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**San Bernardino
Community College District**

Board Handbook

DRAFT 5/22/14
Revised 7/15/14; 8/7/14, 3/19/15, 4/13/15

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216 **1.0 Mission Statements**

217

218 1.1 San Bernardino Community College District

219 The mission of the San Bernardino Community College District (SBCCD) is to promote
220 the discovery and application of knowledge, the acquisition of skills, and the
221 development of intellect and character in a manner that prepares students to contribute
222 effectively and ethically as citizens of a rapidly changing and increasingly technological
223 world.

224 This mission is achieved through the District's two colleges, San Bernardino Valley
225 College (SBVC) and Crafton Hills College (CHC); the Economic Development and
226 Corporate Training Center (EDCT); and public broadcast system (KVCR TV-FM) by
227 providing to the students and communities we serve; high quality, effective and
228 accountable instructional programs and services.

229 1.2 San Bernardino Valley College

230

231 San Bernardino Valley College provides quality education and services that support a
232 diverse community of learners.

233

234 1.3 Crafton Hills College

235

236 The mission of Crafton Hills College is to advance the educational, career, and personal
237 success of our diverse campus community through engagement and learning.

238

239 1.4 Economic Development & Corporate Training

240

241 The mission of the Economic Development and Corporate Training division of San
242 Bernardino Community College District (EDCT) is to stimulate the economic prosperity of
243 the Inland Empire through workforce development. This mission will be achieved by:

244

- 245 a. Offering customized training solutions that meets the human capital
246 development needs of regional employers;
- 247 b. Providing innovative job training to the workforce in emerging technologies
248 and high growth areas to foster economic prosperity in the region;
- 249 c. Building and nurturing partnerships to obtain local/state/federal funds
250 necessary for
- 251 d. Preparing a highly skilled workforce through short-term training.

252

253 1.5 KVCR

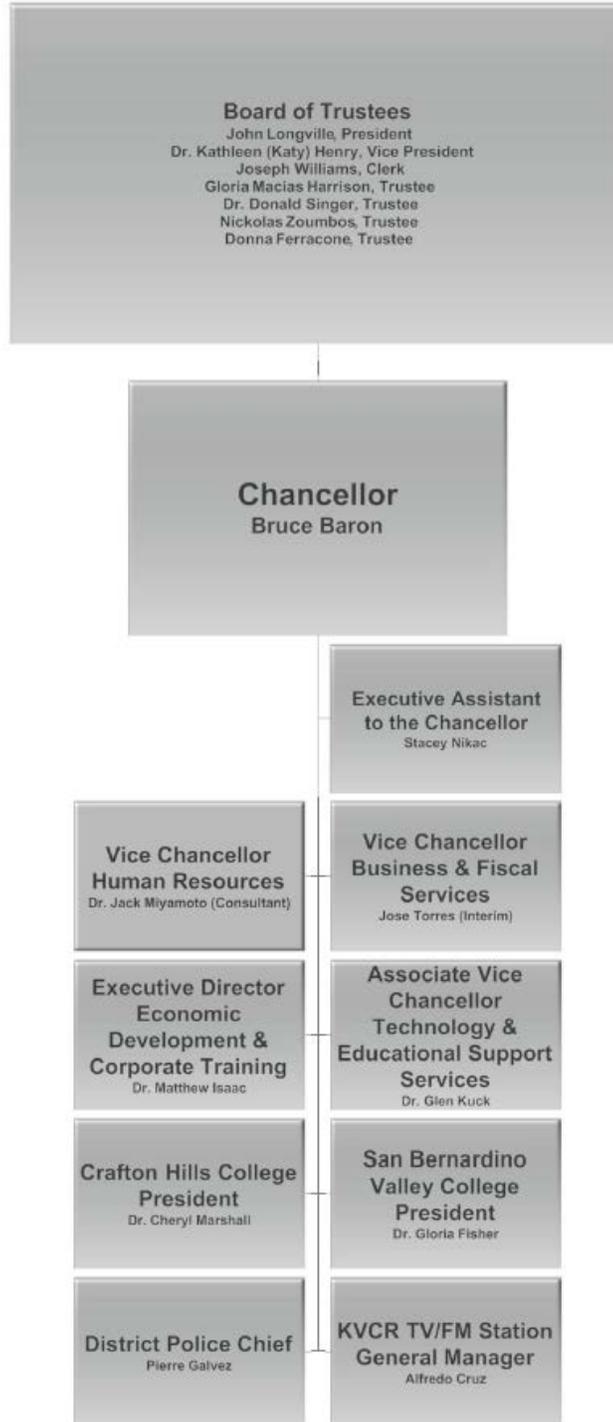
254

255 KVCR's mission is to be the cultural, educational, informational and communication
256 center of the Inland Empire. KVCR additionally will focus its mission on students. KVCR
257 will become a training ground for students who want to train and work in the media
258 world. This will include:

- TV, Radio, Broadband, internet, social media and any form of the media world.

