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**San Bernardino
Community College District**

Board Handbook
Board Approved: 10/8/15

40 The Board of Trustee Handbook has been developed with the input of the Board of
41 Trustees, Chancellor, and constituents from throughout the District. The handbook
42 represents the most current information regarding local policies, procedures, and
43 information trustees must be kept abreast of to perform their governing roles
44 effectively. The handbook is updated at least once per year and compliments the
45 trustee training provided by the CCLC.

46
47 It is the responsibility of the Chancellor to ensure that the Board of Trustee Handbook
48 is updated regularly and the responsibility of the President of the Board to ensure that
49 all Board members and student trustees receive training annually. Each year, each
50 Trustee, President of the Board, and Chancellor must sign off on a form documenting
51 that they have received this training.

52
53 The Board of Trustees of the San Bernardino Community College District consists of
54 seven members, one from each of the seven trustee areas in the District. Qualified
55 voters in each of the seven areas (which include Big Bear, Calimesa, Colton, Fontana,
56 Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, and Yucaipa)
57 elect a trustee for a four-year term. The Chancellor of the District serves as Secretary
58 to the Board.

59
60 The Board is the policy-forming body of the District, deriving power from, and subject
61 to, the U.S. Constitution, statutes of the State of California, and directives from the
62 Board of Governors of the California Community Colleges.

63
64 The powers and duties of the Board include approval of college policy, community
65 services of the college interpreting the college needs to the public, adoption of an
66 annual budget for the district, approval of expenditure of all District funds, acquisition of
67 property for District purposes, and approval of employment of academic and classified
68 personnel. The Board typically meets on the 2nd Thursdays of the month. You may
69 direct questions or comments to the individual Board members via e-mail or to the
70 Secretary to the Board.

71

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Section 1 – State Orientation

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Attend State Conferences

The League's Annual Convention and Partner Conferences is the premier professional development event for California community colleges – faculty, administrators, staff and trustees. This event brings together more than 600 attendees and provides opportunities for colleagues and partners to share their tools, models and accomplishments. This conference takes place the 3rd week in November each year in Burlingame, CA.

The League's Annual Legislative Conference provides a unique opportunity to connect with other advocates and learn the latest news on higher education in California. Attendees will also learn about new members of legislative committees, legislative proposals affecting colleges and student learning, and advocacy strategies for the current legislative year. Join your community college colleagues in the launch of this exciting legislative year as we advocate for community colleges. This conference takes place at the end of January each year in Sacramento, CA.

The Effective Trusteeship Workshop is the single best overview of responsibilities required for board members of California community colleges. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee. There will be ample opportunity to discuss your questions. The Trustee Handbook will be provided at the workshop, along with other important resources. This takes place in conjunction with the League's Annual Conference in January.

The Association of Community College Trustees exists to:

Enhance the image and foster greater public appreciation of community colleges and their governing boards.

Support community college boards in their efforts to govern and develop policies that focus on meeting community needs.

Help build community college board leadership and advocacy capacity through education and training programs.

Assist community college boards in the recruitment, selection and retention of chief executive officers of the highest caliber.

ACCT has their annual conference in October each year.

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Section 1 Checklist

I, _____, acknowledge review and training of the above listed items in Section 1.

Signature of Trustee _____

Signature of Chancellor _____

Signature of President _____

212 **Section 2 – Chancellor/Chancellor Office Orientation**

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2.1 See Appendix 1

2.2 See Appendix 2

2.3 Board Member Compensation (Reference: BP 2725)

Members of the Board of Trustees and Student Trustees who attend all Board meetings shall receive compensation per Board Policy 2725. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

2.4 Board Membership (Reference: BP 2010)

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

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

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

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

2.5 Student Trustees (Reference: BP 2015)

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

The student member shall, during the term of service, be enrolled in and maintain a minimum of nine (9) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up

256 employment with the District. The student shall maintain a 2.5 grade point average
257 (GPA) during the term of office.

258
259 The student member shall be seated with the Board and shall be recognized as a full
260 member of the Board at meetings. The student member is entitled to participate in
261 discussion of issues and receive all materials presented to members of the Board
262 (except for closed session). The student member shall be entitled to any mileage
263 allowance necessary to attend Board meetings to the same extent as publicly elected
264 trustees.

265
266 The student trustees have the responsibility to be contributing and ethical members of
267 the board.

268
269 The primary duties of the Student Trustees are to attend and participate in all open
270 board meetings, other duties may include:

- 271 • Represent the District at community events
- 272 • Advocate for the colleges and students to the legislatures
- 273 • Attend ASO/ Associated Student Government meetings
- 274 • Meet regularly with senior administrators

275
276 On or before May 15 of each year, the Board of Trustees shall consider whether to
277 afford the student trustees any of the following privileges:

- 278
279 • The privilege to receive compensation for meeting attendance per Board Policy
280 2725. In the event a student trustee has an unexcused absence to a required
281 meeting, the compensation shall be prorated for the pay period.
- 282 • The privilege to make and second motions.
- 283 • The privilege to attend closed sessions, other than closed sessions on personnel
284 or collective bargaining matters, at the discretion of the Board of Trustees.
- 285 • The privilege to vote in an advisory vote, although the vote shall not be included
286 in determining the vote required to carry any measure before the Board.
- 287 • The privilege to serve a term commencing on May 15.

288 289 2.6 Election of Student Trustees (Reference: BP 2105)

290
291 Each college will elect a student trustee for a one-year term. An election will be held in
292 the Spring semester so that the office is filled by June 1.

293
294 An election will be conducted at each college in accordance with administrative
295 procedures. The successful candidate must receive a simple majority of all votes cast.
296 Candidates for the position may nominate themselves or be nominated by others by the
297 filing of an application certifying that the candidate is eligible for service under the

298 criteria set forth in California law and these policies. The election will be conducted in
299 accordance with administrative procedures.

300
301 If the seat of a student member becomes vacant for any reason during his/her term, the
302 Board of Trustees may authorize the officers of the student body association(s) to
303 appoint a student to serve the remainder of the term in accordance with administrative
304 procedures.

305
306 A student trustee may be recalled by the student body at their respective college in a
307 special election held for that purpose in accordance with administrative procedures.

308
309 2.7 Vacancies on the Board (Reference: BP 2110)

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

313
314 Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either
315 order an election or make a provisional appointment to fill the vacancy.

316
317 If an election is ordered, it shall be held on the next regular election date not less than
318 130 days after the occurrence of the vacancy.

319
320 If a provisional appointment is made, it shall be subject to the conditions in Education
321 Code Section 5091. The person appointed to the position shall hold office only until the
322 next regularly scheduled election for district governing board members, when the
323 election shall be held to fill the vacancy for the remainder of the unexpired term.

324
325 The provisional appointment will be made by a majority public vote of the Board
326 members at a public meeting.

327
328 The Chancellor shall establish administrative procedures to solicit applications that
329 assure ample publicity to and information for prospective candidates. The Board will
330 determine the schedule and appointment process, which may include interviews at a
331 public meeting.

332
333 Any vacancy on the Board shall be filled by special election or provisional appointment
334 in accordance with the provisions of the Education Code. Vacancies are caused by any
335 of the events specified in the Government Code or by failure to elect. Any resignation
336 must be filed in writing with the County Superintendent of Schools.

