
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda - REVISED

Special Board Meeting
Friday, February 1, 2013

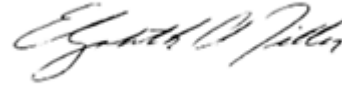
Larry Lahr, President
Gregory A. Pensa, Vice President
Tim Bennett
Bernard E. Jones
Hilda Zacarias
Steven T. Auclair, Student Trustee

Santa Maria Joint Union High School District
Student Support Center – Board Room
2560 Skyway Drive, Santa Maria, CA 93455

	<u>Page</u>	<u>Tent. Time</u>
1. Call to Order		1:00 PM
2. Public Comment		
<p>The section of the agenda is intended for members of the public to address the board on items involving the school district. Time limits and procedures to address the Board of Trustees, as stated in the Public Comment to Closed Session, apply to this part of the agenda.</p> <p>Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.</p>		
3. Information Items		1:00 PM
3.A. Board Policies	3	
<p>The board of trustees will review current and proposed board policies.</p>		
3.B. District Goals and Priorities for 2012-2013 and 2013-2014	32	
<p>An opportunity for the board and the superintendent/president to review goals and priorities for the district, consistent with the 2009-2013 Strategic Plan.</p>		
3.C. Staffing Recommendations for 2013-2014	33	
<p>A discussion regarding staffing priorities for 2013-2014.</p>		
3.D. Superintendent/President Candidate Interview Schedule	33B	
<p>A discussion to set a schedule for the board of trustees to interview finalists for the superintendent/president position.</p>		

	<u>Page</u>	<u>Tent. Time</u>
4. Action Items		
4.A. Review and Establish Goals for the Board of Trustees for 2012-2013.	34	
An opportunity for the board and the interim superintendent/president to review and establish goals for 2012-2013.		
4.B. Nonresident Tuition Rate 2013-2014	35	
A recommendation will be made to establish the 2013-2014 nonresident tuition rate.		
4.C. Open Hour for Board of Trustees	36	
A recommendation to hold an open hour with a member of the board of trustees on a monthly basis.		
5. Public Comment to Closed Session		
This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. The leading speaker from the audience on each side of an issue will be limited to five (5) minutes. Additional speakers are limited to two (2) minutes. To address the Board of Trustees, please fill out a <u>Request to Address the Board of Trustees</u> form and provide it to the superintendent/president <u>prior</u> to this part of the agenda.		
6. Adjourn to Closed Session		3:30 PM
6.A. Labor Negotiations (Govt. Code §54957.6)		
6.B. Discipline/Dismissal/Release of Public Employee (Govt. Code §54957)		
6.C. Evaluation of the Interim Superintendent/President		
7. Adjournment		4:30 PM
The next regular meeting of the Board of Trustees will be held on Tuesday, February 19, 2013. Closed session begins at 4:30 p.m. Open session begins at 6:00 p.m.		

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the President's Office at (805) 922-6966 ext. 3245. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

A handwritten signature in black ink, appearing to read "Elizabeth A. Miller". The signature is written in a cursive style with a large initial "E".

Elizabeth A. Miller, Ed.D.
Secretary to the Board of Trustees

To: Board of Trustees		Date: February 1, 2013
From: Superintendent/President		
Subject: Board Policies		
Reason for Board Consideration: INFORMATION	Item Number: 3.A.	Enclosures: Page 1 of 29

BACKGROUND:

The board of trustees will review policies and direct staff to revise them as needed. After the board policies have been revised, they will come back for review before they are presented for adoption. The policies to be reviewed are:

Current Board Policy Number and Name

1. 1110 Policies of the Board of Trustees
2. 1111 Changes in Policy
3. 1150 Delegation of Authority
4. 1200 Code of Ethics
5. 1210 Public Participation at Board Meetings
6. 1211 Minutes of the Board of Trustees
7. 1215 Vacancies on the Board
8. 1220 Closed Sessions
9. 1300 Conference Attendance & Reimbursements for Expenses for Trustees
10. 1500 Group Insurance Plans for Board Members
11. 1600 Board Member Compensation
12. 1910 Board Action on Legislative Issues
13. 2300 Superintendent/President Succession
14. 8050 Gifts and Contributions to the District
15. Board Rules and Regulations

Staff will provide copies of sample policies recommended by the Community College League of California for the board's consideration.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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POLICIES OF THE BOARD OF TRUSTEES

Policies of the board of trustees may be adopted, revised, added to or amended at any regular meeting of the board by a majority vote of the members of the board who are present. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

In addition, the following documents, as approved by the board of trustees, are considered a part of these policies and procedures, and should be consulted in conjunction with the related sections of this manual:

- College Catalog

- Faculty Resource Guide

- Agreement Between the District and CSEA Chapter #251

- Agreement Between the District and the Faculty Association

- Associate Faculty Handbook

- Guidelines for Student Conduct, Disciplinary Action and Procedural Fairness

- Student Rules and Regulations

Should a statute or administrative code section of the State of California be added, repealed or amended, or should a court decision or an opinion of the County Counsel or the Attorney General of the State of California make changes in any of the policies of the board of trustees, or in the administrative procedures of this district, the policies and procedures shall be considered to be automatically amended to comply.