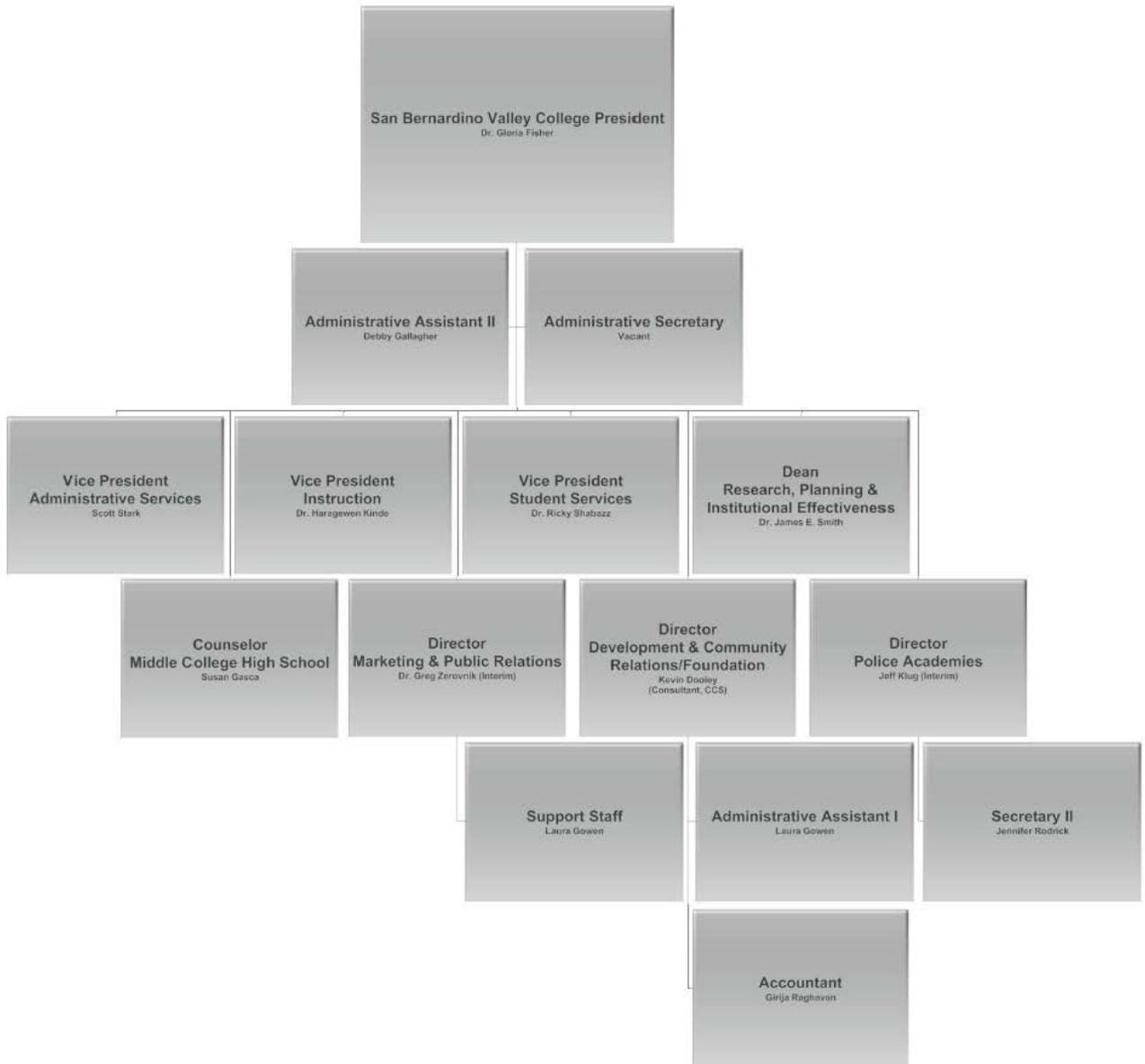
2.0 Organizational Charts

2.1 San Bernardino Community College District



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2.2 San Bernardino Valley College



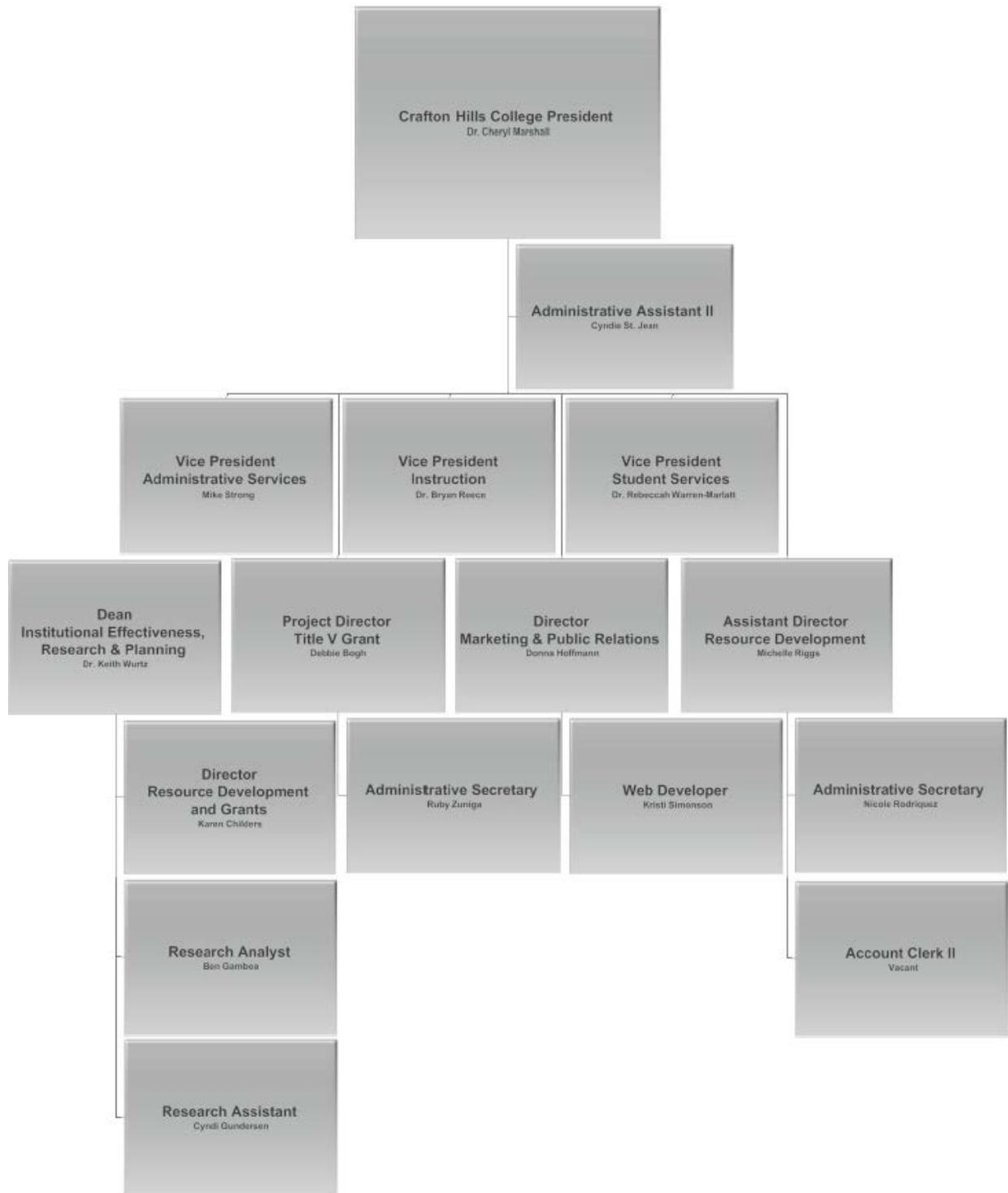
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316 2.3 Crafton Hills College

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320 **3.0 Board Imperatives & Goals**

321

322 3.1 Board Imperatives

323

- 324 I. Institutional Effectiveness
- 325 II. Learning Centered Institution for Student Access, Retention and Success
- 326 III. Resource Management for Efficiency, Effectiveness and Excellence
- 327 IV. Enhanced and Informed Governance and Leadership

328

329 3.2 Board Goals

330

- 331 I. Institutional Effectiveness
 - 332 a. Ensure that leadership positions currently held by interims are filled
 - 333 with permanent hires.
 - 334 b. Implement a District-wide emphasis on leadership development.
- 335
- 336 II. Learning Centered Institution for Student Access, Retention and Success
 - 337 a. Develop collaborative partnerships with other educational
 - 338 institutions, especially Pre-12.
 - 339 b. Strengthen the Board’s capacity to use metrics to monitor
 - 340 improvement in student access and success.
 - 341 c. Monitor student success initiatives and outcomes.
 - 342 d. Monitor all District programs that provide workforce training and
 - 343 experience for students.
- 344
- 345 III. Resource Management for Efficiency, Effectiveness and Excellence
 - 346 a. Continue to ensure the district’s sound fiscal condition. Reports
 - 347 should reflect long-term analysis.
- 348
- 349 IV. Enhanced and Informed Governance and Leadership
 - 350 a. Strengthen the effectiveness of the Board of Trustees.
 - 351 b. Ensure new trustees are fully integrated into the Board/CEO team.

352

353 **4.0 About the Board of Trustees**

354

355 4.1 Board Duties and Responsibilities (Reference: BP 2200)

356

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

359 The Board is committed to fulfilling its responsibilities to:

360

- 361 • Represent the public interest

- 362 • Establish policies that define the institutional mission and set prudent,
363 ethical and legal standards for college operations
- 364 • Select, hire, and evaluate the Chancellor
- 365 • Delegate power and authority to the Chancellor to effectively lead the
366 District
- 367 • Assure fiscal health and stability
- 368 • Monitor institutional performance and educational quality
- 369 • Advocate and protect the District

370
371 4.2 Board Membership (Reference: BP 2010)

372
373 The Board of Trustees shall consist of seven members elected by the qualified voters of
374 the District. The Board shall be elected by geographical area for terms of four years as
375 defined in BP 2100 titled Board Elections.