337
338 Vacancies for the student board member(s) are addressed BP 2105 titled Election of
339 Student Trustees. A vacancy exists in the student Board position when the student
340 Board member resigns from the Board. A vacancy may occur if the student Board
341 member misses three (3) consecutive Board meetings without authorization, is enrolled

342 for fewer than nine (9) units, or does not maintain a cumulative grade point average of
343 2.5. The unit load and the GPA are to be maintained during the entire term of office.
344

345 2.8 Term Limits (Reference: BP 2130)

346 The District does not currently limit the number of terms a member of the Board of
347 Trustees may serve on the Board.
348

349 The Board may adopt or the residents of the District may propose, by initiative, a
350 proposal to limit the number of terms a member of the Board of Trustees may serve on
351 the Board. Any proposal to limit the number of terms a member of the Board may serve
352 shall not become operative unless it is submitted to the electors of the District at a
353 regularly scheduled election and a majority of the votes cast on the question favor
354 adoption of the proposal. Any such proposal shall be subject to requirements set forth
355 in Elections Code Sections 9500 et seq.
356

357 2.9 Personal Use of Public Resources (Reference: BP 2717)

358
359 No member of the Board of Trustees shall use or permit others to use public resources,
360 except that which is incidental and minimal, for personal purposes or any other purpose
361 not authorized by law.
362

363 2.10 Communication To/From District Personnel

364
365 Except for discussion in or about closed session, any communication with the
366 Chancellor, written or verbal, should be considered public.
367

368 Board members should be mindful of their role as members of the board and any
369 comments made should not be presented as views of the Board of Trustees. If there is
370 a question related to the District, it is best to go through the Chancellor's Office. It is
371 inappropriate to call a staff member directly without the permission of the Chancellor.
372 Remember, the Chancellor works for the Board. All other employees of the District
373 work for the Chancellor.
374

375 2.11 Campus Visits

376
377 Board members are always welcome to visit the District campuses; however, there
378 are protocols that Board members should follow in order to avoid possible
379 miscommunication or an unintended misunderstanding. Following are a few points:
380

- 381 • As a matter of professional courtesy, Board members should always
382 inform the Chancellor when they visit a District campus.
- 383 • As a matter of protocol, Board members should always inform the
384 Chancellor's/President's Office of invitations they receive by District
385 groups to visit a District campus.

- 386 • If Board members desire to visit a facility that will be discussed as
387 part of an agenda item, the Board members need to contact the
388 Chancellor in order to arrange for an escorted site visit with a staff
389 member.
- 390 • When on a District campus, Board members should be aware
391 that their comments can be taken out of context.

392 2.12 Foundations

393 KVCR

394
395
396 The Auxiliary's function is to raise and/or receive gifts, property, and funds to be used
397 for the benefit of the District's television and radio stations (KVCR-TV/FM). In turn,
398 KVCR-TV/FM shall use the gifts, property and funds raised and/or received by the
399 Auxiliary for supportive services and specialized programs for the benefit of the District
400 stations, including the following:

- 401 1. To extend and improve the District's contact with the members of the
402 communities of San Bernardino and Riverside;
- 403 2. To improve services to the communities served by the District such as
404 local television and radio programming and national television
405 programming with a cultural and/or educational character;
- 406 3. To provide media-related educational opportunities to the District's
407 students, such as internships with KVCR-TV/FM.

408 Crafton Hills College

409
410
411 In an effort to extend educational opportunities to CHC students, Crafton Hills College
412 (CHC) established the CHC Foundation. The Foundation is a nonprofit corporation
413 devoted exclusively to raising funds for scholarships, grants, and other types of
414 assistance for CHC students and faculty.

415
416
417 Gifts to the college can be allocated for the college's greatest need or designated
418 specifically. Gifts may be designated to an academic area, to scholarships, to any of the
419 various cultural or community programs of the college, or to current capital projects. You
420 can also remember a loved one by donating a memorial or honorarium in their name.

421 San Bernardino Valley College

422
423
424 We believe everyone should have an opportunity to go to college. Through its work, the
425 San Bernardino Valley College Foundation supports SBVC in providing quality
426 education and services that support a diverse community of learners. The Foundation is
427 a non-profit 501(c)(3) organization; therefore, contributions to the Foundation are tax-
428 deductible.

429

430 Economic Development and Corporate Training (EDCT)

431
432 This board-approved auxiliary foundation will become eligible to apply for grants from
433 private foundations and some state and federal agencies, earmarked for tax-exempt
434 and non-profit organizations. The Foundation will support EDCT to develop resources
435 and philanthropic support to advance its economic and workforce development mission
436 of bringing **not-for-credit**, skills-based training programs to the community. The
437 foundation was established as a non-profit organization, and its oversight remains the
438 district's responsibility. The foundation will have its own board which consists of nine
439 members, three of which are members of the Board of Trustees.

440
441 2.13 Board Member Health Benefits (Reference: BP 2730)

442
443 Members of the Board of Trustees shall be permitted to participate in the District's
444 health benefit programs. The benefits of members of the Board through the District's
445 health benefits programs shall not be greater than the most generous schedule of
446 benefits being received by any category of non-safety employee of the District. Board
447 members are afforded the opportunity to opt out of receiving health benefits from the
448 District and be reimbursed under the same terms and conditions as other employees of
449 the District.

450
451 Former members of the Board may continue to participate in the District's health
452 benefits programs upon leaving the Board if the following criteria are met: the member
453 must have begun service on the Board after January 1, 1981; the member must have
454 been first elected to the Board before January 1, 1995; and the member must have
455 served at least 12 years. All other former Board members may continue to participate in
456 the District's health benefits programs on a self-pay basis.

457
458 2.14 Board Member Travel (Reference: BP 2735)

459
460 Members of the Board of Trustees shall have travel expenses paid whenever they travel
461 as representatives of and perform services directed by the Board. Board member travel
462 requests shall be made in accordance with the District's travel request and approval
463 processes.

464
465 Also see BP/AP 7400 titled Travel

466
467 2.15 Political Activity (Reference: BP 2716)

468
469 Members of the Board of Trustees shall not use District funds, services, supplies, or
470 equipment to urge the passage or defeat of any ballot measure or candidate, including,
471 but not limited to, any candidate for election to the Board.

472
473 Initiative or referendum measures may be drafted on an area of legitimate interest to the

474 District. The Board may by resolution express the Board's position on ballot measures.
475 Public resources may be used only for informational efforts regarding the possible
476 effects of District bond issues or other ballot measures.

477
478 2.16 Conflict of Interest (Reference: BP 2710)

479
480 Pursuant to Government Code Section 1090, the District is prohibited from entering into
481 any contracts where a Board member or employee may have a financial interest.

482
483 Board members shall not be financially interested in any contract made by the Board of
484 Trustees or in any contract they make in their capacity as Board members.

485
486 A Board member shall not be considered to be financially interested in a contract if
487 his/her interest is limited to those interests defined as remote under Government Code
488 Section 1091 or is limited to interests defined by Government Code Section 1091.5.

489
490 A Board member who has a remote interest in any contract considered by the Board
491 shall disclose his/her interest during a Board meeting and have the disclosure noted in
492 the official Board minutes. The Board member shall not vote or debate on the matter or
493 attempt to influence any other Board member to enter into the contract.

494
495 A Board member shall not engage in any employment or activity that is inconsistent
496 with, incompatible with, in conflict with or inimical to his/her duties as an officer of the
497 District.

498
499 In compliance with law and regulation, the Chancellor shall establish administrative
500 procedures to provide for disclosure of assets of income of Board members who may be
501 affected by their official actions, and prevent members from making or participating in
502 the making of Board decisions which may foreseeably have a material effect on their
503 financial interest.

504
505 Board members shall file statements of economic interest with the filing officer identified
506 by the administrative procedures.

507
508 Board members are encouraged to seek counsel from the District's legal advisor in
509 every case where any question arises.

510
511 2.18 Constituency Groups

512
513 The Board embraces the concept of collegial consultation and to establish procedures
514 to ensure faculty, management, classified staff, and students the right to participate
515 effectively in collegial consultation in particular areas where they have their
516 responsibility and expertise as specified in Title 5 regulations, while retaining its own
517 right and responsibilities in all areas defined by state laws and regulations.

518 The Board is the ultimate decision-maker in those areas assigned to it by state and
519 federal laws and regulations. In executing that responsibility, the Board is committed to
520 its obligation to ensure that appropriate members of the District participate in developing
521 recommended policies for Board action and administrative procedures for Chancellor
522 action under which the District is governed and administered.