Should a conflict exist between the publications cited in paragraph two of this page and the policies contained herein, said policies will prevail.

The board shall be notified of these changes and their effect on the district.

Revised: 3/18/83

Revised: 2/18/97



CHANGES IN POLICY

The policies adopted by the Allan Hancock College Board of Trustees have been written to be consistent with the provisions of law but do not encompass all laws relating to the district's activities. All district employees shall be held responsible for observing all provisions of law pertinent to their activities as district employees.

Any change in policy or suspension of policy other than those within the scope of bargaining, proposed at any meeting of the board of trustees, may not be acted upon until the next regular meeting of the board of trustees. Before action is taken by the board, representatives from the faculty, the classified staff, the administration and students as members of the President's Advisory Council, shall have an opportunity to review any policy change or policy suspension and to make their views known. Participation of college constituencies shall be consistent with Board Policy 1112 and Administrative Procedure 1112.01 related to shared governance.

When policy is suspended or amended it must be by a majority vote of the entire board. The number of ayes, noes, abstentions, and absentees will be entered in the minutes of the meeting.

Such suspension or amendment shall not become effective for one week, in order for those affected by the change to become acquainted with the change and comply.

The superintendent/president shall notify employees of changes in policy. In lieu of the distribution of the complete policy manual, the superintendent/president may prepare a special edition for any specific group of employees and omit therefrom those policies which do not have a direct bearing upon the activities of that group of employees; provided, however, that a copy of the complete policies is made readily accessible to all employees and to members of the public. Copies of the policies will be on file in the office of the superintendent/president and each administrator of the district.



DELEGATION OF AUTHORITY

The board delegates to the superintendent/president the executive responsibility for administering the policies adopted by the board and executing all decisions of the board requiring administrative action.

The superintendent/president may delegate any powers and duties entrusted to him or her by the board (including the administration of the college and centers), but will be specifically responsible to the board for the execution of such delegated powers and duties.

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

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

The superintendent/president shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in a timely manner.

The superintendent/president shall make available any information or give any report requested by the board as a whole. Individual trustee requests for information shall be met if, in the opinion of the superintendent/president, they are not unduly burdensome or disruptive to district operations. Information provided to any trustee shall be made available to all trustees.

The superintendent/president shall act as the professional advisor to the board in policy formation.



**BOARD OF TRUSTEES
CODE OF ETHICS**

The Board of Trustees of the Allan Hancock Joint Community College District (hereafter called the district) derives its authority from the state constitution and acts of the state legislature. It is the goal of the board to create an atmosphere in which learning can flourish by promoting a healthy working relationship with the superintendent/ president and the college community through mutual trust and support.

Each member of the board of trustees shall:

1. Hold the educational welfare of the district's students as his/her primary concern and assure an equal opportunity for the highest quality education possible within the fiscal limitations of the district.
2. Accept the concept that each board member is only one member of the educational team and that the strength and effectiveness of the board is as a board; no member or committee shall act in place of the board.
3. Recognize that the primary responsibility of the board is to represent the entire community and that each member must maintain his/her independent judgment accordingly, refusing to surrender that independent judgment to individuals, special interest or partisan political groups.
4. Make a commitment to the responsibilities one assumes when elected as a trustee including becoming knowledgeable of and supporting the mission and philosophy of the district, becoming informed concerning fiscal and legal responsibilities, and committing time and energy to discharging the duties of being a trustee by supporting the interest of the college internally as well as in the community.
5. Recognize and adhere to the distinction between the board making policy and the administration carrying out policy by delegating authority to the superintendent/ president, as the board's executive, while confining board action to policy determination, planning, overall approval and evaluation, and maintenance of the fiscal stability of the district.
6. Comply with the requirements of the Brown Act while maintaining confidentiality of privileged information.
7. Respect the opinions of fellow board members and abide by the principle of majority rule.
8. Ensure an atmosphere in which controversial issues can be presented fairly and in which the dignity of each individual is protected.

9. Recognize that participation of any board member in actions involving possible conflict of interest is precluded.
10. Respect the office and in no way misuse the power inherent in the office.

Charges by any person that a board member has violated laws and regulations governing board behavior or the board's code of ethics shall be directed to the board president or the board of trustees. The board president shall establish an ad hoc committee to examine the charges and recommend further courses of action to the board. If the president of the board is perceived to have violated the code, the vice president of the board is authorized to pursue resolution.



PUBLIC PARTICIPATION AT BOARD MEETINGS

Preamble

The Board of Trustees encourages citizens to exercise their right to attend Board meetings, to present their views on pertinent subjects, and to observe deliberation.

Public Placement of Items on the Agenda

Members of the public may place items on the agenda of any regular board meeting. The items must be directly related to school district business. Items placed on the agenda by the public will be for information and discussion, so that the Board may be advised of the views of the community. The Board reserves the right to place the item on the agenda of a subsequent meeting for action.