376
377 Any person who meets the criteria contained in law is eligible to be elected or appointed
378 a member of the Board.

379
380 An employee of the District may not be sworn into office as an elected or appointed
381 member of the Board unless he/she resigns as an employee.

382
383 No member of the Board shall, during the term for which he/she is elected, hold an
384 incompatible office.

385
386 4.3 Student Trustees (Reference: BP 2015)

387
388 The Board of Trustees shall include two (2) non-voting student members (one
389 representing each college in the District). The term of office shall be one year
390 commencing at the first Board meeting in June and terminating on the last Board
391 meeting in May of each academic year.

392
393 The student member shall, during the term of service, be enrolled in and maintain a
394 minimum of five (5) semester units in the District at the time of nomination and
395 throughout the term of service. The student member is not required to give up
396 employment with the District. The student shall maintain a 2.0 grade point average
397 (GPA) during the term of office.

398
399 The student member shall be seated with the Board and shall be recognized as a full
400 member of the Board at meetings. The student member is entitled to participate in
401 discussion of issues and receive all materials presented to members of the Board
402 (except for closed session). The student member shall be entitled to any mileage
403 allowance necessary to attend Board meetings to the same extent as publicly elected
404 trustees.

405
406 The student trustees have the responsibility to be contributing and ethical members of
407 the board.

408
409 The primary duties of the Student Trustees are to attend and participate in all open
410 board meetings, other duties may include:

- 411 • Represent the District at community events
- 412 • Advocate for the colleges and students to the legislatures
- 413 • Attend ASO/ Associated Student Government meetings
- 414 • Meet regularly with senior administrators

415
416 On or before May 15 of each year, the Board of Trustees shall consider whether to
417 afford the student trustees any of the following privileges:

- 418 • The privilege to receive compensation for meeting attendance at a level of \$200
419 per month. In the event a student trustee has an unexcused absence to a
420 required meeting, the compensation shall be prorated for the pay period.
- 421 • The privilege to make and second motions.
- 422 • The privilege to attend closed sessions, other than closed sessions on personnel
423 or collective bargaining matters, at the discretion of the Board of Trustees.
- 424 • The privilege to vote in an advisory vote, although the vote shall not be included
425 in determining the vote required to carry any measure before the Board.
- 426 • The privilege to serve a term commencing on May 15.

427
428
429 4.4 Election of Student Trustees (Reference: BP 2105)

430
431 Each college will elect a student trustee for a one-year term. An election will be held in
432 the Spring semester so that the office is filled by June 1.

433
434 An election will be conducted at each college in accordance with administrative
435 procedures. The successful candidate must receive a simple majority of all votes cast.
436 Candidates for the position may nominate themselves or be nominated by others by the
437 filing of an application certifying that the candidate is eligible for service under the
438 criteria set forth in California law and these policies. The election will be conducted in
439 accordance with administrative procedures.

440
441 If the seat of a student member becomes vacant for any reason during his/her term, the
442 Board of Trustees may authorize the officers of the student body association(s) to
443 appoint a student to serve the remainder of the term in accordance with administrative
444 procedures.

445
446 A student trustee may be recalled by the student body at their respective college in a
447 special election held for that purpose in accordance with administrative procedures.

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4.5 Board Elections (Reference: BP 2100)

Elections shall be held every two years, in even numbered years, for four-year overlapping terms. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the first Friday in December next succeeding his/her election.

The Board of Trustees has provided for the election of trustees by trustee areas. Effective January 16, 2014, the trustee areas include:

- Areas 1, 3, 5, and 7 from which governing board members will be elected in November 2016 and every four years thereafter.
- Areas 2, 4, and 6 from which governing board members will be elected in November 2014 and every four years thereafter.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee area(s).

4.6 Vacancies on the Board (Reference: BP 2110)

Vacancies on the Board may be caused by any of the events 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 Education Code Section 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 vacancy.

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 in Education Code Section 5091. The person 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 public vote of the Board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will

490 determine the schedule and appointment process, which may include interviews at a
491 public meeting.

492
493 Any vacancy on the Board shall be filled by special election or provisional appointment
494 in accordance with the provisions of the Education Code. Vacancies are caused by any
495 of the events specified in the Government Code or by failure to elect. Any resignation
496 must be filed in writing with the County Superintendent of Schools.

497
498 Vacancies for the student board member(s) are addressed BP 2105 titled Election of
499 Student Trustees. A vacancy exists in the student Board position when the student
500 Board member resigns from the Board. A vacancy may occur if the student Board
501 member misses three (3) consecutive Board meetings without authorization, is enrolled
502 for fewer than nine (9) units, or does not maintain a cumulative grade point average of
503 2.5. The unit load and the GPA are to be maintained during the entire term of office.

504 505 4.7 Term Limits (Reference: BP 2130)

506 The District does not currently limit the number of terms a member of the Board of
507 Trustees may serve on the Board.

508
509 The Board may adopt or the residents of the District may propose, by initiative, a
510 proposal to limit the number of terms a member of the Board of Trustees may serve on
511 the Board. Any proposal to limit the number of terms a member of the Board may serve
512 shall not become operative unless it is submitted to the electors of the District at a
513 regularly scheduled election and a majority of the votes cast on the question favor
514 adoption of the proposal. Any such proposal shall be subject to requirements set forth
515 in Elections Code Sections 9500 et seq.

516 517 4.8 Officers of the Board (Reference: BP 2210)

518 At the annual organizational meeting (See BP 2305 titled Annual Organizational
519 Meeting), the Board of Trustees shall elect officers from among its members. The terms
520 of officers shall be for one year.

521 522 **Duties of the President of the Board:**

- 523
524
- 525 1. Preside over all meetings of the Board;
 - 526 2. Call emergency and special meetings of the Board as required by law;
 - 527 3. Consult with the Chancellor on the Board meeting agendas;
 - 528 4. Communicate with individual Board members about their responsibilities;
 - 529 5. Participate in the orientation process for new Board members;
 - 530 6. Assure Board compliance with policies on Board education, Board self-
531 evaluation, and evaluation of the Chancellor;
 - 532 7. Represent the Board at official events or ensure Board representation.
 - 533 8. The Board President may contact District legal counsel regarding business of the
District as he/she deems necessary and the Board President will provide a report

534 to the Board and Chancellor regarding the topic of the call and the associated
535 costs. The President has the right to vote on all issues and to participate in the
536 discussions. (Note: This is an exception to Robert's Rules of Order.)
537 9. The Board President shall establish ad hoc committees to comply with Board
538 Policies and deadlines.

539
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541

Duties of the Vice President of the Board:

- 542 1. To perform in the absence of the President, all the duties of the President;
- 543 2. To attest the signature of the President or other members of the Board on
544 contracts, agreements, deeds, leases, and other legal documents not delegated
545 to the Chancellor or other officers of the District;
- 546 3. To attest to the signature of the President or other members of the Board on all
547 other documents of the District when the attestation is a legal requirement.