523
524 There are many groups and committees that are a part of the District. There are a
525 few groups that the Board regularly has contact with at Board meetings.

526
527 Academic Senate

528
529 The Board or its designees will consult collegially with the Academic Senate, as duly
530 constituted with respect to academic and professional matters, as defined by law.
531 Procedures to implement this section are developed collegially with the Academic
532 Senate.

533
534 The Board of Trustees recognizes the definition of “academic and professional matters”
535 as stated in the Title 5 regulations:

- 536
537 1. Curriculum including establishing prerequisites and placing courses within
538 disciplines;
539 2. degree and certificate requirements;
540 3. grading policies;
541 4. education program development;
542 5. standards or policies regarding student preparation and success;
543 6. District and college consultation structures, as related to faculty roles;
544 7. faculty roles and involvement in accreditation processes, including self-study and
545 annual reports;
546 8. policies for faculty professional development activities;
547 9. processes for program review;
548 10. process for institutional planning and budget development; and
549 11. other academic and professional matters as mutually agreed upon between the
550 Governing Board and the Academic Senate.

551
552 The Board also recognizes its obligation, under Title 5 Regulations, to “consult
553 collegially” with the Academic Senate on these “academic and professional matters.”
554 Additional academic and professional matters may be added as specified in #11 only
555 through formal resolution of the Board.

556
557 The Board further recognizes that, under Title 5, it may choose to “consult collegially”
558 through the option of “mutual agreement” on policy issues, or the option of “relying
559 primarily on the advice and judgment of the senate” when adopting policies and
560 procedures on “academic and professional matters.”

561

562 The Board of Trustees shall have the final responsibility for developing all policies
563 governing the community college district, including academic and professional matters.
564 For purposes of academic and professional matters, the Board shall rely primarily on
565 the advice of the Academic Senate. If the Board has a compelling reason for not
566 accepting the advice of the Academic Senate, it shall provide that reason in writing upon
567 request of the Academic Senate. The decision of the Board on all policy shall be final.

568

569 Classified Senate

570

571 Staff shall be provided with opportunities to participate in the formulation and
572 development of District policies and procedures that have a significant effect on staff.
573 The opinions and recommendations of the classified staff will be given every reasonable
574 consideration.

575

576 Associated Students

577

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

584

585 California School Employees Association (CSEA)

586

587 The California School Employees Association (CSEA) is the bargaining unit for the
588 classified employees.

589

590 California Teachers Association (CTA)

591

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

593

594 2.20 See Appendix 4

595

596 2.21 Standard IV

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

599

- 600 • The Board is designated as having the responsibility to set policies for the
601 District and to act in a manner consistent with those policies.
- 602 • Through such policies the Board has ultimate responsibility for the
603 educational quality, legal matters, and financial integrity of the institution.
- 604 • The Board establishes policies consistent with the mission statement.

- 605 • The Board regularly evaluates its policies and practices and revises them
- 606 as necessary.
- 607 • The Board advocates for and defends the institution and protects it from
- 608 undue influence or pressure.
- 609 • The Board is responsible for selecting and evaluating the Chancellor and
- 610 for delegating full responsibility and authority to him/her to implement and
- 611 administer board policies without board interference and holds him/her
- 612 accountable for the operation of the district.
- 613 • Once the Board reaches a decision, it acts as a whole.
- 614 • The Board is responsible for Board development, self-evaluation, and
- 615 improvement.
- 616 • The Board has a code of ethics which is enforced by the Board.
- 617 • The Board is informed about and involved in the accreditation process.
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Section 2 Checklist

I, _____, acknowledge review and training of the above listed items in Section 2.

Signature of Trustee _____

Signature of Chancellor _____

Signature of President _____

640 **Section 3 – Board of Trustee’s President**

641
642
643 3.1 See Appendix 5

644
645 3.2 Board Duties and Responsibilities (Reference: BP 2200)

646
647 The Board of Trustees governs on behalf of the citizens of the District in accordance
648 with the authority granted and duties defined in Education Code Section 70902.

649 The Board is committed to fulfilling its responsibilities to:

- 650
651
- 652 • Represent the public interest
 - 653 • Establish policies that define the institutional mission and set prudent,
654 ethical and legal standards for college operations
 - 655 • Select, hire, and evaluate the Chancellor
 - 656 • Delegate power and authority to the Chancellor to effectively lead the
657 District
 - 658 • Assure fiscal health and stability
 - 659 • Monitor institutional performance and educational quality
 - 660 • Advocate and protect the District

661 3.4 Board Elections (Reference: BP 2100)

662
663 Elections shall be held every two years, in even numbered years, for four-year
664 overlapping terms. Terms of trustees are staggered so that, as nearly as practical, one
665 half of the trustees shall be elected at each trustee election. Each person elected at a
666 regular biennial governing board member election shall hold office for a term of four
667 years commencing on the first Friday in December next succeeding his/her election.

668
669 The Board of Trustees has provided for the election of trustees by trustee areas.
670 Effective January 16, 2014, the trustee areas include:

- 671
- 672 • Areas 1, 3, 5, and 7 from which governing board members will be elected in
673 November 2016 and every four years thereafter.
 - 674 • Areas 2, 4, and 6 from which governing board members will be elected in
675 November 2018 and every four years thereafter.

676
677 The election of a Board member residing in and registered to vote in the trustee area
678 he/she seeks to represent shall be only by the registered voters of the same trustee
679 area(s).

680
681 3.5 Officers of the Board (Reference: BP 2210)

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

685

686 **Duties of the President of the Board:**

687

- 688 1. Preside over all meetings of the Board;
- 689 2. Call emergency and special meetings of the Board as required by law;
- 690 3. Consult with the Chancellor on the Board meeting agendas;
- 691 4. Communicate with individual Board members about their responsibilities;
- 692 5. Ultimately responsible for the orientation process for new Board members and
693 Student Trustees;
- 694 6. Assure Board compliance with policies on Board education, Board self-
695 evaluation, and evaluation of the Chancellor;
- 696 7. Represent the Board at official events or ensure Board representation.
- 697 8. The Board President may contact District legal counsel regarding business of the
698 District as he/she deems necessary and the Board President will provide a report
699 to the Board and Chancellor regarding the topic of the call and the associated
700 costs.
- 701 9. The President has the right to vote on all issues and to participate in the
702 discussions. (Note: This is an exception to Robert's Rules of Order.)
- 703 10. The Board President shall establish ad hoc committees to comply with Board
704 Policies and deadlines.

705

706 **Duties of the Vice President of the Board:**

707

- 708 1. To perform in the absence of the President, all the duties of the President;
- 709 2. To attest the signature of the President or other members of the Board on
710 contracts, agreements, deeds, leases, and other legal documents not delegated
711 to the Chancellor or other officers of the District;
- 712 3. To attest to the signature of the President or other members of the Board on all
713 other documents of the District when the attestation is a legal requirement.

714

715 **Duties of the Clerk of the Board:**

716

- 717 1. To perform in the absence of the President, or the Vice President all the duties of
718 the President;
- 719 2. To attest the signature of the President or other members of the Board on
720 contracts, agreements, deeds, leases, and other legal documents not delegated
721 to the Chancellor or other officers of the District;
- 722 3. To attest to the signature of the President or other members of the Board on all
723 other documents of the District when the attestation is a legal requirement;
- 724 4. To certify copies of records of the District as required.