Requests for placement must be made in writing and delivered to The Office of the District Superintendent not later than 4:30 p.m. on the Thursday preceding the Board meeting. The position of the item on the agenda will be determined by the Superintendent/President, who may consult with the Board president on the matter.

Public Address of the Board

Members of the public may address the Board regarding items on the agenda as these items are taken up, during the public comment, or public hearings. Prior to the start of the meeting, persons wishing to speak will, on forms provided, indicate their name, address, and item on which they intend to speak. If the matter is listed as an item for Board action, the Board will not take action until persons who have requested to speak have done so.

The Board may adopt within the framework of the Brown Act reasonable regulations regarding public input, including limiting time for each speaker and the total time of each topic.

During a hearing session the following protocol will be observed:

The item will be presented by the administrator initiating the item. S/he will introduce supporting speakers of his/her choice.

The leading speaker from the audience on each side of the issue will be limited to five minutes. This time limit may be waived by the President of the Board.

Additional speakers are limited to two minutes each.

Normally, no individual shall address the Board more than once on any matter during a Board meeting. No individual may speak for longer than the time limit indicated unless the time limit is specifically waived by the President of the Board.

Each person who addresses the Board must be first recognized by the presiding officer. Comments must be addressed to the Board as a whole and not to individual staff members or District employees. The Board and staff are not obligated to comment on or respond to addresses by the public.

When public commentary is completed the testimony period is concluded and the discussion exclusively by the Board and Superintendent/president will commence.

The Board may ask for additional testimony by addressing the President who may refer the member directly to those testifying.

The District has an established procedure for considering complaints regarding individual employees. If any person, including members of the Board, and members of the public, requests an opportunity to present complaints to the Board about a specific employee, s/he shall first notify the superintendent/president or Board President. Notice will be given to the person against whom the complaints are directed. If the complaint is not resolved satisfactorily at the administrative level, the matter will be scheduled for a closed session meeting of the Board. The employee complained against must be given at least 24 hours written notice of the opportunity to request that such complaints be heard in open session of the Board, or to be present in closed session if the Board so agrees.

These procedures are not designed to restrict public criticism of policies, procedures, programs or services of the District, or the acts or omissions of the Board and to provide an orderly procedure for the conducting of the meeting.

School employees who are represented by exclusive collective bargaining representatives should make their view on matters within the scope of representation known through these representatives to the District's representative in the channels reserved for bargaining, and not in addresses to the Board. The Board will not respond to employee presentations on collective bargaining matters except through its representatives.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently, as individuals, in official matters. No person is granted any privilege by the Board to make statements which may be considered defamatory or otherwise actionable by other persons, including District officers and employees.

Interference with the orderly conduct of the Board meeting is regulated by law and will not be condoned. The president may terminate the speaker's privilege of address if, after being called to order, s/he persists in improper conduct or remarks. If, in the president's opinion, the public's presence interferes with the Board's business, the meeting shall be closed to the general public and continue only with the members of the news media present.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
Request to Address the Board of Trustees
(Please Print)

_____	_____
Name	Date
_____	_____
Name of Organization You Represent	Address
_____	_____
	Phone Number

I request to address the Board of Trustees on: Agenda Item No. _____

Or regarding _____

I will speak:

- _____ 1. During the Public Comment Session
- _____ 2. Just before the item is taken up on the agenda
- _____ 3. During the Public Hearing

Signature

First Reading: 9/13/94
Second Reading: 11/22/94
Adopted: 11/22/94



MINUTES OF BOARD OF TRUSTEES MEETINGS

Minutes must be taken at all regular or special meetings, recording all actions taken by the board. The minutes will record the name of the person making a motion, the name of the person seconding it, and the vote. Voting will be by voice. A member voting against a proposition may state reasons and may have them recorded in the minutes if so requested at the time of the voting.

Until the board adopts such minutes, they shall be considered the unadopted minutes.

The minute book will be kept by the secretary as a permanent official record of school legislation in the District and will be open to inspection by the public.



VACANCIES ON THE BOARD

Vacancies on the board of trustees may be caused by any of the events specified in the California Elections Code or by a failure to elect. Resignations from the board shall be governed by Education Code 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the board shall determine whether to 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 no 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 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.



VACANCIES ON THE BOARD

When the board determines to fill a vacancy by appointment, the superintendent/president shall ensure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the district and publication in a newspaper of general circulation.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying will be required to submit to the superintendent/president a letter of intent, including a description of qualifications, statement of educational philosophy, and a resume. Applicants or nominees must meet the legal qualifications (18 years of age and a U.S. citizen) for membership on the board.

The superintendent/president shall send to applicants and nominees information about the district and the board. The board may request a personal interview with candidates. Interviews shall be conducted during open session at a board meeting. Final selection will be made by a majority vote of the board.