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Duties of the Clerk of the Board:

- 551 1. To perform in the absence of the President, or the Vice President all the duties of
552 the President;
- 553 2. To attest the signature of the President or other members of the Board on
554 contracts, agreements, deeds, leases, and other legal documents not delegated
555 to the Chancellor or other officers of the District;
- 556 3. To attest to the signature of the President or other members of the Board on all
557 other documents of the District when the attestation is a legal requirement;
- 558 4. To certify copies of records of the District as required.

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Board Secretary

562 The Chancellor of the District shall serve as the Secretary to the Board.

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Duties of the Secretary to the Board:

- 566 1. Notify members of the Board of regular, special, emergency, and adjourned
567 meetings;
- 568 2. Prepare and post the Board meeting agendas;
- 569 3. Have prepared for adoption minutes of the Board meetings;
- 570 4. Attend all Board meetings and closed sessions unless excused, and in such
571 cases to assign a designee;
- 572 5. Conduct the official correspondence of the Board;
- 573 6. Certify as legally required all Board actions;
- 574 7. Sign, when authorized by law or by Board action, any documents that would
575 otherwise require the signature of the Secretary or the Clerk of the Board.

576
577

The Board does not have an official system of rotation or officers; it elects the officers

578 each year from among all its members.

579

580 4.9 Committees of the Board (Reference: BP 2220)

581

582 The Board may, by action, establish committees that it determines are necessary to
583 assist the Board in its responsibilities. Any committee established by Board action shall
584 comply with the requirements of the California Public Meetings Act (Brown Act) and with
585 these policies regarding open meetings.

586

587 Board committees that are composed solely of less than a quorum of members of the
588 Board that are advisory are not required to comply with the Brown Act, or with these
589 policies regarding open meetings, unless they are standing committees.

590

591 Board committees that are only advisory have no authority or power to act on behalf of
592 the Board. Findings or recommendations shall be reported to the Board for
593 consideration.

594

595 4.10 Personal Use of Public Resources (Reference: BP 2717)

596

597 No member of the Board of Trustees shall use or permit others to use public resources,
598 except that which is incidental and minimal, for personal purposes or any other purpose
599 not authorized by law.

600

601 4.11 Communications Among Board Members (Reference: BP 2720)

602

603 Members of the Board shall not communicate among themselves by the use of any form
604 of communication (e.g., personal intermediaries, e-mail, or other technological device) in
605 order to reach a collective concurrence regarding any item that is within the subject
606 matter jurisdiction of the Board. In addition, no other person shall make serial
607 communications of any kind, directly or through intermediaries, to discuss, deliberate, or
608 take action on any item of business that is within the subject matter jurisdiction of the
609 Board of Trustees.

610

611 4.12 Board Member Compensation (Reference: BP 2725)

612

613 Members of the Board of Trustees who attend all Board meetings shall receive \$400 per
614 month and the student trustee(s), \$200 per month. A member of the Board who does
615 not attend all meetings held by the Board in any month shall receive, as compensation,
616 an amount not greater than the pro rata share of the number of meetings actually
617 attended.

618

619 A member of the Board may be paid for a meeting when absent if the Board, by
620 resolution, finds that at the time of the meeting the member is performing services

621 outside the meeting for the community college district, is ill, on jury duty, or the absence
622 is due to a hardship deemed acceptable by the Board.

623

624 4.13 Board Member Health Benefits (Reference: BP 2730)

625

626 Members of the Board of Trustees shall be permitted to participate in the District's
627 health benefit programs. The benefits of members of the Board through the District's
628 health benefits programs shall not be greater than the most generous schedule of
629 benefits being received by any category of non-safety employee of the District. Board
630 members are afforded the opportunity to opt out of receiving health benefits from the
631 District and be reimbursed under the same terms and conditions as other employees of
632 the District.

633

634 Former members of the Board may continue to participate in the District's health
635 benefits programs upon leaving the Board if the following criteria are met: the member
636 must have begun service on the Board after January 1, 1981; the member must have
637 been first elected to the Board before January 1, 1995; and the member must have
638 served at least 12 years. All other former Board members may continue to participate in
639 the District's health benefits programs on a self-pay basis.

640

641 4.14 Board Member Travel (Reference: BP 2735)

642

643 Members of the Board of Trustees shall have travel expenses paid whenever they travel
644 as representatives of and perform services directed by the Board. Board member travel
645 requests shall be made in accordance with the District's travel request and approval
646 processes.

647

648 Also see BP/AP 7400 titled Travel

649

650 4.15 Board Education (Reference: BP 2740)

651

652 The Board of Trustees is committed to its ongoing development as a Board and to a
653 trustee education program that includes new trustee orientation.

654

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

658

659 Orientation sessions shall be scheduled for new Board of Trustee appointees. A
660 Special Meeting of the Board for the purpose of the orientation shall be called within 30
661 days of the appointment of a new trustee. Planning and implementation of appropriate
662 information items for the orientation shall be the joint responsibility of the Chancellor
663 and current members of the Board of Trustees.

664

665 The Chancellor and the Board shall assist each new member-elect to understand the
666 Board's functions, policies, and procedures before he/she assumes office. Such
667 assistance shall include, but shall not be limited to, providing of written materials and
668 invitations to attend Board meetings and conferences with the Chancellor. New Board
669 members shall be encouraged to attend meetings on a regional basis held as
670 training/information sessions by other organizations.

671

672 4.16 Political Activity (Reference: BP 2716)

673

674 Members of the Board of Trustees shall not use District funds, services, supplies, or
675 equipment to urge the passage or defeat of any ballot measure or candidate, including,
676 but not limited to, any candidate for election to the Board.

677

678 Initiative or referendum measures may be drafted on an area of legitimate interest to the
679 District. The Board may by resolution express the Board's position on ballot measures.
680 Public resources may be used only for informational efforts regarding the possible
681 effects of District bond issues or other ballot measures.

682

683 4.17 Conflict of Interest (Reference: BP 2710)

684

685 Pursuant to Government Code Section 1090, the District is prohibited from entering into
686 any contracts where a Board member or employee may have a financial interest.

687

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

690

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

694

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

699

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

703

704 In compliance with law and regulation, the Chancellor shall establish administrative
705 procedures to provide for disclosure of assets of income of Board members who may be
706 affected by their official actions, and prevent members from making or participating in
707 the making of Board decisions which may foreseeably have a material effect on their
708 financial interest.

709
710 Board members shall file statements of economic interest with the filing officer identified
711 by the administrative procedures.
712

713 Board members are encouraged to seek counsel from the District's legal advisor in
714 every case where any question arises.
715

716 4.18 Code of Ethics / Standards of Practice (Reference: BP 2715) 717

718 The Board maintains high standards of ethical conduct for its members. Members of
719 the Board are responsible to:
720

- 721 • Act only in the best interests of the entire community.
- 722 • Ensure public input into Board deliberations; adhering to the law and spirit of the
723 open meeting laws and regulations.
- 724 • Prevent conflicts of interest and the perception of conflicts of interest.
- 725 • Exercise authority only as a Board.
- 726 • Use appropriate channels of communication.
- 727 • Respect others; acting with civility.
- 728 • Be informed about the District, educational issues, and responsibilities of
729 trusteeship.
- 730 • Devote adequate time to Board work.
- 731 • Maintain confidentiality of closed sessions.
732

733 The Board of Trustees will promptly address any violation by a Board member or Board
734 members of the Code of Ethics in the following manner:
735

736 Charges by any person that a member of the Board of Trustees has violated laws and
737 regulations of the Board's Code of Ethics shall be directed to the President of the Board
738 or the Board itself. The President of the Board may establish an ad hoc committee to
739 examine the charges and recommend further courses of action to the Board. The
740 Board member subject to the charge of misconduct shall not be precluded from
741 presenting information to the committee. Possible courses of action include:
742

- 743 • If alleged behavior violates laws, legal counsel may be sought, at the discretion
744 of the Board of Trustees, and the violations referred to the District Attorney or
745 Attorney General as provided for in law.
- 746 • If the alleged behavior violates this Board Policy on ethical conduct, the
747 President of the Board shall alert the Board member in question regarding the
748 violation of policy, the Board of Trustees may discuss the violation at an open
749 Board Meeting and affirm its policy expectation, and/or the Board may move to
750 censure the trustee.