- 725 5. Monitor the board calendar as it refers to meeting dates required by board policy
726 and reminding the board president and the board of impending deadlines.
727

728 **Board Secretary**

729
730 The Chancellor of the District shall serve as the Secretary to the Board.
731

732 **Duties of the Secretary to the Board:**

- 733
734 1. Notify members of the Board of regular, special, emergency, and adjourned
735 meetings;
736 2. Prepare and post the Board meeting agendas;
737 3. Have prepared for adoption minutes of the Board meetings;
738 4. Attend all Board meetings and closed sessions unless excused, and in such
739 cases to assign a designee;
740 5. Conduct the official correspondence of the Board;
741 6. Certify as legally required all Board actions;
742 7. Sign, when authorized by law or by Board action, any documents that would
743 otherwise require the signature of the Secretary or the Clerk of the Board.
744

745 The Board does not have an official system of rotation or officers; it elects the officers
746 each year from among all its members.
747

748 3.6 Committees of the Board (Reference: BP 2220)

749
750 The Board may, by action, establish committees that it determines are necessary to
751 assist the Board in its responsibilities. Any committee established by Board action shall
752 comply with the requirements of the California Public Meetings Act (Brown Act) and with
753 these policies regarding open meetings.
754

755 Board committees that are composed solely of less than a quorum of members of the
756 Board that are advisory are not required to comply with the Brown Act, or with these
757 policies regarding open meetings, unless they are standing committees.
758

759 Board committees that are only advisory have no authority or power to act on behalf of
760 the Board. Findings or recommendations shall be reported to the Board for
761 consideration.
762

763 3.7 Board Education (Reference: BP 2740)

764
765 The Board of Trustees is committed to its ongoing development as a Board and to a
766 trustee education program that includes new trustee orientation.
767

768 To that end, the Board will engage in study sessions, provide access to reading

769 materials, and support conference attendance and other activities that foster trustee
770 education.

771
772 Orientation sessions shall be scheduled for new Board of Trustee appointees. A
773 Special Meeting of the Board for the purpose of the orientation shall be called within 30
774 days of the appointment of a new trustee. Planning and implementation of appropriate
775 information items for the orientation shall be the joint responsibility of the Chancellor
776 and current members of the Board of Trustees.

777
778 The Chancellor and the Board shall assist each new member-elect to understand the
779 Board's functions, policies, and procedures before he/she assumes office. Such
780 assistance shall include, but shall not be limited to, providing of written materials and
781 invitations to attend Board meetings and conferences with the Chancellor. New Board
782 members shall be encouraged to attend meetings on a regional basis held as
783 training/information sessions by other organizations.

784 3.8 Code of Ethics / Standards of Practice (Reference: BP 2715)

785
786
787 The Board maintains high standards of ethical conduct for its members. Members of
788 the Board are responsible to:

- 789
- 790 • Act only in the best interests of the entire community.
 - 791 • Ensure public input into Board deliberations; adhering to the law and spirit of the
792 open meeting laws and regulations.
 - 793 • Prevent conflicts of interest and the perception of conflicts of interest.
 - 794 • Exercise authority only as a Board.
 - 795 • Use appropriate channels of communication.
 - 796 • Respect others; acting with civility.
 - 797 • Be informed about the District, educational issues, and responsibilities of
798 trusteeship.
 - 799 • Devote adequate time to Board work.
 - 800 • Maintain confidentiality of closed sessions.

801
802 The Board of Trustees will promptly address any violation by a Board member or Board
803 members of the Code of Ethics in the following manner:

804
805 Charges by any person that a member of the Board of Trustees has violated laws and
806 regulations of the Board's Code of Ethics shall be directed to the President of the Board
807 or the Board itself. The President of the Board may establish an ad hoc committee to
808 examine the charges and recommend further courses of action to the Board. The
809 Board member subject to the charge of misconduct shall not be precluded from
810 presenting information to the committee. Possible courses of action include:

811

- 812
- 813
- 814
- 815
- 816
- 817
- 818
- 819
- If alleged behavior violates laws, legal counsel may be sought, at the discretion of the Board of Trustees, and the violations referred to the District Attorney or Attorney General as provided for in law.
 - If the alleged behavior violates this Board Policy on ethical conduct, the President of the Board shall alert the Board member in question regarding the violation of policy, the Board of Trustees may discuss the violation at an open Board Meeting and affirm its policy expectation, and/or the Board may move to censure the trustee.

820

821 3.9 Board Representatives

822

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

826

- 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
- Oversight Committees to the Redevelopment Successor Agencies

834

835 3.10 Meetings of the Board (Reference BP 2310)

836

837 All regular and special meetings of the Board of Trustees are open to the public, must
838 be accessible to persons with disabilities, and comply with the Brown Act provisions,
839 except as otherwise required or permitted by law.

840

841 A notice identifying the location, date, and time of each regular meeting of the Board
842 shall be posted ten days prior to the meeting and shall remain posted until the day and
843 time of the meeting.

844

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

852

853 3.11 See Appendix 5

854

855 3.12 Meeting Protocol

856
857 Board behavior can have both a positive or negative ripple effect throughout the
858 District community. Often a simple comment can take on a life of its own with the
859 original intended meaning misunderstood. The following recommendations may help
860 to keep individual Board members from being misunderstood:

- 861
- 862 • Keep the Board discussion at the policy level versus getting into how
- 863 something will be accomplished.
- 864 • Ask questions of staff as necessary to make an informed decision, but
- 865 try to avoid questions that may imply the Board is trying to
- 866 micromanage the District.
- 867 • Be cautious about making statements that might be interpreted as
- 868 belittling the staff.
- 869 • Praise in public and discipline in private.
- 870 • Be professional and courteous to fellow Board members.
- 871

872 3.13 Quorum and Voting (Reference: BP 2330)

873
874 Four Board members, other than the Student Trustees, shall constitute a quorum for the
875 transaction of business. The Board of Trustees shall act by majority vote of all voting
876 members of the Board. In the event of a minimum quorum, all four Board members
877 must vote in favor of motions **to pass motions**.

878
879 No action shall be taken by secret ballot. The Board will publicly report any action taken
880 in open session and the vote or abstention of each individual member present.

881
882 The following actions require a **two-third majority** of all members of the Board:

- 883
- 884 A. Resolution of intention to sell or lease real property (except where a unanimous
- 885 vote is required);
- 886 B. Resolution of intention to dedicate or convey an easement;
- 887 C. Resolution authorizing and directing the execution and delivery of a deed;
- 888 D. Action to declare the District exempt from the approval requirements of a
- 889 planning commission or other local land use body;
- 890 E. Resolution providing for the transfer from the reserve for contingencies to any
- 891 expenditure classification.
- 892 F. Resolution to condemn real property.
- 893

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

- 895 A. Resolution authorizing a sale or lease of District real property to the state,
- 896 any county, city, or to any other school or community college district;
- 897 B. Resolution authorizing lease of District property under a lease for the
- 898 production of gas.

899 C. Any authorization to change an existing construction contract.
900

901 3.14 Special and Emergency Meetings (Reference: BP 2320)
902

903 **Special meetings** may from time to time be called by the President of the Board of
904 Trustees or by a majority of the members of the Board. Notice of such meetings shall
905 be posted at least 24 hours before the time of the meeting, and shall be noticed in
906 accordance with the Brown Act. No business other than that included in the notice may
907 be transacted or discussed.
908

909 **Emergency meetings** may be called by the President of the Board when prompt action
910 is needed because of actual or threatened disruption of public facilities under such
911 circumstances as are permitted by the Brown Act, including work stoppage, crippling
912 disasters, and other activity that severely impairs public health or safety.
913

914 No closed session shall be conducted during an emergency meeting, except as
915 provided for in the Brown Act to discuss a dire emergency.
916

917 The Chancellor shall be responsible to ensure that notice of such meetings is provided
918 to the local news media as required by law.
919

920 3.15 Closed Session (Reference: BP 2315)
921

922 Closed sessions of the Board of Trustees shall only be held as permitted by applicable
923 legal provisions including but not limited to the Brown Act, California Government Code,
924 and California Education Code. Matters discussed in closed session may include:
925

- 926 • The appointment, employment, evaluation of performance, discipline or dismissal
927 of a public employee;
928
- 929 • Charges or complaints brought against a public employee by another person or
930 employee, unless the accused public employee requests that the complaints or
931 charges be heard in an open session.
932
- 933 • Advice of counsel on pending litigation, as defined by law;
934
- 935 • Consideration of tort liability claims as part of the District's membership in any
936 joint powers agency formed for purposes of insurance pooling;
937
- 938 • Real property transactions;
939
- 940 • Threats to public security;
941

- 942 • Review of the District's position regarding labor negotiations and giving
943 instructions to the District's designated negotiator;
- 944
- 945 • Discussion of student disciplinary action, with final action taken in public;
- 946
- 947 • Conferring of honorary degrees;
- 948
- 949 • Consideration of gifts from a donor who wishes to remain anonymous.
- 950
- 951 • To consider its response to a confidential final draft audit report from the Bureau
952 of State Audits.
- 953

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

957

958 After any closed session, the Board shall reconvene in open session before adjourning
959 and shall announce any actions taken in closed session and the vote or abstention of
960 every member present.