Whenever a provisional appointment is made, the board shall, within ten (10) days of the appointment, publish a notice in the local newspaper announcing the vacancy, the name of the provisional appointee to the board, the effective date of the appointment, and a statement that, unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.



CLOSED SESSIONS

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

- the appointment, employment, evaluation of performance, discipline, dismissal, or release of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the district's position regarding labor negotiations and giving instructions to the district's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;

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

Prior to holding any closed session, the board shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the board may consider only those matters covered in its statement.

After any closed session, the board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

The secretary to the board shall be responsible for taking notes of closed sessions. All matters discussed or disclosed during a lawfully held closed session, and all notes, minutes, records or recordings made of such a closed session, are confidential and shall remain confidential unless and until required to be disclosed by action of the board or by law.

A person may not disclose confidential information that has been acquired by being present in a closed session to a person not entitled to receive it, unless the legislative body authorizes disclosure of that confidential information. Measures for addressing disclosure of confidential information are contained in Government Code 54963.

If any person requests an opportunity to present complaints to the board about a specific employee, such complaints shall first be presented to the superintendent/president.

Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the board.

Reference: Government Code Sections 54956.8, 54956.9, 54957, 54957.6, 54963
Education Code Section 72122

Adopted 11/16/04



Board Policy 1300

CONFERENCE ATTENDANCE AND REIMBURSEMENT
FOR EXPENSES FOR TRUSTEES

Individual board members are authorized to attend conferences, conventions, and/or meetings pertaining to community college education upon prior approval of the board of trustees.

It is recognized that membership and participation on state and national committees by members of the board of trustees is advantageous to the district. Therefore, the board will act to authorize memberships, membership fees, and individual board members serving in positions of responsibility in such organizations. The district shall provide actual and necessary expenses incurred by board members in authorized travel on school business or at conferences or professional meetings, as well as for those members serving on local, state, and national organizations in official capacities such as officers, board members, committee members, etc.

Reimbursement for travel expenses are as prescribed by district procedures.

Reference: Education Code 72423

Adopted: 2/18/92



GROUP INSURANCE PLANS FOR BOARD MEMBERS

The District shall provide health insurance coverage in board-approved group insurance plans for active board members, with premiums to be paid by the district. All active board members must be enrolled. Only board members who are covered on another group health insurance plan as the employee or retiree, but not as the dependent of a spouse, may decline coverage. Proof of coverage will be required if participation is declined.

The District shall also provide optional dental insurance coverage in board-approved insurance plans for active board members, with premiums paid by the district.

Board members who have completed one or more terms of office may continue coverage upon retirement from the board for a period not to exceed 18 months or until attaining age 65 or eligibility for Medicare. Premiums will be paid by the board member.

The board will review this policy prior to the close of each fiscal year.



Board Member Compensation

Members of the Board of Trustees who attend the regular monthly board meeting shall receive \$240 per month. The student trustee shall receive a \$250 per semester book grant at the Allan Hancock College Bookstore.

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.

The board may, on an annual basis, increase the compensation of board members by five percent. However, any increase is subject to a referendum by a majority of the voters in the district.



Board Policy 1910

BOARD ACTION ON LEGISLATIVE ISSUES

The board of trustees will not take any position advocating or opposing a local, state, or national legislative matter unless the issue is of direct concern to the district.



SUPERINTENDENT/PRESIDENT SUCCESSION

The board of trustees delegates authority to the superintendent/president to appoint an acting superintendent/president to serve in his or her absence for short periods of time, not to exceed 30 calendar days at a time.

In the absence of the superintendent/president when an acting president has not been named, administrative responsibility shall reside with (in order):

- Associate Superintendent/Vice President, Administrative Services
- Associate Superintendent/Vice President, Academic Affairs
- Vice President, Student Services

The board shall appoint an acting or interim superintendent/president for periods exceeding 30 calendar days.

In the case of resignation, retirement, or death of the superintendent/president, the board shall establish a superintendent/president search process. The board may appoint an interim superintendent/president for up to one year.



GIFTS AND CONTRIBUTIONS TO THE DISTRICT

The Board of Trustees accepts its responsibility to provide from public funds, to the extent possible, the necessary supplies, equipment, facilities, and support services programs. The board recognizes, however, that individuals and organizations may wish to make contributions to maintain, enhance or expand opportunities for students. Such contributions shall be encouraged and acknowledged by the board.

It is the policy of the Board of Trustees to accept gifts, donations, and bequests made to the district to support college programs and services. The board reserves the right to refuse any gift.

Although the district assumes no responsibility for appraising the value of gifts made to the district, it may, under extraordinary circumstances, consider assisting the donor in seeking an appraisal for tax purposes. The acceptance of a gift shall not contain language that could be construed to be an endorsement by the district of a commercial product or business enterprise or institution of learning.

Recognition for contributions of service to the college shall not be acknowledged by naming buildings, facilities, monuments, furnishings, structures, or sites after individuals or organizations. Exception to this policy can be approved by the board or its designee(s) in the event of a donation of funds. With a donation at the designated level, the Board of Trustees may approve recognition by authorizing placement of a plaque. The board will approve the placement, design and material of the recognition plaque. No cost for the plaque or mounting shall be borne by the district.