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4.19 Board Representatives

At the annual organizational meeting the Board appoints representatives to the various organizations and bodies requiring representation. Currently, the Board appoints the following representatives:

- Representative and Alternate to the Nominating Committee for the County Committee on School District Organization
- Committee Assignment for KVCR Foundation
- Committee Assignment for San Bernardino Regional Emergency Training Center Joint Powers Authority)
- Committee Assignment for EDCT Foundation

5.0 Board of Trustee Meetings

5.1 Meetings of the Board (Reference BP 2310) **In review with work group**

All regular and special meetings of the Board [of Trustees](#) are open to the public, [be accessible to persons with disabilities](#), and comply with the Brown Act provisions, except as otherwise required or permitted by law.

A notice identifying the location, date, and time of each [regular](#) meeting of the Board shall be posted [ten days prior to the meeting and shall remain posted until the day and time of the meeting](#).

Regular meetings of the Board shall be held on the second Thursday of each month. Meetings will be held in the District Assembly Room, 114 S. Del Rosa Avenue, San Bernardino, California, 92408, or as otherwise specified by previous Board action. Meetings will begin at 4:00 p.m. or as otherwise specified by previous Board action. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in [AP 2340 titled Agendas and AP 2345 titled Public Participation at Board Meetings](#)

5.2 The Brown Act (Open Meeting Law)

The Board is subject to the Brown Act, also known as the Open Meeting Law. The Brown Act requires that public boards conduct their business in the open. This means that all meetings are open to the public except for a limited number of circumstances, as permitted by the Brown Act. Examples of these limited circumstances include agenda items concerning personnel actions, labor negotiations, and the negotiation of real property. (See Closed Session below for detail.)

794 References: For more information regarding the Brown Act, refer to
795 <http://ag.ca.gov/publications/brownAct2003.pdf>

796

797 5.3 Meeting Protocol

798

799 Board behavior can have both a positive or negative ripple effect throughout the
800 District community. Often a simple comment can take on a life of its own with the
801 original intended meaning misunderstood. The following recommendations may help
802 to keep individual Board members from being misunderstood:

803

804 • Keep the Board discussion at the policy level versus getting into how
805 something will be accomplished.

806 • Ask questions of staff as necessary to make an informed decision, but
807 try to avoid questions that may imply the Board is trying to
808 micromanage the District.

809 • Be cautious about making statements that might be interpreted as
810 belittling the staff.

811 • Praise in public and discipline in private.

812 • Be professional and courteous to fellow Board members.

813

814 5.4 Quorum and Voting (Reference: BP 2330) In review with work group

815

816 Four Board members, other than the Student Trustees, shall constitute a quorum for the
817 transaction of business. The Board of Trustees shall act by majority vote of all voting
818 members of the Board. In the event of a minimum quorum, all four Board members
819 must vote in favor of motions to pass motions.

820

821 No action shall be taken by secret ballot. The Board will publicly report any action
822 taken in open session and the vote or abstention of each individual member present.

823

824 The following actions require a **two-third majority** of all members of the Board:

825 A. Resolution of intention to sell or lease real property (except where a
826 unanimous vote is required);

827 B. Resolution of intention to dedicate or convey an easement;

828 C. Resolution authorizing and directing the execution and delivery of a
829 deed;

830 D. Action to declare the District exempt from the approval requirements of a
831 planning commission or other local land use body;

832 E. Resolution providing for the transfer from the reserve for contingencies
833 to any expenditure classification;

834 F. Resolution to condemn real property.

835

836 The following actions require a **unanimous vote** of all members of the Board:

837

- 838 A. Resolution authorizing a sale or lease of District real property to the state,
839 any county, city, or to any other school or community college district;
840 B. Resolution authorizing lease of District property under a lease for the
841 production of gas.
842 C. Any authorization to change an existing construction contract.
843

844 5.5 Special and Emergency Meetings (Reference: BP 2320)
845

846 **Special meetings** may from time to time be called by the President of the Board of
847 Trustees or by a majority of the members of the Board. Notice of such meetings shall
848 be posted at least 24 hours before the time of the meeting, and shall be noticed in
849 accordance with the Brown Act. No business other than that included in the notice may
850 be transacted or discussed.
851

852 **Emergency meetings** may be called by the President of the Board when prompt action
853 is needed because of actual or threatened disruption of public facilities under such
854 circumstances as are permitted by the Brown Act, including work stoppage, crippling
855 disasters, and other activity that severely impairs public health or safety.
856

857 No closed session shall be conducted during an emergency meeting, except as
858 provided for in the Brown Act to discuss a dire emergency.
859

860 The Chancellor shall be responsible to ensure that notice of such meetings is provided
861 to the local news media as required by law.
862

863 5.6 Closed Session (Reference: BP 2315)
864

865 Closed sessions of the Board of Trustees shall only be held as permitted by applicable
866 legal provisions including but not limited to the Brown Act, California Government Code,
867 and California Education Code. Matters discussed in closed session may include:
868

- 869 • The appointment, employment, evaluation of performance, discipline or dismissal
870 of a public employee;
871
- 872 • Charges or complaints brought against a public employee by another person or
873 employee, unless the accused public employee requests that the complaints or
874 charges be heard in an open session.
875
- 876 • Advice of counsel on pending litigation, as defined by law;
877
- 878 • Consideration of tort liability claims as part of the District's membership in any
879 joint powers agency formed for purposes of insurance pooling;
880

- 881 • Real property transactions;
- 882
- 883 • Threats to public security;
- 884
- 885 • Review of the District's position regarding labor negotiations and giving
- 886 instructions to the District's designated negotiator;
- 887
- 888 • Discussion of student disciplinary action, with final action taken in public;
- 889
- 890 • Conferring of honorary degrees;
- 891
- 892 • Consideration of gifts from a donor who wishes to remain anonymous.
- 893
- 894 • To consider its response to a confidential final draft audit report from the Bureau
- 895 of State Audits.
- 896

897 The agenda for each regular or special meeting shall contain information regarding
898 whether a closed session will be held and shall identify the topics to be discussed in any
899 closed session in the manner required by law.

900
901 After any closed session, the Board shall reconvene in open session before adjourning
902 and shall announce any actions taken in closed session and the vote or abstention of
903 every member present.

904
905 All matters discussed or disclosed during a lawfully held closed session and all notes,
906 minutes, records or recordings made of such a closed session are confidential and shall
907 remain confidential unless and until required to be disclosed by action of the Board or
908 by law.