961

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

966

967 Pursuant to Government Code Section 54957, if any person requests an opportunity to
968 present complaints to the Board about a specific employee, such complaints shall first
969 be presented to the Chancellor. Notice shall be given to the employee against whom
970 the charges or complaints are directed. If the complaint is not first resolved at the
971 administrative level, the matter shall be scheduled for a closed session of the Board.
972 The employee against whom the charges or complaints are directed shall be given at
973 least 24 hours written notice of the closed session, and shall be given the opportunity to
974 request that the complaints be heard in an open meeting of the Board of Trustees.

975

976 3.16 How the Board Takes Action

977

978 Official Board action can be taken only at Board meetings and by affirmative action of
979 at least four of the seven voting Board members. No one Board member or
980 administrator makes official commitments for the Board, except as directed by Board
981 action. The Board has final control over District matters and policies, subject to
982 limitations imposed by California and federal law, and all employees and administrators
983 of the District are bound to abide by such policies.

984

985 3.17 Consent Agenda

986

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

994

995 3.18 Preparing for Meetings

996

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

999

1000 On the Friday preceding the Thursday Board meeting, the Chancellor's Office will
1001 deliver Board packets with an agenda and supporting materials. This information is
1002 also posted to the District Website. This timeline gives the Board members six days to
1003 review the materials prior to the meeting. When possible, Board members should
1004 submit their questions to the Chancellor prior to the Board meeting so that the staff can
1005 provide a thorough response, prior to or, at the time of the meeting. Also, any Board
1006 member can call the Chancellor prior to the Board meeting for clarification regarding
1007 any agenda item rather than waiting until the Board meeting. It is always best not to
1008 surprise the Chancellor or staff at the Board meeting. Response to information is
1009 supplied to all Board members.

1010

1011 The week of the Board meeting the Chancellor meets with each member of the
1012 Board to review the agenda to address any questions.

1013

1014 3.19 Recording (Reference: BP 2365)

1015

1016 Any audio or video recording of an open and public Board of Trustees Meeting made by
1017 or at the direction of the Board shall be subject to inspection by members of the public
1018 in accordance with the California Public Records Act, Government Code Sections 6250
1019 et seq. The Chancellor is directed to enact administrative procedures to ensure that
1020 any such recordings are maintained for at least thirty days following the recording.

1021

1022 Persons attending an open and public meeting of the Board may, at their own expense,
1023 record the proceedings with an audio or video recording device or a still or motion
1024 picture camera or may broadcast the proceedings. However, if the Board finds by a
1025 majority vote that the recording or broadcast cannot continue without noise, illumination,
1026 or obstruction of view that constitutes or would constitute a persistent disruption of the
1027 proceedings, any such person shall be directed by the President of the Board to stop.

1028

1029 3.20 Speakers (Reference: BP 2350)

1030

1031 Persons may speak to the Board of Trustees either on an agenda item or on other
1032 matters of interest to the public that are within the subject matter jurisdiction of the
1033 Board.

1034

1035 Oral presentations relating to a matter on the agenda, including those on the consent
1036 agenda, shall be heard before a vote is called.

1037

1038 Persons wishing to speak to matters not on the agenda shall do so at the time
1039 designated at the meeting for public comment.

1040

1041 Those wishing to speak to the Board are subject to the following:

1042 • The President of the Board may rule members of the public out of order if their
1043 remarks do not pertain to matters that are within the subject matter jurisdiction of
1044 the Board or if their remarks are unduly repetitive.

1045 • Non-scheduled substitutes may not speak in place of scheduled speakers unless
1046 alternates have been submitted on the original request.

1047 • Employees who are members of a bargaining unit represented by an exclusive
1048 bargaining agent may address the Board under this policy, but may not attempt to
1049 negotiate terms and conditions of their employment. This policy does not prohibit
1050 any employee from addressing a collective bargaining proposal pursuant to the
1051 public notice requirements of Government Code Section 3547 and the policies of
1052 this Board implementing that section.

1053

1054 Any member of the public who wishes to address the Board on any matter on the
1055 agenda of a regular Board meeting or on the notice for a special Board meeting is
1056 limited to five minutes per person and 20 minutes per agenda topic unless the time limit
1057 is extended by a majority vote of the Board.

1058

1059 The Board acknowledges that the Brown Act, Government Code Section 54954.3,
1060 requires that every agenda for regular meetings, but not every notice for special
1061 meetings, shall provide an opportunity for members of the public to directly address the
1062 Board on items of interest to the public that are not on the agenda.

1063

1064 A member of the public who wishes to address the Board on an item not on the agenda,
1065 but related to the business of the District, is limited to five minutes unless a majority of
1066 the Board votes to extend the time limit. The total time for members of the public to
1067 speak on the same or a substantially similar subject shall be limited to twenty minutes
1068 unless a majority of the Board votes to extend the time limit. Each speaker coming
1069 before the Board is limited to one presentation per specific agenda item before the
1070 Board and to one presentation per meeting on non-agenda matters.

1071

1072 Members of the public desiring to address the Board shall complete and submit a Public
1073 Comment card.

1074
1075 As a matter of law, members of the Board may not discuss or respond to public
1076 comments unless the matters are properly noticed for discussion or action in Open
1077 Session.

1078
1079 3.22 Communications Among Board Members (Reference: BP 2720)

1080
1081 Members of the Board shall not communicate among themselves by the use of any form
1082 of communication (e.g., personal intermediaries, e-mail, or other technological device)
1083 in order to reach a collective concurrence regarding any item that is within the subject
1084 matter jurisdiction of the Board. In addition, no other person shall make serial
1085 communications of any kind, directly or through intermediaries, to discuss, deliberate, or
1086 take action on any item of business that is within the subject matter jurisdiction of the
1087 Board of Trustees.

1088
1089 Under California’s Public Records Act, “any writing containing information relating to the
1090 conduct of the public’s business prepared, owned, used, or retained by any state or
1091 local agency regardless of physical form or characteristics” is a public record and must
1092 be disclosed to the public upon request unless a provision of the PRA exempts it from
1093 disclosure. Gov’t Code Section 6252-6253. (see 5.2 Brown Act)

1094
1095 3.23 Media/Email

1096
1097 Any Board member is allowed to speak with the media. However, Board
1098 members should keep in mind the following:

- 1099
- 1100 • When speaking to the press, remind the interviewer that you do not
 - 1101 represent the views of the Board, but speak as an individual.
 - 1102 • When contacted by the press, defer to the Chancellor or Board Chair for
 - 1103 official Board positions.
 - 1104 • When speaking to the media, be an advocate for the District.
 - 1105 • Never speak about personnel matters or other closed session topics to the
 - 1106 press.

1107
1108 Board members should keep in mind that electronic communications can facilitate a
1109 Brown Act violation. Emails are subject to disclosure laws per BP and AP 3310.

1110
1111 3.24 Annual Retreat

1112
1113 Each summer the Board holds an annual retreat with the Board and the Chancellor.
1114 This retreat is the opportunity for the Board to conduct its annual self-evaluation and

1115 set goals for the upcoming year.