Adopted: 2/16/93
Revised: 2/20/96
Revised: 10/9/01
Revised (Admin): 3/18/03



GIFTS AND CONTRIBUTIONS TO THE DISTRICT

Acceptance of Gifts and Contributions

All gifts or contributions to the District must be evaluated to determine their working condition and usefulness in meeting District goals and mission. Special emphasis is to be given to potential maintenance costs as well as the function for which the gift will be used. The District is not obligated to accept obsolete or high maintenance cost equipment or any item incompatible with the needs of the District.

Upon an offer of a contribution or gift valued more than \$100, the donor is to be directed to write a letter to the President's Cabinet member responsible for the area that will receive the donation, through a dean/director, indicating the item(s) to be donated, the recipient (department) of the donation, and any accompanying restrictions under which the donation is offered. The cabinet member will forward to the President's Cabinet for review the written offer of the donation along with the vice president's recommendation and a financial impact statement.

All recommended contributions and gifts estimated by the donor to be valued at over \$500 shall be submitted by the superintendent/president to the Board of Trustees for acceptance. All gifts estimated by the donor to be valued at \$500 or less may be accepted/rejected by the superintendent/president without specific board action.

Upon approval by the Board of Trustees, the superintendent/president's office shall write a letter to the donor acknowledging acceptance of the contribution or gift. Gifts shall be delivered to the district warehouse or business office and shall not be accepted before board approval.

Gifts of less than \$100 that require no maintenance, repair, or additional expenditure or obligation by the college may be accepted with the approval of the appropriate administrator and do not require notification of the vice president.

Donations unsuitable for active use will be stored for disposal or sale at a future date. Monies collected from the disposition of the district gifts or contributions shall revert to the general fund or be distributed in compliance with the donor's request.

Learning Resources Materials

Individuals wishing to donate learning resources materials should contact the Associate Dean of Learning Resources and describe the intended contribution. If the described materials fit the college curriculum and collection needs, the associate dean will arrange for transportation of the materials to the library.

Contributors will be informed of the following conditions:

1. The Hancock College Library is unable to keep contributions together as "special" collections. Materials selected for the collection may have a name plate attached if this is the wish of the contributor.
2. Materials not selected for the library collection will be disposed of by contribution to another institution, e.g., Cal Poly, UCSB, Men's Colony, Atascadero State Hospital, or if damaged, outdated, or ephemeral, will be discarded.
3. A letter will be sent, if requested, by the associate dean to the contributor and will describe the contribution without assigning any value.

Recognition of Donations

Because it is the policy of Allan Hancock College that naming opportunities be available to recognize very significant monetary contributions to the college and the Allan Hancock College Foundation, the various types of recognition and levels of financial contribution required will be the following:

1. \$500-\$9,999: recognition plaques will be placed on a tree, bench, boulder, building, or similar monument.
2. \$10,000-24,999: recognition plaques will be placed in appropriate locations, for example, in labs, classrooms and offices.
3. \$25,000-\$299,999: parts of buildings, such as classrooms or laboratories, will be named in recognition of a gift.
4. \$300,000-\$999,999: campus areas and large parts of buildings, such as plazas, the cafeteria, conference center and other similar places will be named in recognition of the gift.
5. \$1,000,000 and above: existing and new buildings may be named for a donor contributing at this level.

When designated by the Board of Trustees, the college superintendent/president and the president of the Allan Hancock College Board of Trustees, in consultation with the president of the Allan Hancock College Foundation or PCPA Foundation as appropriate, will make the determination of specific naming opportunities within these parameters.

The amount of funding for recognition will be reviewed periodically by the Board of Trustees.

Adopted: 2/16/93
 Revised: 2/20/96
 Revised: 10/9/01
 Revised (Admin): 3/18/03



RULES AND REGULATIONS
OF THE
BOARD OF TRUSTEES

AUTHORITY

The Allan Hancock College Board of Trustees derives its authority from the Education Code of the State of California. The board is subject to the provisions of the Constitution of California, the Education Code, the Rules and Regulations of the State Board of Education (Title 5, California Administrative Code), the Board of Governors of California Community Colleges, and its own policies and procedures. It acts at the express will of the electorate and represents the interests of the public exclusively.

Board members have authority only when acting as a board of trustees legally in session. The board will not be bound in any way by any statement or action on the part of any individual board member or employee, except when such statement or action is in pursuance of specific instructions by the board.

ORGANIZATION

The governance of the Allan Hancock Joint Community College District of Santa Barbara, San Luis Obispo and Ventura Counties is vested in the board of trustees, consisting of five members each elected by voters of his/her trustee area. Each trustee is elected or appointed from one of the five trustee areas, and the purpose of the areas is to provide for area representation of all the territory in the district. Each trustee area will have approximately the same number of registered voters. In order to equalize trustee area population, the trustee areas are reapportioned in the year following the release of federal census data collected through the national census.

