activities in the plan.
- a schedule and process for evaluation of progress towards the goals.
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and
- the District officer or employee who can be contacted for further information.

The President/Superintendent is responsible for the implementation of the Plan and shares joint responsibility with the Senate for the collective promotion of the plan and its activities through the Student Equity Plan Committee. General oversight continues throughout the year under the supervision of the Chief Student Services Officer. The Student Equity Plan Committee updates the Plan, after at least one annual cycle, and promotes the Plan and reports its progress annually to the Board of Trustees, the Academic Senate and College Council. The Student Equity Plan Committee Chair shall be appointed by the President / Superintendent from the membership as stipulated in the Plan:

- 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)

Reference: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220
Approved: XX/XX/XXXX
New Administrative Procedure
STUDENT EQUITY

The Student Equity Plan is registered as required at the Chancellor’s Office for the California Community Colleges, following approval by the Board. The District’s Student Equity Plan will include:

- recommended formats for active involvement of constituent groups on campus.
- activities to involve appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- campus-based research on student equity indicators based upon operational definitions provided by the Chancellor’s office and additional indicators operationally defined by the SEP.
- identification of institutional barriers to equity.
- specific data based goals for access, retention, degree and certificate completion, course success, English as a Second Language (ESL) and basic skills completion, campus climate and transfer for each historically underrepresented group.
- a framework for implementation of the Student Equity Plan.
- data regarding campus climate with attendant goals based on results.
- research based activities proven effective to attain data determined goals.
- suggested funding sources for the activities in the plan.
- responsible parties for engaging activities.
- a schedule and process for evaluation of progress towards the goals.
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and
- the District officer or employee who can be contacted for further information.

The President/Superintendent is responsible for the implementation of the Plan and shares joint responsibility with the Senate for the collective promotion of the plan and its activities through the Student Equity Plan Oversight Committee. The Board will be ultimately responsible for the oversight and implementation of the SEP. Oversight continues throughout the year under the supervision of the Chief Student Services Officer. The Student Equity Plan will be updated every three years. This committee will provide direction to the program, will identify internal and external funding sources, prioritize activities, and assess progress towards achieving specified goals and implementing activities. The Student Equity Plan Oversight Committee reports on the progress of the SEP annually to the Board of Trustees, the Academic Senate and College Council.

The Student Equity Plan Committee Chair shall be appointed by the President / Superintendent from the membership as stipulated in the Plan:

- The President/Superintendent
- College Council Representative
- Senior Vice President, Chief Instructional Officer
- Vice President, Chief Student Services Development Officer
- One Senator of the Academic Senate
- One Multicultural and Diversity Committee Representative
• One representative from the Institutional Research Office
• One Instructional or Center Dean of Instruction.
• One ASCR representative.

Reference: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220

Approved: XX/XX/XXXX
New Administrative Procedure