1116

1117 3.25 Board Self-Evaluation (Reference: BP 2745)

1118

1119 The Board of Trustees is committed to assessing its own performance as a Board in
1120 order to identify its strengths and areas in which it may improve its functioning.

1121

1122 To this end the Board has established the following processes for evaluation:

1123

1124 An ad hoc committee of the Board shall be appointed in April to determine the
1125 instrument or process to be used in Board self-evaluation. Any evaluation instrument
1126 shall incorporate criteria contained in these Board policies regarding Board operations,
1127 as well as criteria defining Board effectiveness promulgated by recognized practitioners
1128 in the field.

1129

1130 The process for evaluation shall be recommended to and approved by the Board.

1131

1132 If an instrument is used, all Board members will be asked to complete the evaluation
1133 instrument and submit them per Board Policy.

1134

1135 A summary of the evaluations will be presented and discussed at an annual Board
1136 retreat scheduled for that purpose. The results will be used to identify accomplishments
1137 in the past year and goals for the following year.

1138

1139 3.26 Setting the Board's Goals

1140

1141 The Board uses the results of the self-evaluation to set internal goals for the
1142 upcoming year.

1143

1144 3.27 Annual Organizational Meeting (Reference: BP 2305)

1145

1146 The Board shall hold an annual organizational meeting on a day within fifteen calendar
1147 days of the last Friday in November

1148

1149 The purpose of the annual organizational meeting is to elect a president, vice president,
1150 and a clerk, and conduct any other business as required by law or determined by the
1151 Board.

1152

1153 3.28 Chancellor - Hiring and Contract

1154

1155 Without doubt, the most important role of the Board is to appoint the Chancellor. It is
1156 exclusively the Board's role, although the process itself generally includes District
1157 personnel who will participate in the interviewing and screening process. A District
1158 committee may assist in screening the applications and narrowing the pool of

1159 candidates to a manageable group that will be invited for confidential screening
1160 interviews. From the confidential interviews, the committee selects a small group of 3-
1161 5 finalists to recommend to the Board for interviews and on-campus forums. After the
1162 finalists accept the invitation to interview as a finalist, the names of the finalists
1163 become public information and usually there will be a press release involved.
1164

1165 From the finalists, the Board selects their top candidate to make an offer. It is not
1166 guaranteed that the first choice will accept the offer since it is common for candidates
1167 to be finalists in more than one college presidential search at the same time.
1168 Therefore, it is important that this part of the process remains confidential until an offer
1169 and an acceptance of offer has been reached. During this part of the process the
1170 Board must negotiate with the candidate the terms of the contract, which includes
1171 salary, starting date, and benefits. The process can easily take from six months to a
1172 year.

1173 1174 3.29 Evaluation of the Chancellor (Reference: BP 2435)

1175
1176 The Board of Trustees shall conduct an evaluation of the Chancellor at least annually.
1177 Such evaluation shall comply with any requirements set forth in the contract of
1178 employment with the Chancellor as well as this policy.
1179

1180 The criteria for evaluation shall be based on Board policy, the Chancellor job
1181 description, and performance goals and objectives developed in accordance with AP
1182 2435 titled Evaluation of the Chancellor.
1183

1184 3.30 Setting the Chancellor's Salary

1185
1186 After the initial starting salary negotiated with the Chancellor at the time of
1187 employment, the Board will need to consider the salary of their one employee on an
1188 annual basis. This process is usually done in conjunction with the Chancellor's
1189 annual evaluation. Although the discussion of the Chancellor's performance and
1190 determination of any salary adjustment is a closed session item, the actual setting of
1191 the salary adjustment is an open session agenda item.
1192

1193 3.31 Graduation

1194
1195 Graduation is the highlight of both colleges each year. Graduation and graduation
1196 activities and times vary from year to year (refer to Master Calendar). Board members
1197 participate as part of the processional and the ceremony. The Board President accepts
1198 the graduating class and board members wear a graduation robe with the colors of the
1199 discipline appropriate for their degree.
1200

1201

Section 3 Checklist

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1218

I, _____, acknowledge review and training of the above listed items in Section 3.

Signature of Trustee _____

Signature of Chancellor _____

Signature of President _____

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Section 4 – Chapter 1 and 2 Board Policies and Procedures

4.0 Board Policies

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

Section 4 Checklist

I, _____, acknowledge review and training of the above listed items in Section 4.

Signature of Trustee _____

Signature of Chancellor _____

Signature of President _____

1246 **Section 5 – Orientation Checklist and Sign-Off Form**

1247
1248 **5.0 Board Member Orientation**

1249
1250 Per Board Policy 2740, orientation sessions shall be scheduled for new Board of
1251 Trustee appointees. A Special Meeting of the Board for the purpose of the orientation
1252 shall be called within 30 days of the appointment of a new trustee. Planning and
1253 implementation of appropriate information items for the orientation shall be the joint
1254 responsibility of the Chancellor and current members of the Board of Trustees.

1255
1256 The Chancellor and the Board shall assist each new member-elect to understand the
1257 Board's functions, policies, and procedures before he/she assumes office. Such
1258 assistance shall include, but shall not be limited to, providing of written materials and
1259 invitations to attend Board meetings and conferences with the Chancellor. New Board
1260 members shall be encouraged to attend meetings on a regional basis held as
1261 training/information sessions by other organizations.

1262
1263 Orientation to the institution includes:

- 1264 • Walking tours of the district, campuses, and off-site locations
- 1265 • Institutional data review
- 1266 • College history and development, and college catalogs
- 1267 • Lists and contact information for trustees, college personnel, and student leaders
- 1268 • Structure and operations of board of trustees
- 1269 • Structure of higher education at the state level
- 1270 • Briefings on organization, programs, budget, and facilities of the colleges and
- 1271 sites
- 1272 • Collegial Consultation, inclusive of 10+1 Board handbook, meeting agendas, and
- 1273 minutes
- 1274 • Affirmative action plans
- 1275 • Printed college materials
- 1276 • Opportunities to meet informally with campus leaders and faculty, staff, students,
- 1277 administrators, and fellow trustees
- 1278 • Email records disclosure responsibilities

1279
1280 Orientation to trusteeship includes:

- 1281 • Roles of board and of individual trustees
- 1282 • Attendance at local, state and national meetings, including the League's New
- 1283 Trustee Orientation Workshop and Legislative Conference
- 1284 • Review of pertinent laws and board policy
- 1285 • Board Budget

Section 5 Checklist

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I, _____, acknowledge review and training of the above listed items in Section 5.

Signature of Trustee _____

Signature of Chancellor _____

Signature of President _____

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Appendix 1

San Bernardino Community College District

The mission of the San Bernardino Community College District is to transform lives through the education of our students for the benefit of our diverse communities.