Each trustee must be a resident of and a qualified voter in the trustee area s/he represents. The term of office is four years, with service beginning the first Friday in December following the general election.

Election of members to the board shall be held biennially on the first Tuesday after the first Monday in November of each succeeding even-numbered year to fill the offices of members whose terms expire the first Friday in December.

If a member of the board moves his/her place of residence outside the boundaries of the district, or his/her trustee area, such a change of residence shall effect an automatic resignation and create a vacancy on the Board.

OFFICERS

The officers of the Board will be as follows:

President
Vice-President

The superintendent/president shall act as Secretary to the Board of Trustees

Duties of the President

The duties of the president of the board of trustees will be as follows:

- To preside at all meetings of the board.
- To appoint or provide for the election of all board committees.
- To call special meetings as required.
- To perform such other duties as may be prescribed by law or by action of the board.

The president has the right to vote on all issues and to participate in the discussions. The president shall sign all board approved contracts, agreements, deeds, leases, plans and specifications for new building construction, remodeling, and all other legal documents except those authorized by the Board to be signed by an officer, agent or employee of the district.

In case of the absence of the president, it shall be the duty of the vice-president to perform all the duties of the president. In the case of the resignation or disability of the president, the vice-president shall preside until a president has been elected and qualified.

Duties of the Secretary to the Board

The major duties and responsibilities of the secretary to the board will be as follows:

- To notify members of the board of all regular, special and adjourned meetings.
- To attend all board meetings, unless excused by the board president.
- To furnish board members with an agenda of principal items of business at least 72 hours in advance of meetings.
- To have recorded the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
- To have charge of all records, proceedings and documents of the board.
- To conduct the official correspondence of the board.
- To sign and execute employee contracts, interdistrict agreements, and any other official documents authorized by the board.

DUTIES OF THE BOARD OF TRUSTEES

The duties and responsibilities of the board of trustees will be as follows:

- To select, appoint and dismiss the superintendent/president of the district.
- To determine the broad general policies which will govern the operation of the district.
- To adopt policies and procedures for the shared governance of the district and to review them periodically.
- To approve the annual budget.
- To approve the expenditure of all funds.
- To appoint or dismiss employees upon the recommendation of the superintendent/president of the district.
- To fix the rate of compensation for all employees, and to review all salary schedules annually.
- To rule upon recommendations of the superintendent/president on site utilization and physical plant development.

- To rule upon recommendations of the superintendent/president on matters of capital outlay with references to buildings, major improvements and equipment.
- To rule upon recommendations of the superintendent/president on matters of repairs and maintenance of the buildings, grounds and equipment.
- To require and consider reports from the superintendent/president of the district concerning the program and conditions of the college.
- To consider and pass upon the curricular offerings of the college upon the recommendations of the Academic Senate/superintendent/president of the district.
- To consider and pass upon the annual calendar.
- To consider and pass upon the recommendations of the superintendent/president of the district in all matters of policy pertaining to the welfare of the college.
- To provide for the establishment of the necessary procedures to secure proper accounting of receipts and disbursements of all funds under the jurisdiction and control of the district.
- To provide for the annual audit of all funds of the district.
- To consider communications and requests from citizens or organizations on matters of policy and management.
- To establish citizen advisory committees and curricular or vocational advisory committees, and to approve the memberships of such committees.
- To serve as a court for final appeal for students, employees, and citizens of the district.

MEETINGS OF THE BOARD OF TRUSTEES

Organizational Meeting

The board will hold an annual organizational meeting within a 15-calendar-day period commencing on the first Friday in December. This calendar-day period applies to both election and non-election years.

At the annual meeting, the board shall organize and elect from its members a president, vice-president and may elect an ex-officio secretary. The superintendent/president of the district will serve as the secretary to the board.

All elections shall be by roll call vote. The affirmative vote of at least three members of the board shall be necessary to elect an officer.

Meeting Dates and Location

Regular meetings of the board shall be held on the third Tuesday of each calendar month. If, at any time, any regular meeting falls on a board holiday, such regular meetings shall be held on an alternate date.

The date of a regular meeting may be changed by action of the board at any previous meeting provided that every member is notified either by letter or by distribution of the minutes carrying a record of the change. In case the date of any regular meeting is changed, the secretary to the board will take appropriate steps to inform the public of the change in advance of the meeting.

Special meetings of the board may be called by the president of the board or by three members of the board, or by the superintendent/ president of the district when approved by the president of the Board.

Written notice will be given by the Secretary to the Board in accordance with the Brown Act starting at Government Code Section 54950, Education Code Section 72000 (d)(l).

Any legal meeting may be adjourned to a specific time and place. However, if a special meeting is adjourned, action may be taken only on those items on the original agenda.

All meetings of the Board will be held in the boardroom at the college, unless another place is selected and announced in advance. In case any meeting is held in a different place, the secretary to the board will notify each member of the change. Regular meetings will be held at 7:00 p.m. unless otherwise specified in the board agenda. The board will try to meet in other areas of the district at least twice a year.