909
910 Pursuant to Government Code Section 54957, if any person requests an opportunity to
911 present complaints to the Board about a specific employee, such complaints shall first
912 be presented to the Chancellor. Notice shall be given to the employee against whom
913 the charges or complaints are directed. If the complaint is not first resolved at the
914 administrative level, the matter shall be scheduled for a closed session of the Board.
915 The employee against whom the charges or complaints are directed shall be given at
916 least 24 hours written notice of the closed session, and shall be given the opportunity to
917 request that the complaints be heard in an open meeting of the Board of Trustees.

918 919 5.7 How the Board Takes Action

920
921 Official Board action can be taken only at Board meetings and by affirmative action of
922 at least four of the seven voting Board members. No one Board member or
923 administrator makes official commitments for the Board, except as directed by Board

924 action. The Board has final control over District matters and policies, subject to
925 limitations imposed by California and federal law, and all employees and administrators
926 of the District are bound to abide by such policies.

927

928 5.8 Consent Agenda

929

930 Items that are calendared as requiring little or no discussion by the Board or the public
931 are listed on the agenda as "Consent" items. The Board may act on these items in
932 one motion without discussion. Any Board member or individual attending the Board
933 meeting can request at the time of the meeting that an item listed on the consent
934 agenda be considered separately ("pulled from the consent agenda") as part of the
935 regular agenda, thus allowing discussion of the item. The Board reserves the right to
936 consider if an item on the Consent Agenda is pulled.

937

938 5.9 Preparing for Meetings

939

940 One week prior to the Board meeting, the Chancellor meets with the Board President to
941 review the agenda prior to the board book going to print.

942

943 On the Friday preceding the Thursday Board meeting, the Chancellor's Office will
944 deliver Board packets with an agenda and supporting materials. This information is
945 also posted to the District Website. This timeline gives the Board members six days to
946 review the materials prior to the meeting. When possible, Board members should
947 submit their questions to the Chancellor prior to the Board meeting so that the staff can
948 provide a thorough response, prior to or, at the time of the meeting. Also, any Board
949 member can call the Chancellor prior to the Board meeting for clarification regarding
950 any agenda item rather than waiting until the Board meeting. It is always best not to
951 surprise the Chancellor or staff at the Board meeting. Response to information is
952 supplied to all Board members.

953

954 The week of the Board meeting the Chancellor meets with each member of the
955 Board to review the agenda to address any questions.

956

957 5.10 Recording (Reference: BP 2365)

958

959 Any audio or video recording of an open and public Board of Trustees Meeting made by
960 or at the direction of the Board shall be subject to inspection by members of the public
961 in accordance with the California Public Records Act, Government Code Sections 6250
962 et seq. The Chancellor is directed to enact administrative procedures to ensure that
963 any such recordings are maintained for at least thirty days following the recording.

964

965 Persons attending an open and public meeting of the Board may, at their own expense,
966 record the proceedings with an audio or video recording device or a still or motion
967 picture camera or may broadcast the proceedings. However, if the Board finds by a

968 majority vote that the recording or broadcast cannot continue without noise, illumination,
969 or obstruction of view that constitutes or would constitute a persistent disruption of the
970 proceedings, any such person shall be directed by the President of the Board to stop.

971
972 5.11 Speakers (Reference: BP 2350)

973
974 Persons may speak to the Board of Trustees either on an agenda item or on other
975 matters of interest to the public that are within the subject matter jurisdiction of the
976 Board.

977
978 Oral presentations relating to a matter on the agenda, including those on the consent
979 agenda, shall be heard before a vote is called.

980
981 Persons wishing to speak to matters not on the agenda shall do so at the time
982 designated at the meeting for public comment.

983
984 Those wishing to speak to the Board are subject to the following:

- 985 • The President of the Board may rule members of the public out of order if their
986 remarks do not pertain to matters that are within the subject matter jurisdiction of
987 the Board or if their remarks are unduly repetitive.
- 988 • Non-scheduled substitutes may not speak in place of scheduled speakers unless
989 alternates have been submitted on the original request.
- 990 • Employees who are members of a bargaining unit represented by an exclusive
991 bargaining agent may address the Board under this policy, but may not attempt to
992 negotiate terms and conditions of their employment. This policy does not prohibit
993 any employee from addressing a collective bargaining proposal pursuant to the
994 public notice requirements of Government Code Section 3547 and the policies of
995 this Board implementing that section.

996
997 Any member of the public who wishes to address the Board on any matter on the
998 agenda of a regular Board meeting or on the notice for a special Board meeting is
999 limited to five minutes per person and 20 minutes per agenda topic unless the time limit
1000 is extended by a majority vote of the Board.

1001
1002 The Board acknowledges that the Brown Act, Government Code Section 54954.3,
1003 requires that every agenda for regular meetings, but not every notice for special
1004 meetings, shall provide an opportunity for members of the public to directly address the
1005 Board on items of interest to the public that are not on the agenda.

1006
1007 A member of the public who wishes to address the Board on an item not on the agenda,
1008 but related to the business of the District, is limited to five minutes unless a majority of
1009 the Board votes to extend the time limit. The total time for members of the public to
1010 speak on the same or a substantially similar subject shall be limited to twenty minutes

1011 unless a majority of the Board votes to extend the time limit. Each speaker coming
1012 before the Board is limited to one presentation per specific agenda item before the
1013 Board and to one presentation per meeting on non-agenda matters.

1014
1015 Members of the public desiring to address the Board shall complete and submit a Public
1016 Comment card.

1017
1018 As a matter of law, members of the Board may not discuss or respond to public
1019 comments unless the matters are properly noticed for discussion or action in Open
1020 Session.

1021
1022 **6.0 Communication Protocol**

1023
1024 6.1 Communication with the Chancellor

1025
1026 Except for discussion in or about closed session, any communication with the
1027 Chancellor, written or verbal, should be considered public.

1028
1029 6.2 Communication with District Personnel

1030
1031 Board members should keep in mind that anything that a Board member says can be
1032 taken out of context and misinterpreted. If there is a question related to the District, it is
1033 best to go through the Chancellor's Office. It is inappropriate to call a staff member
1034 directly without the permission of the Chancellor. Remember, the Chancellor works for
1035 the Board. All other employees of the District work for the Chancellor.

1036
1037 6.3 Communications Among Board Members (Reference: BP 2720)

1038
1039 Members of the Board shall not communicate among themselves by the use of any form
1040 of communication (e.g., personal intermediaries, e-mail, or other technological device)
1041 in order to reach a collective concurrence regarding any item that is within the subject
1042 matter jurisdiction of the Board. In addition, no other person shall make serial
1043 communications of any kind, directly or through intermediaries, to discuss, deliberate, or
1044 take action on any item of business that is within the subject matter jurisdiction of the
1045 Board of Trustees.

1046
1047 6.4 Media

1048
1049 Any Board member is allowed to speak with the media. However, Board
1050 members should keep in mind the following:

- 1051
1052
 - When speaking to the press, remind the interviewer that you do not
1053 represent the views of the Board, but speak as an individual.

- 1054 • When contacted by the press, defer to the Chancellor or Board Chair for
1055 official Board positions.
1056 • When speaking to the media, be an advocate for the District.
1057 • Never speak about personnel matters or other closed session topics to the
1058 press.

