

**CONTRA COSTA COMMUNITY COLLEGES’
DISTRICT GOVERNANCE COUNCIL MEETING
Tuesday, August 30th, 2011
1:00 p.m.
6th Floor Board Room in the District Office
AGENDA**

1. Call to order
2. Adoption of the agenda
3. Correction and approval of July 19th, 2011 minutes
4. Public Forum:
“This time is reserved for members of the public to address the District Governance Council. A limit of three (3) minutes per speaker, three (3) speakers per topic and nine (9) minutes per topic shall be enforced.”
5. Chancellor’s Report
 - i. Review of September 14th, 2011 Governing Board Agenda
 - ii. Chancellor’s report
6. BP1004 { ELECTRONIC RECORDINGS OF GOVERNING BOARD MEETINGS; 1st Read; Helen Benjamin }
7. BP1008 { GOVERNING BOARD TERM OF OFFICE, WARDS, AND ELECTION REGULATIONS; 1st Read; Helen Benjamin }
8. BP1010 { CODE OF ETHICS OF THE GOVERNING BOARD; 1st Read; Helen Benjamin }
9. BP1015 { CCCC CD GOVERNING BOARD SELF-EVALUATION POLICY; 1st Read; Helen Benjamin }
10. BP1018 { AWARDED OF HONORARY DEGREES; 1st Read; Helen Benjamin }
11. BP 1019 { PUBLIC PARTICIPATION AT GOVERNING BOARD MEETINGS; 2nd Read; Helen Benjamin }
12. AP1900.01 { DESTRUCTION OF DISTRICT RECORDS; 1st Read; Helen Benjamin }
13. AP1900.03 { ADMINISTRATIVE, BUSINESS, CURRICULUM AND INSTRUCTION, HUMAN RESOURCES, PAYROLL, AND STUDENT SERVICES PROCEDURES; 1st Read; Helen Benjamin }
14. AP1900.04 { ADOPTION OF GOVERNING BOARD MEETING CALENDAR; 1st Read; Helen Benjamin }

15. AP1015.01 {PROCESS TO CONDUCT GOVERNING BOARD SELF-EVALUATION;
1st Read; Helen Benjamin}
16. SS 3010 – Disabled Students Program Services
17. SS 3019 – Associated Student Organizations (3rd reading) (10 Min.)
18. SS 3025 – Freedom of Expression (3rd reading) (10 Min.)
19. Rules and Regulations of the Governing Board {1st Read; Helen Benjamin}
20. DGC Bylaws Changes (1st Reading; Bill Oye)
21. Budget (Judy Breza and Michael Hill) (15 Minutes)
22. New Allocation Model (Michael Hill) (15 Minutes)
23. District Level Governance Recommendations (10 Min.)
24. Reports from Constituent Groups
25. DGC Steering Committee Report
26. Adjournment

Contra Costa Community College District

District Governance Committee (DGC)

Date: July 19, 2011

Time: 1:00 p.m. – 4:00 p.m.

Location: D.O. 6th Floor

Attendance:

Classified: Mike West, Linda Kohler and Greg Evilsizer

Faculty: Michael Norris, Jeff Michels and Laurie Lema

Managers: Sandra Smith, Bob Estrada, Bill Oye, Leverett Smith and John Wade

Students: Keith Montes and Francisco Hinojosa

Guests: Helen Benjamin, Wayne Organ, Gene Huff, Mike Hill and Mojdeh Mehdizadeh and **Alex Silva**

Absent:

Classified: **Ann Patton**

San Ramon: Tedmund Munoz

Faculty: Michael Yeong and Glen Appell

Managers: Tonia Teresh and Michael Todd

Students: Rodney Wilson

Item#	Topic
1	<u>Call to Order:</u> <ul style="list-style-type: none">The meeting was called to order at 1:01 p.m.
2	<u>Review of the July 19th, 2011 agenda:</u> <ul style="list-style-type: none">Michael Hill presentation should be moved to an earlier time.Agenda was approved with changes.
3	<u>Correction and approval of June 14th, 2011 minutes:</u> <ul style="list-style-type: none">a. Correction: Page 4, DGC Recommendations, change “use” to “us”.The minutes were approved with corrections.
4	<u>Chancellor’s Report:</u> <ul style="list-style-type: none">b. <u>Review of July 27th, 2011 Governing Board Agenda</u><ul style="list-style-type: none">a. The closed session is at 3 p.m. and the study session will start at 4 p.m.b. There will not be a Board meeting held in August.c. September – December meetings will be held on the second Tuesday.d. Study session on facilities: (3 parts) Facilities presentation, Facilities brief – 4 areas, and Project Labor Agreement (PLA).