Closed Session

The topics considered by the board of trustees in closed sessions are limited to those designated under the provisions of the Ralph M. Brown Act revised April 1994 and include the following:

- appointment, employment, dismissal or disciplinary action of an employee;
- charges brought against a public employee by another person
- or employee unless such employee requests a public hearing;
- matters concerning national or public security;
- to confer with, or to receive advice from, its legal counsel
- regarding initiation of litigation, pending litigation or
- significant exposure to litigation;
- student disciplinary action;
- real property transactions;
- honorary degrees or gifts from a donor who wants to remain anonymous;
- labor negotiations

At the adjournment of the closed session, the board shall publicly report any required action taken during the closed session.

Every closed session conducted by the board of trustees under lawful authority is held on the condition and understanding that all matters disclosed or discussed and all actions taken, and all notes, minutes, records or recordings thereof, are and will remain confidential unless and until required to be disclosed by majority action of the board. The board of trustees hereby assumes and imposes on all persons in attendance at closed sessions the duty to preserve and abide by this requirement of confidentiality. The board of trustees further invokes the privileges and provisions to protect the confidentiality of its closed sessions.

Agendas

The superintendent/president shall prepare the board agenda for each meeting with the specific date, time and place of such meeting. A copy of the agenda will be furnished to each trustee.

At the time when agendas are dispatched by the secretary to individual board members, copies of the agenda shall also become available to the media and public. For all regular meetings, the agenda shall be posted outside the superintendent/president's office and mailed and delivered to the media at least 72 hours prior to the time of said regular meeting, and in the case of special meetings, at least 24 hours prior to said special meeting.

Items Not on the Agenda

Discussion may not take place on an item not on the posted agenda except as specified in the Brown Act.

Order of Business and Conduct of Meeting

Board regulations on public participation are covered in board policy 1210.

Three members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all Board members present will be required for the passage of a motion except where otherwise provided by state law.

The order of business at a regular meeting of the board shall be as follows:

1. Call to order
2. Public comment
3. Consent agenda
4. Oral reports
 - 4.A. Superintendent's report
 - 4.B. Board member reports
 4. C. Association reports
 - 1) Academic Senate
 - 2) ASBG
 - 3) CSEA
 - 4) Faculty Association
 - 5) Staff Senate
 - 6) AHC Foundation
5. Action items
6. Information items
7. Meeting dates
8. Adjournment

A public hearing on the budget will be held as required by law.

In order to facilitate an exchange of views among members of the board, a motion without a second may be discussed or commented upon unless objection is made or until the chair declares the motion dead.

In all matters not covered herein, the board shall use parliamentary procedure following the manual known as Robert's Rules of Order, revised edition.

ORIENTATION OF NEW BOARD MEMBERS

The superintendent/president and the board president shall assist each new member-elect to understand the board's functions, policies and procedures, and financial affairs. The following methods shall be employed:

- The electee will be provided with material to assist in the fulfillment of board responsibilities.
- The electee shall be invited to attend board meetings.
- The incoming member shall be invited to meet with the superintendent/president and board President to discuss services performed for the board.

Orientation of board members shall be an ongoing process in order for them to be informed about college programs and services.

SELF EVALUATION OF THE BOARD

An annual self evaluation will be conducted by the board of trustees.

STUDENT TRUSTEE

In addition to the five elected trustees as described above, the board shall include one nonvoting student trustee who shall sit as a member of the board at all board meetings other than closed sessions. The student member shall be seated with the members of the board and shall be recognized as a member of the board at meetings, including receiving open session materials presented to the board members and participating in the questioning of witnesses and the discussion of issues. The student member shall be allowed to make and second motions. The nonvoting student member shall not be included in determining the vote required to carry any measure before the board, however, the student shall have the right to concur on measures except those on the consent agenda and actions related to staff and collective bargaining.

The student trustee shall be elected by the student body of Allan Hancock College during the regular election of officers of the Associated Student Body Government (ASBG). The student trustee shall be a member of the executive board of the ASBG, and shall, in the absence of the president of the ASBG from the board meeting, convey any recommendations of the ASBG. The student trustee shall not be an advocate for specific student issues or single interests but shall provide his/her perspective to ensure students of the future are served well. Throughout the term of office, he/she must be enrolled in at least ten semester units at the college in accordance with the ASBG constitution. The student member of the board is entitled to a mileage allowance as prescribed by the Education Code section 72123 to the same extent as regular members.

The term of the office of the student trustee shall be one year commencing on July 1 of each calendar year and ending on the June 30 following. Should a mid-term vacancy occur, the ASBG shall fill the vacancy in accordance with the ASBG constitution for filling vacant offices. The student selected will serve in that capacity for the remainder of the term expiring on the June 30 following. The student trustee shall be limited to one elected term of office. However, a student could serve more than one term if selected and appointed to serve the unexpired term of an elected student trustee who left office prior to the end of his/her term.