1059
1060 6.5 E-mail
1061

1062 Board members should keep in mind that electronic communications can facilitate a
1063 Brown Act violation.

1064
1065 **7.0 Campus Visits**
1066

1067 Board members are always welcome to visit the District campuses; however, there
1068 are protocols that Board members should follow in order to avoid possible
1069 miscommunication or an unintended misunderstanding. Following are a few points:

- 1070
1071 • As a matter of professional courtesy, Board members should always
1072 inform the Chancellor when they visit a District campus.
1073 • As a matter of protocol, Board members should always inform the
1074 Chancellor's/President's Office of invitations they receive by District
1075 groups to visit a District campus.
1076 • If Board members desire to visit a facility that will be discussed as
1077 part of an agenda item, the Board members need to contact the
1078 Chancellor in order to arrange for an escorted site visit with a staff
1079 member.
1080 • When on a District campus, Board members should be aware
1081 that their comments can be taken out of context.

1082
1083 **8.0 Board Planning and Evaluation**
1084

1085 8.1 Annual Retreat
1086

1087 Each summer the Board holds an annual retreat with the Board and the Chancellor.
1088 This retreat is the opportunity for the Board to conduct its annual self-evaluation and
1089 set goals for the upcoming year.

1090
1091 8.2 Board Self-Evaluation (Reference: BP 2745)
1092

1093 The Board of Trustees is committed to assessing its own performance as a Board in
1094 order to identify its strengths and areas in which it may improve its functioning.

1095
1096 To this end the Board has established the following processes for evaluation:

1097
1098 An ad hoc committee of the Board shall be appointed in April to determine the
1099 instrument or process to be used in Board self-evaluation. Any evaluation instrument
1100 shall incorporate criteria contained in these Board policies regarding Board operations,
1101 as well as criteria defining Board effectiveness promulgated by recognized practitioners
1102 in the field.

1103
1104 The process for evaluation shall be recommended to and approved by the Board.

1105
1106 If an instrument is used, all Board members will be asked to complete the evaluation
1107 instrument and submit them to Board President.

1108
1109 A summary of the evaluations will be presented and discussed at an annual Board
1110 retreat scheduled for that purpose. The results will be used to identify accomplishments
1111 in the past year and goals for the following year.

1112 8.3 Setting the Board's Goals

1113
1114
1115 The Board uses the results of the self-evaluation to set internal goals for the
1116 upcoming year.

1117 8.4 Annual Organizational Meeting (Reference: BP 2305)

1118
1119
1120 The Board shall hold an annual organizational meeting on a day within fifteen calendar
1121 days of the last Friday in November

1122
1123 The purpose of the annual organizational meeting is to elect a president, vice president,
1124 and a clerk, and conduct any other business as required by law or determined by the
1125 Board.

1126 8.5 Chancellor - Hiring and Contract

1127
1128
1129 Without doubt, the most important role of the Board is to appoint the Chancellor. It is
1130 exclusively the Board's role, although the process itself generally includes District
1131 personnel who will participate in the interviewing and screening process. A District
1132 committee may assist in screening the applications and narrowing the pool of
1133 candidates to a manageable group that will be invited for confidential screening
1134 interviews. From the confidential interviews, the committee selects a small group of 3-
1135 5 finalists to recommend to the Board for interviews and on-campus forums. After the
1136 finalists accept the invitation to interview as a finalist, the names of the finalists
1137 become public information and usually there will be a press release involved.

1138
1139 From the finalists, the Board selects their top candidate to make an offer. It is not
1140 guaranteed that the first choice will accept the offer since it is common for candidates

1141 to be finalists in more than one college presidential search at the same time.
1142 Therefore, it is important that this part of the process remains confidential until an offer
1143 and an acceptance of offer has been reached. During this part of the process the
1144 Board must negotiate with the candidate the terms of the contract, which includes
1145 salary, starting date, and benefits. The process can easily take from six months to a
1146 year.

1147

1148 8.6 Evaluation of the Chancellor (Reference: BP 2435)

1149

1150 The Board of Trustees shall conduct an evaluation of the Chancellor at least annually.
1151 Such evaluation shall comply with any requirements set forth in the contract of
1152 employment with the Chancellor as well as this policy.

1153

1154 The criteria for evaluation shall be based on Board policy, the Chancellor job
1155 description, and performance goals and objectives developed in accordance with AP
1156 2435 titled Evaluation of the Chancellor.

1157

1158 8.7 Setting the Chancellor's Salary

1159

1160 After the initial starting salary negotiated with the Chancellor at the time of
1161 employment, the Board will need to consider the salary of their one employee on an
1162 annual basis. This process is usually done in conjunction with the Chancellor's
1163 annual evaluation. Although the discussion of the Chancellor's performance and
1164 determination of any salary adjustment is a closed session item, the actual setting of
1165 the salary adjustment is an open session agenda item.

1166

1167 **9.0 Accreditation**

1168

1169 9.1 Standard IV

1170 Accreditation Standard IVB1 describes the Board's role and responsibilities. Key
1171 points include the following:

1172

- 1173 • The Board is designated as having the responsibility to set policies for the
1174 District and to act in a manner consistent with those policies.
- 1175 • Through such policies the Board has ultimate responsibility for the
1176 educational quality, legal matters, and financial integrity of the institution.
- 1177 • The Board establishes policies consistent with the mission statement.
- 1178 • The Board regularly evaluates its policies and practices and revises them
1179 as necessary.
- 1180 • The Board advocates for and defends the institution and protects it from
1181 undue influence or pressure.
- 1182 • The Board is responsible for selecting and evaluating the Chancellor and
1183 for delegating full responsibility and authority to him/her to implement and

- 1184 administer board policies without board interference and holds him/her
1185 accountable for the operation of the district.
- 1186 • Once the Board reaches a decision, it acts as a whole.
 - 1187 • The Board is responsible for Board development, self-evaluation, and
1188 improvement.
 - 1189 • The Board has a code of ethics which is enforced by the Board.
 - 1190 • The Board is informed about and involved in the accreditation process.

1191

1192 9.2 Board's Role in Accreditation

1193

1194 The Board must be fully informed of all accreditation actions, reports, visits and
1195 progress on accreditation recommendations as they pertain to the Colleges. All
1196 reports created in response to Commission actions must be approved or ratified by the
1197 Board.

1198

1199 **10.0 Foundations**

1200

1201 10.1 Economic Development and Corporate Training Foundation (EDCT)

1202

1203 This board-approved auxiliary foundation will become eligible to apply for grants from
1204 private foundations and some state and federal agencies, earmarked for tax-exempt
1205 and non-profit organizations. The Foundation will support EDCT to develop resources
1206 and philanthropic support to advance its economic and workforce development mission
1207 of bringing **not-for-credit**, skills-based training programs to the community. The
1208 foundation was established as a non-profit organization, and its oversight remains the
1209 district's responsibility. The foundation will have its own board which consists of nine
1210 members, three of which are members of the Board of Trustees.

1211

1212 10.2 KVCR Foundation

1213

1214 The Auxiliary's function is to raise and/or receive gifts, property, and funds to be used
1215 for the benefit of the District's television and radio stations (KVCR-TV/FM). In turn,
1216 KVCR-TV/FM shall use the gifts, property and funds raised and/or received by the
1217 Auxiliary for supportive services and specialized programs for the benefit of the District
1218 stations, including the following:

1219

- 1220 1. To extend and improve the District's contact with the members of the
1221 communities of San Bernardino and Riverside;
- 1222 2. To improve services to the communities served by the District such as
1223 local television and radio programming and national television
1224 programming with a cultural and/or educational character;
- 1225 3. To provide media-related educational opportunities to the District's
1226 students, such as internships with KVCR-TV/FM.