	<ul style="list-style-type: none"> e. Regular agenda f. Consent agenda g. Non-consent agenda: 6A Resolution for Reduction of Classified Staff – the agency decided to terminate the grant, which resulted in a staff reduction. <ul style="list-style-type: none"> i. 7-C: Resolution of 4cd supporting the Pell Grant program. h. General agenda items: (A) retreat report; (B) Proposed revision to management, supervisory and confidential employees personnel manual: moving from an annual to a biannual evaluation; Ted Weeden is joining the district; (C) Priority registration: the Governing Board request the order in which student could enroll for courses; (D) Course reduction analysis in response to request from the Governing Board. <p>c. <u>Chancellor’s report</u></p> <ul style="list-style-type: none"> a. Ted Weeden will be working two days a week to help the District. b. Kindred Murillo’s VP position: At this time there will be several people taking on the role: Next Monday Jonah Nicholas will take on supervising, payroll and accounting,; Ray Plye will handle purchasing and police services; and Gene Huff will take on finance; and Mike Hill will handle the budget. c. The hiring process for the Vice-Chancellor (Administrative Services) position will be announced July 28th to be hired, hopefully July 1st of 2012. d. All College Day Presentation suggestions: <ul style="list-style-type: none"> i. Continue to advocate for students’ education ii. Saving education iii. Discuss the achievement gap iv. Building morale and let people know you’re door is open. v. Bond measures vi. Status quo is keeping focus on student success. vii. Discuss the completion agenda in relation to the achievement gap. e. The next community forum will be at LMC August 10th , 6 p.m. or 6:30 p.m.
5	<p><u>Budget Planning for 2011-2012 {Michael Hill}</u></p> <ul style="list-style-type: none"> a. The final budget numbers should be available in two weeks. b. The impact of the State budget on 4cd (<i>handout provided</i>): <ul style="list-style-type: none"> i. 2010-11 base FTES = 29,972; reductions of 1,867FTES/\$8,523,000 = 28,105 FTES Target ii. Tier 1 reductions 174/\$795,000 = FTES Target 27,931 iii. Tier 2 reductions: -418/\$1,908,00 = FTES 27,513/\$11,226,000, iv. Tentative Budget (Scenario 4) FTES Targets of 26,635/\$15,200,000 which is a minimum improvement 878/\$3,974,000. c. It is suggested that 4cd opt for a bifurcated approach which would be to take the FTES target of 28,105 instead of the Tier 1 target of 27,931. d. Actions needed for 2011-2012 Adoption Budget: <ul style="list-style-type: none"> i. Plan for a higher FTES level around 28,100. ii. Incorporate the additional \$3.9 million of apportionment revenue into the budget which represents the Tier 2 level of funding. iii. Do some analysis on the \$21 million worth of reductions in the tentative budget in terms of on-going versus one-time use of reserves, evaluate impact on the 12-13 budget reduction targets based on all of the above.
6	<p><u>Changes in DGC and DGC Steering Committee representatives for Fall 2011-12 {DGC Chair}</u></p> <ul style="list-style-type: none"> a. Additions or changes to DGC representatives should be sent to Michael Norris.
7	<p><u>Incorporating DGC Chair and speakers selection process detailed more specifically in the Bylaws {Bill</u></p>

	<p><u>Oye}</u></p> <ul style="list-style-type: none"> a. Suggest moving the process back a month or two to have appropriate dialogue and leadership transitions. Appointments aren't made at many campuses until September. b. Section 3.B. (specifically) the timeline suggested changes in the selection process to take place in April/May taking office in June. c. Suggest adding to C.1: "New DGC members of the four groups will be selected by the month of May and announced every year by each group at the June meeting of DGC." d. Suggest updating individual senates bylaws to include the new language. e. Suggest that the constituencies discuss who really wants to be a speaker and the processes by which it is secured.
<p>8</p>	<p><u>Reports from Constituent Groups</u></p> <ul style="list-style-type: none"> a. Managers: Still making adjustments in terms of personnel and also working with program review in terms of the budget development process at DVC. b. Faculty: A large number of classified, faculty and managers went to Dallas for an AVID training program. c. Classified: Attended the Classified Leadership Institute in Ventura Beach: "The tone was the bluest but the take away was inspiring." d. Students: CCC executive committees getting ready to go whitewater rafting for team building; LMC – De'shawn Woolridge was appointed as the Region 3 rep; DVC: the search for an advisor is still ongoing. e. District office: Met with classified staff, 75 staff members showed up.
<p>9</p>	<p><u>DGC Steering Committee Report</u></p> <ul style="list-style-type: none"> a. No report
<p>16</p>	<p><u>Adjournment</u></p> <ul style="list-style-type: none"> • Meeting is adjourned at: 2:31 p.m.