The board of trustees hereby implements the specific provisions of the Education Code section 72023.5 as prescribed above. At its discretion the board expressly declines to implement any other provisions of section 72023.5 not specified herein. The board of trustees may review these regulations at its organizational meeting in December and in May of each year.

References: Education Code Sections 5030(b)

Education Code Section 72023.5

Evidence Code Section 1040

Government Code Section: 54950

Government Code Section 1222

Revised: 6/18/91

Revised: 8/18/92

Revised: 4/20/93

Revised: 4/26/94

Revised: 11/22/94

Revised: 3/21/95

Revised: 5/16/95

Revised: 3/19/96

Revised: 4/21/98

Revised: 6/20/00

To: Board of Trustees		Date: February 1, 2013
From: Superintendent/President		
Subject: District Goals and Priorities for 2012-2013 and 2013-2014		
Reason for Board Consideration: INFORMATION	Item Number: 3.B.	Enclosures: Page 1 of 1

BACKGROUND:

The college held a district-wide planning retreat on November 29 and 30, 2012. During the retreat, staff chose three goals from the 2009-2013 Strategic Plan to help focus their attention and resources. Those goals are:

Priority Goals:

1. Goal 2.2 – To support student access, achievement, and success
2. Goal 3.2 – To develop district financial resources adequate to support quality programs and services
3. Goal 3.1 – to recruit and retain quality employees

After the goal were established, the college's top five resource requests were selected from a list of priorities submitted by all departments. Those priorities are:

Top Five Resource Requests (as prioritized by the attendees):

1. Math full-time faculty
2. Advising/Counseling
3. Welding full-time faculty
4. Vice President, Student Services
5. Writing Center lab assistant

Three other priorities received a large number of votes:

6. ECS full-time faculty
7. Noncredit Coordinator
8. Math Center summer session

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date: February 1, 2013
From: Superintendent/President		
Subject: Staffing Recommendations for 2013-2014		
Reason for Board Consideration: INFORMATION	Item Number: 3.C.	Enclosures: Page 1 of 1

BACKGROUND:

The superintendent/president will share priorities and goals in context of resource availability. The recent college retreat identified priorities and resource requests that included a number of identified positions.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date: February 1, 2013
From: Superintendent/President		
Subject: Superintendent/President Candidate Interview Schedule		
Reason for Board Consideration: INFORMATION	Item Number: 3.D.	Enclosures: Page 1 of 1

BACKGROUND:

The board of trustees will set a tentative schedule to interview finalists for the superintendent/president position.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date: February 1, 2013
From: Superintendent/President		
Subject: Review and Establish Goals for Board of Trustees		
Reason for Board Consideration: ACTION	Item Number: 4.A.	Enclosures: Page 1 of 1

BACKGROUND:

The board of trustees will review current goals and establish new 2012-2013 goals consistent with the 2009-2013 Strategic Plan.

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the board of trustees review current goals and establish new 2012-2013 goals that are consistent with the 2009-2013 Strategic Plan.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date: February 1, 2013
From: Superintendent/President		
Subject: Nonresident Tuition Rate 2013-2014		
Reason for Board Consideration: ACTION	Item Number: 4.B.	Enclosures: Page 1 of 1

BACKGROUND:

Prior to February 1 each year, the governing board of a community college district is required to establish the nonresident tuition rate to be charged in the next academic year. State law prescribes the formula by which this rate is calculated. The calculation involves the prior year's "current expense of education" (CEE), full-time equivalent students (FTES) including apprenticeship hours and nonresident attendance, and the latest two years of the United States Consumer Price Index (USCPI).

The Allan Hancock College nonresident tuition rates for the last eight years are listed below.

<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
\$151	\$160	\$173	\$181	\$190	\$190	\$190	\$190

Community colleges are not eligible for state apportionment funding for nonresident students. Nonresident tuition is intended to make up for this loss of revenue. Maintaining the current rate is recommended for Allan Hancock College.

FISCAL IMPACT:

Nonresident tuition is projected to generate approximately \$500,000 for fiscal year 2013-2014. Based on projected nonresident enrollment and the recommended tuition rate, projected income should remain consistent with 2012-2013.

RECOMMENDATION:

It is recommended that the board of trustees establish the Allan Hancock College 2013-2014 nonresident tuition rate at \$190 per unit, commencing with summer term 2013.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date: February 1, 2013
From: Superintendent/President		
Subject: Open Hour for Board of Trustees		
Reason for Board Consideration: ACTION	Item Number: 4.C.	Enclosures: Page 1 of 1

BACKGROUND:

At the January 15, 2013 board meeting, Trustee Zacarías proposed holding an open hour, on a monthly basis, to give students and staff an opportunity to share concerns or information with a member of the board of trustees. She suggested holding the open hour in the student services building for one hour on a rotating basis.

Due to other responsibilities, the trustees will need to discuss the realities and challenges of accepting this proposal.

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the board of trustees discuss the proposal made by Trustee Zacarías and decide if the majority of the board is able to meet this commitment.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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