1227

1228 10.3 Crafton Hills College Foundation

1229
1230 In an effort to extend educational opportunities to CHC students, Crafton Hills College
1231 (CHC) established the CHC Foundation. The Foundation is a nonprofit corporation
1232 devoted exclusively to raising funds for scholarships, grants, and other types of
1233 assistance for CHC students and faculty.

1234
1235 Gifts to the college can be allocated for the college's greatest need or designated
1236 specifically. Gifts may be designated to an academic area, to scholarships, to any of the
1237 various cultural or community programs of the college, or to current capital projects. You
1238 can also remember a loved one by donating a memorial or honorarium in their name.

1239
1240 10.4 San Bernardino Valley College Foundation

1241
1242 We believe everyone should have an opportunity to go to college. Through its work, the
1243 San Bernardino Valley College Foundation supports SBVC in providing quality
1244 education and services that support a diverse community of learners. The Foundation is
1245 a non-profit 501(c)(3) organization; therefore, contributions to the Foundation are tax-
1246 deductible.

1247
1248 **11.0 Collegial Consultation (Reference BP 2510)**

1249
1250 The Board embraces the concept of collegial consultation and to establish procedures
1251 to ensure faculty, management, classified staff, and students the right to participate
1252 effectively in collegial consultation in particular areas where they have their
1253 responsibility and expertise as specified in Title 5 regulations, while retaining its own
1254 right and responsibilities in all areas defined by state laws and regulations.
1255 The Board is the ultimate decision-maker in those areas assigned to it by state and
1256 federal laws and regulations. In executing that responsibility, the Board is committed to
1257 its obligation to ensure that appropriate members of the District participate in developing
1258 recommended policies for Board action and administrative procedures for Chancellor
1259 action under which the District is governed and administered.

1260
1261 **12.0 Groups on Campus**

1262
1263 There are many groups and committees that are a part of the District. There are a
1264 few groups that the Board regularly has contact with at Board meetings.

1265
1266 12.1 Academic Senate

1267
1268 The Board or its designees will consult collegially with the Academic Senate, as duly
1269 constituted with respect to academic and professional matters, as defined by law.
1270 Procedures to implement this section are developed collegially with the Academic
1271 Senate.

1272
1273 The Board of Trustees recognizes the definition of “academic and professional matters”
1274 as stated in the Title 5 regulations:

- 1275
1276 1. Curriculum including establishing prerequisites and placing courses within
1277 disciplines;
1278 2. degree and certificate requirements;
1279 3. grading policies;
1280 4. education program development;
1281 5. standards or policies regarding student preparation and success;
1282 6. District and college consultation structures, as related to faculty roles;
1283 7. faculty roles and involvement in accreditation processes, including self-study and
1284 annual reports;
1285 8. policies for faculty professional development activities;
1286 9. processes for program review;
1287 10. process for institutional planning and budget development; and
1288 11. other academic and professional matters as mutually agreed upon between the
1289 Governing Board and the Academic Senate.

1290
1291 The Board also recognizes its obligation, under Title 5 Regulations, to “consult
1292 collegially” with the Academic Senate on these “academic and professional matters.”
1293 Additional academic and professional matters may be added as specified in #11 only
1294 through formal resolution of the Board.

1295
1296 The Board further recognizes that, under Title 5, it may choose to “consult collegially”
1297 through the option of “mutual agreement” on policy issues, or the option of “relying
1298 primarily on the advice and judgment of the senate” when adopting policies and
1299 procedures on “academic and professional matters.”

1300
1301 The Board of Trustees shall have the final responsibility for developing all policies
1302 governing the community college district, including academic and professional matters.
1303 For purposes of academic and professional matters, the Board shall rely primarily on
1304 the advice of the Academic Senate. If the Board has a compelling reason for not
1305 accepting the advice of the Academic Senate, it shall provide that reason in writing upon
1306 request of the Academic Senate. The decision of the Board on all policy shall be final.

1307
1308 12.2 Classified Senate

1309
1310 Staff shall be provided with opportunities to participate in the formulation and
1311 development of District policies and procedures that have a significant effect on staff.
1312 The opinions and recommendations of the classified staff will be given every reasonable
1313 consideration.

1314
1315 12.3 Associated Students

1316
1317 The Associated Students shall be given an opportunity to participate effectively in the
1318 formulation and development of Board policies and administrative procedures that have
1319 a significant effect on students, as defined by law. The recommendations and positions
1320 of the Associated Students will be given every reasonable consideration. The selection
1321 of student representatives to serve on District committees or task forces shall be made
1322 after consultation with the Associated Students.

1323
1324 **12.4 California School Employees Association (CSEA)**

1325
1326 The California School Employees Association (CSEA) is the bargaining unit for the
1327 classified employees.

1328
1329 **12.5 California Teachers Association (CTA)**

1330
1331 The California Teachers Association (CTA) is the bargaining unit for the teachers.

1332
1333 **13.0 Graduation**

1334
1335 Graduation is the highlight of both colleges each year. Graduation and graduation
1336 activities and times vary from year to year (refer to Master Calendar). Board members
1337 participate as part of the processional and the ceremony. The Board President accepts
1338 the graduating class and board members wear a graduation robe with the colors of the
1339 discipline appropriate for their degree.

1340
1341 **14.0 Board Policies**

1342
1343 The references to the board policies above represent a snapshot/summary of the policy
1344 and may not include the entire policy. For complete policies and procedures, please visit
1345 the District website www.sbccd.org or click the link here [Board Policies & Procedures](#).

1346
1347 **15.0 Board Member Orientation**

1348
1349 Per Board Policy 2740, orientation sessions shall be scheduled for new Board of
1350 Trustee appointees. A Special Meeting of the Board for the purpose of the orientation
1351 shall be called within 30 days of the appointment of a new trustee. Planning and
1352 implementation of appropriate information items for the orientation shall be the joint
1353 responsibility of the Chancellor and current members of the Board of Trustees.

1354
1355 The Chancellor and the Board shall assist each new member-elect to understand the
1356 Board's functions, policies, and procedures before he/she assumes office. Such
1357 assistance shall include, but shall not be limited to, providing of written materials and
1358 invitations to attend Board meetings and conferences with the Chancellor. New Board
1359 members shall be encouraged to attend meetings on a regional basis held as

1360 training/information sessions by other organizations.

1361

1362 Orientation to the institution includes:

- 1363 • Walking tours of the district, campuses, and off-site locations
- 1364 • Institutional data review
- 1365 • College history and development, and college catalogs
- 1366 • Lists and contact information for trustees, college personnel, and student leaders
- 1367 • Structure and operations of board of trustees
- 1368 • Structure of higher education at the state level
- 1369 • Briefings on organization, programs, budget, and facilities of the colleges and
- 1370 sites
- 1371 • Shared governance
- 1372 • Board handbook, meeting agendas, and minutes
- 1373 • Affirmative action plans
- 1374 • Printed college materials
- 1375 • Opportunities to meet informally with campus leaders and faculty, staff, students,
- 1376 administrators, and fellow trustees

1377

1378 Orientation to trusteeship includes:

- 1379 • Roles of board and of individual trustees
- 1380 • Attendance at local, state and national meetings, including the League's New
- 1381 Trustee Orientation Workshop and Legislative Conference
- 1382 • Review of pertinent laws and board policy