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

San Bernardino Valley College

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

Crafton Hills College

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

Economic Development & Corporate Training

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

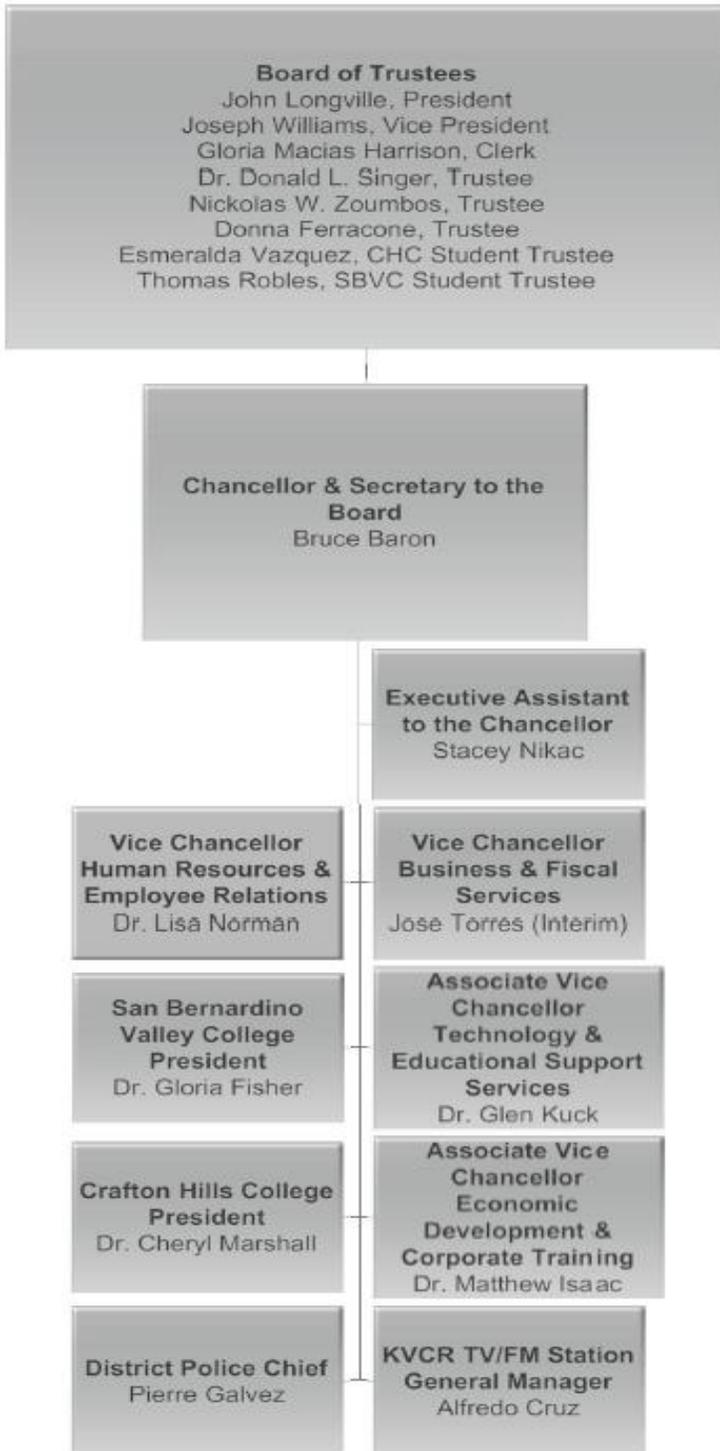
- a. Offering customized training solutions that meets the human capital development needs of regional employers;
- b. Providing innovative job training to the workforce in emerging technologies and high growth areas to foster economic prosperity in the region;
- c. Building and nurturing partnerships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

KVCR

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

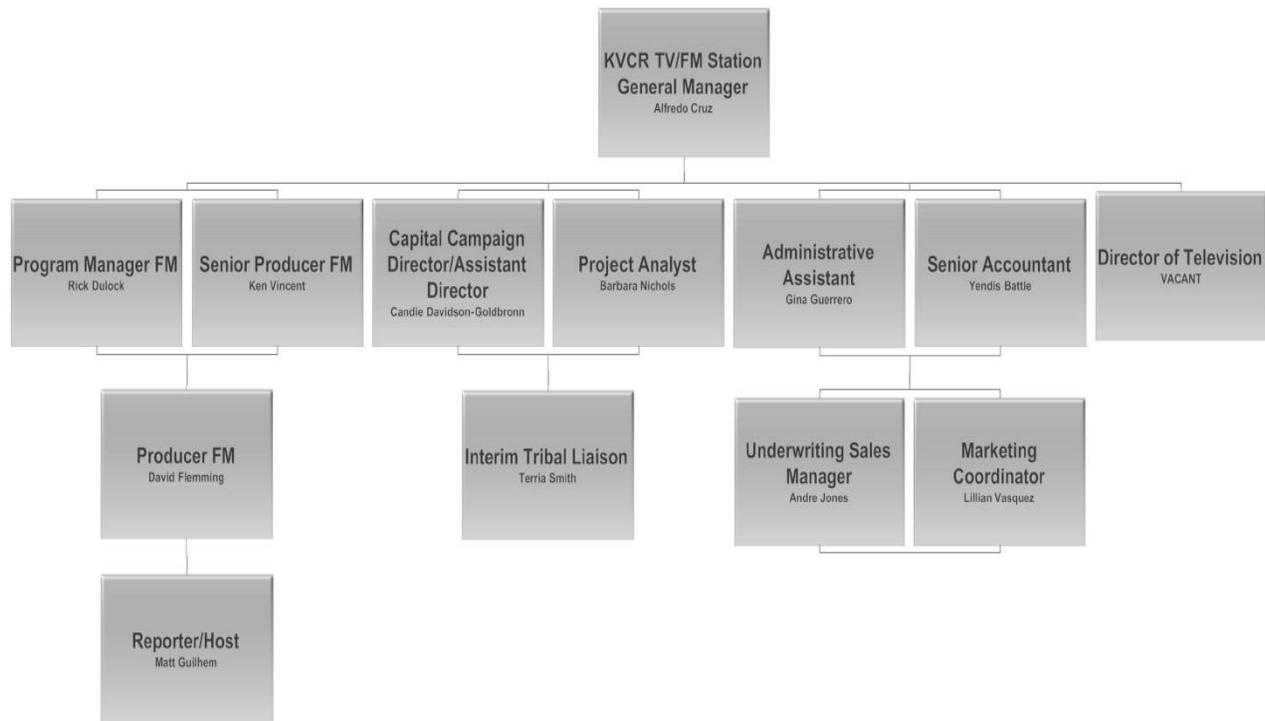
- TV, Radio, Broadband, internet, social media and any form of the media world.