ELECTRONIC RECORDINGS OF GOVERNING BOARD MEETINGS

To assist in the preparation of accurate minutes, regular Board meetings may be recorded. The recordings will be maintained on electronic media and held according to the Brown Act.

If the Board causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, *et seq.* The Chancellor is directed to enact processes to ensure that any such recordings are maintained for at least 30 days following the taping or recording.

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

Education Code Section 72121(a)
Government Code Sections 54953.5, 54953.6

GOVERNING BOARD TERM OF OFFICE, WARDS, AND ELECTION REGULATIONS

Each person elected at a regular biennial Governing Board member election shall hold office for a term of four years commencing on the first Friday in December next succeeding his or her election. Elections shall be held every two years, in even numbered years. Terms of Governing Board members are staggered so that, as nearly as practical, one half of the Governing Board members shall be elected at each Governing Board election.

The District is divided into five Wards, each represented by a Governing Board member. The Governing Board candidate must reside in and be registered to vote in the Governing Board Ward he or she seeks to represent. Only registered voters residing in the same Ward are eligible to vote for the Governing Board candidate.

The Chancellor shall submit recommendations to the Governing Board regarding adjustments to be made to the boundaries of each Ward area, if any adjustment is necessary, after each decennial federal census. The Chancellor shall submit the recommendation in time for the Governing Board to act as required by law.

Candidates standing for election to the Governing Board must adhere to the following ~~Governing Board~~ regulations:

1. Each candidate, including an incumbent, must bear the cost of preparing and mailing the "Statement of Qualifications." The estimated cost will be collected by the Registration-Election Department, Contra Costa County, at the time of filing the statement.
2. The "Statement of Qualifications" may not exceed ~~250~~ 200 words.
3. In the event of a tie vote, the ~~Governing Board outcome~~ shall ~~be~~ determined ~~the outcome~~ by lot.
4. All regulations shall apply to all candidates, including incumbents.

Education Code 5000 *et seq.*
Election Code 13307

CODE OF ETHICS OF THE GOVERNING BOARD

The Contra Costa Community College District Governing Board pledges to carry out its policy-making responsibilities with the highest ethical standards as it fulfills its mission to promote student learning, progress and development. The Governing Board is committed to regularly assessing its own ethical behavior and Board effectiveness in order to identify its strengths and areas in which it may improve.

The Governing Board operates under the following principles:

- Service** We represent all residents of the District. We will act in the best interests of the students as we support the mission of our colleges.
- We represent the District as a whole, but recognize the unique needs of the individual colleges and local communities. We are not advocates for special interest groups.
- Respect** We will conduct meetings in an atmosphere of mutual trust and respect. We acknowledge the values and opinions of fellow trustees and will maintain a forum within which controversial issues are debated respectfully.
- Accountability** We recognize that we have a fiduciary responsibility to the taxpayers of the District and will approve budgets that maintain the fiscal integrity and stability of the District. The public deserves responsive colleges, and we will ensure that our services and programs meet the needs of our students and communities.
- We take the needs of our many communities seriously and will thoughtfully examine data and trends to ensure well-prepared students to meet those needs.
- Integrity** Adhering to the highest standards of responsibility, integrity and honesty, we will not engage in activities that could be considered a conflict of interest or impair our fair judgment. We will not use the position of trustee for personal benefit. We will represent the District with pride.
- Confidentiality** We will maintain confidentiality of privileged information, including all closed session discussions.
- Openness** We will conduct District business in public except for those items appropriate for closed session.

Behavior that Violates the Governing Board Code of Ethics

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

Violations of the Governing Board Code of Ethics will be addressed by the Board President, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board President may appoint an ad hoc committee* to examine the matter and recommend further courses of action to the Board. The Board President or ad hoc committee shall make recommendations to the Governing Board for appropriate sanctions which may include censure of a Board member who is determined to have violated this Policy. If the Board President is perceived to have violated the Governing Board Code of Ethics, the Board Vice President is authorized to pursue resolution.

* Any ad hoc committee established pursuant to this policy shall also be subject to the Brown Act unless it is composed of only two members of the Governing Board with no other persons involved.

Accreditation Standard IV.B.1a,e,h

CCCCD GOVERNING BOARD SELF-EVALUATION POLICY

The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its performance. To that end, the Board establishes the following:

1. The Board self-evaluation shall be conducted in June-July each year at a public meeting.
2. The Board self-evaluation will address effective Board functioning, particularly regarding performance of Board responsibilities that support the achievement of District's Strategic goals and objectives Plan.
3. The evaluation process will include an instrument or strategy designed to gather opinions from each Board member regarding the performance of the Board. The Board Chair, in consultation with an external evaluator, will propose to the Board a specific evaluation strategy to be used each year or will appoint an ad hoc committee to propose the instrument or strategy.
4. The results of the self-evaluation will be used to develop Board goals and tasks for the coming year.