1354 Appendix 2
 1355 San Bernardino Community College District (as of 9/30/15)
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1358 KVCR (as of 9/30/15)
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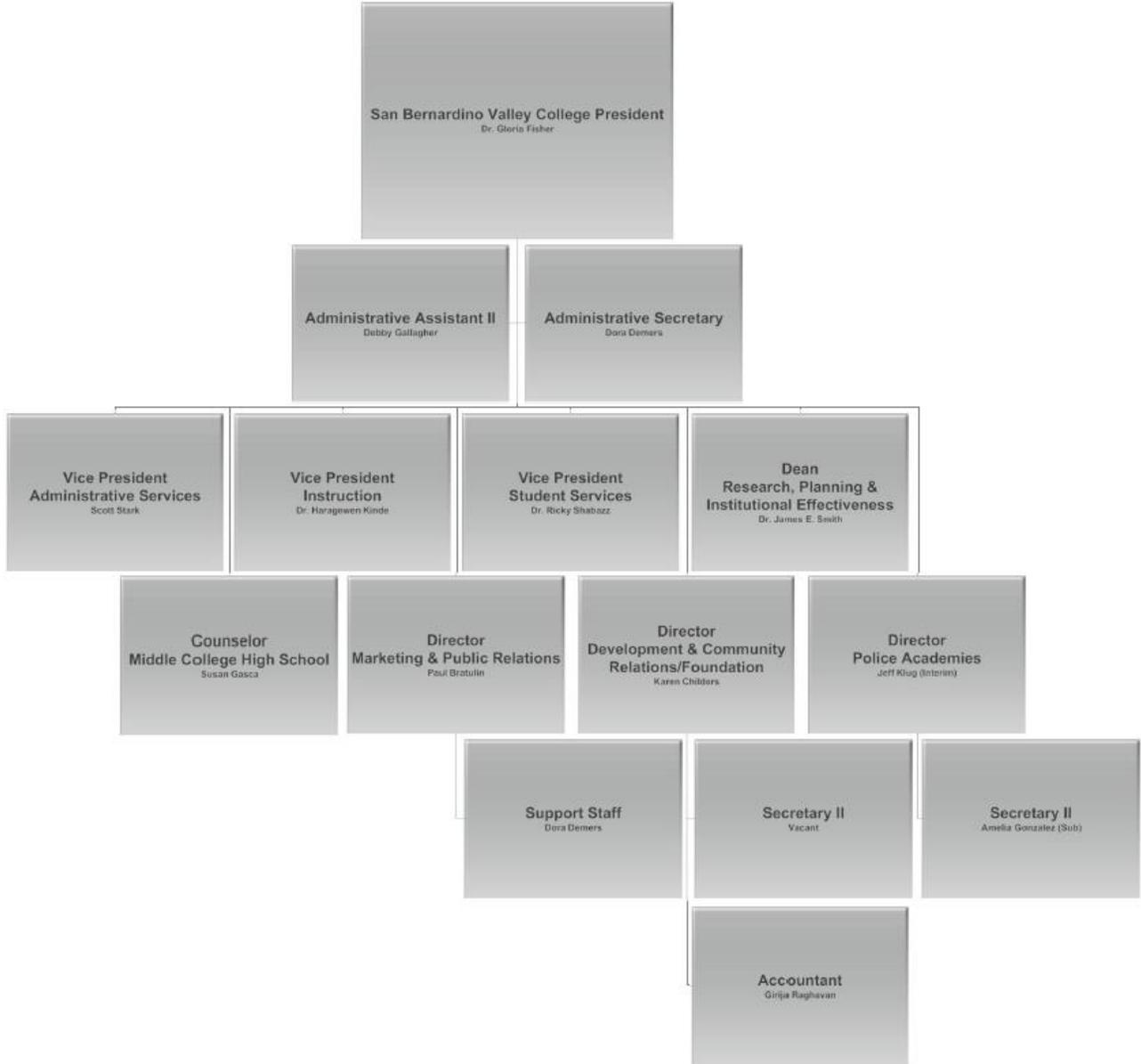
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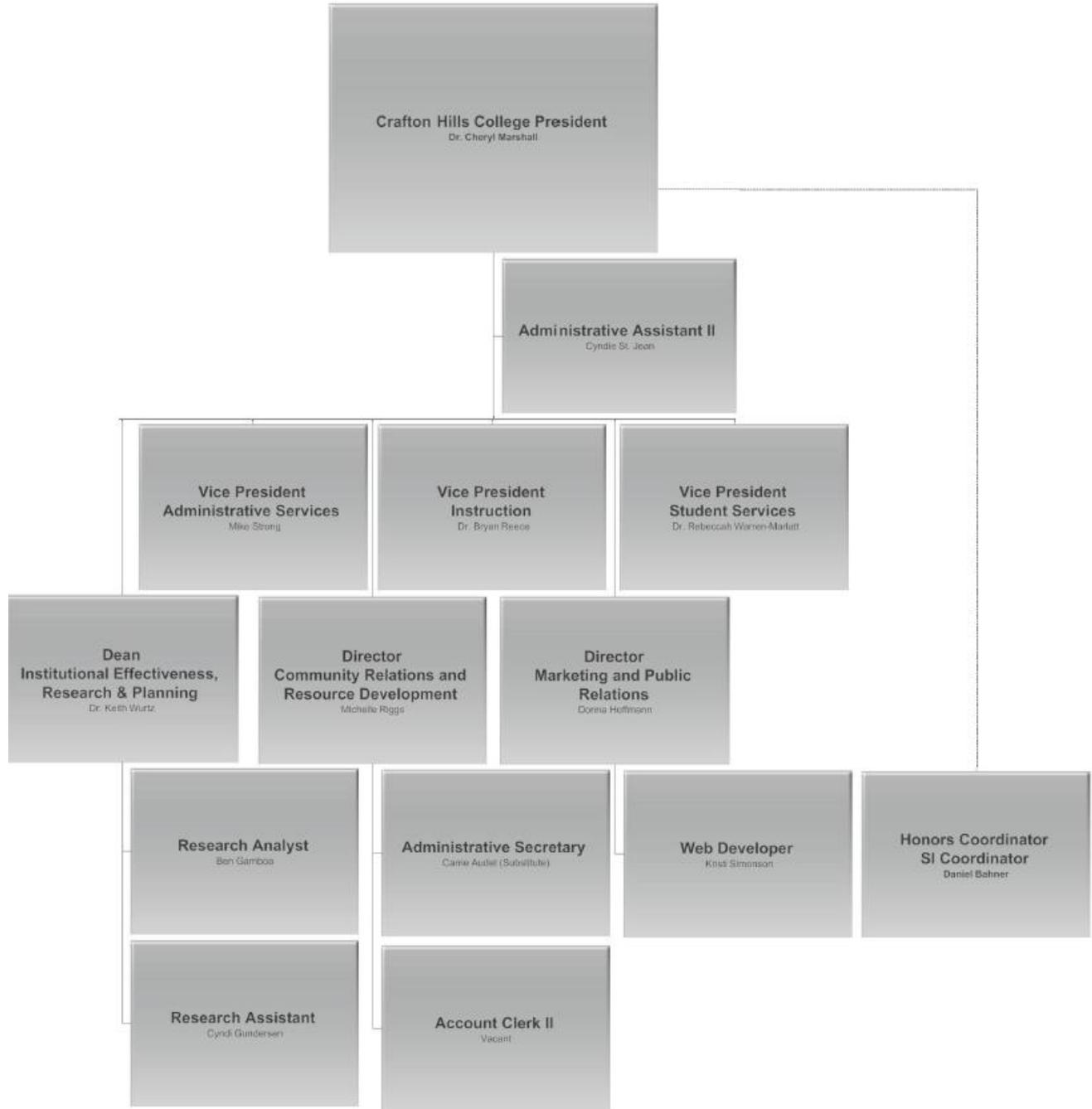
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1371 San Bernardino Valley College (as of 9/30/15)
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1382 Crafton Hills College (as of 9/30/15)
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1389 Appendix 4

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1391 Board's Role in Accreditation

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1393 The Board must be fully informed of all accreditation actions, reports, visits and
1394 progress on accreditation recommendations as they pertain to the Colleges. All
1395 reports created in response to Commission actions must be approved or ratified by the
1396 Board.

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1398 The Accrediting Commission for Community and Junior Colleges (ACCJC) provides a
1399 list of Standards that are the basis for comprehensive institutional evaluations for
1400 reaffirmation of accreditation on their website [http://www.accjc.org/eligibility-
1401 requirements-standards](http://www.accjc.org/eligibility-requirements-standards).

1402 Appendix 5

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1404 Board Imperatives

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1406 I. Institutional Effectiveness

1407 II. Learning Centered Institution for Student Access, Retention and Success

1408 III. Resource Management for Efficiency, Effectiveness and Excellence

1409 IV. Enhanced and Informed Governance and Leadership

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1411 Board Goals

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1413 I. Institutional Effectiveness

1414 a. Develop a plan to effect a district-wide emphasis on leadership
1415 development.

1416

1417 II. Learning Centered Institution for Student Access, Retention and Success

1418 a. Develop collaborative partnerships with other educational
1419 institutions, especially Pre-12.

1420 b. Strengthen the Board's capacity to use metrics to monitor
1421 improvement in student access and success.

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1423 III. Resource Management for Efficiency, Effectiveness and Excellence

1424 a. Monitor budget process.

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1426 IV. Enhanced and Informed Governance and Leadership

1427 a. Strengthen the effectiveness of the Board of Trustees.

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1445 Appendix 6

1446 The Brown Act (Open Meeting Law)

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1448 The Board is subject to the Brown Act, also known as the Open Meeting Law. The
1449 Brown Act requires that public boards conduct their business in the open. This means
1450 that all meetings are open to the public except for a limited number of circumstances,
1451 as permitted by the Brown Act. Examples of these limited circumstances include
1452 agenda items concerning personnel actions, labor negotiations, and the negotiation of
1453 real property.

1454

1455 References: For more information regarding the Brown Act, refer to
1456 <http://ag.ca.gov/publications/brownAct2003.pdf>

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