Accreditation Standard IV.B.1.e, g

AWARDING OF HONORARY DEGREES

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board.

1. Policy

- a. Honorary degrees shall be awarded by the individual college awarding the degree, upon approval of the Governing Board of the Contra Costa Community College District.
- b. Honorary degrees shall be awarded at commencement exercises. The degree shall be conferred by the college President.
- c. Colleges should confer no more than one honorary degree per academic year.
- d. The College Council should be consulted in the selection of nominees for honorary degrees. The final recommendation comes from the college President to the Chancellor.
- e. Any member of the college community may propose a candidate for an honorary degree; however, letters of endorsement for a nominee should not be solicited, as that activity could place the Board, the Chancellor and the colleges in a difficult position if the Board does not approve the nomination.
- f. All nominations shall be kept in the strictest confidence prior to submission to the Governing Board.

2. Purposes for Which Honorary Degrees May be Conferred

- a. To recognize excellence and exceptional achievement in significant areas of human endeavor, which reflect the mission, goals, objectives and ideals of the college and District.
- b. To honor meritorious and outstanding service to the college District, to the campus individually, to the communities the college serves, to the State of California, to the United States, or to humanity at large.

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- c. To recognize men and women whose lives and significant achievements should serve as examples of the Contra Costa Community College District's aspirations for its diverse student body.

3. Criteria for the Awarding of Honorary Degrees

- a. Honorary degrees may be awarded to recognize achievements in all parts of the world.
- b. Nominees for honorary degrees must be distinguished in their respective fields, and the contributions of persons nominated should be widely recognized. Nominees must have demonstrated intellectual and humane values that are consistent with the aims of higher education and with the highest ideals of the nominee's chosen fields.
- c. Service or benefaction to the college does not in itself justify the awarding of honorary degrees. However, nothing in this criteria shall preclude nominees who are benefactors of the college.

4. Limitations on Eligibility

Honorary degrees shall not be awarded to the following:

- a. Incumbent Governing Board members;
- b. Current or former employees of the college or District;
- c. Anyone who has already been awarded an honorary degree by a college within the Contra Costa Community College District.

5. Procedures for Selecting Honorary Degree Recipients

Each college within the District should develop its own procedures for selecting honorary degree recipients within the guidelines established herein.

The utmost care must be taken through all steps of the procedure to ensure confidentiality prior to submission to the Governing Board. A breach of confidentiality could seriously embarrass the Contra Costa Community College District, the college, or the nominee.

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PUBLIC PARTICIPATION AT GOVERNING BOARD MEETINGS

The Governing Board strives to enhance intellectual thought and to ensure that all in attendance at Governing Board meetings have an opportunity to present their views in an orderly fashion. The desired goal is to create an environment of mutual respect in discussions between participants and the Governing Board. The Board President shall allow all relevant discussion, but not redundancy.

THE FOLLOWING TEXT WAS MOVED FROM BP 1002, AGENDA OF GOVERNING BOARD MEETINGS, AND REVISED.

Presentations from the Public

Members of the public may address the Governing Board by:

- completing a "Request to Address the Governing Board" card, ~~per the following instructions:~~ ;
- SPEAKERS**
- ~~1. Depositing~~ the Request to Speak Form with the Recording Secretary prior to the beginning of the meeting. ~~and~~
 - ~~Giving~~ the Recording Secretary a copy of ~~your the~~ presentation or supporting documentation if available.

All speakers from the "floor" (excluding those sitting at tables at the Board's flanks), move to the podium to speak, unless a physical handicap or Board Room arrangement reasonably prevents such movement.

~~2. You will be~~ When called to make ~~your the~~ presentation, ~~3. the presenter/speaker shall:~~

- ~~B~~begin by stating ~~your his or her name,~~ and city of residence;
- ~~and indicate~~ whether ~~you he/she are~~ is speaking for ~~yourself him or herself~~ or on behalf of an organization;
- ~~4. Give the Recording Secretary a copy of your presentation or support documentation if available. 5. Please limit your his or her presentation to five minutes,~~ unless otherwise directed by the Board President; and
- ~~A~~avoid repeating comments made by previous speakers.

~~6.4. If you~~ Should the speaker wish to make a formal presentation, ~~contact the Chancellor's Office well in advance of a meeting.~~ a written description must be sent to the Chancellor's Office. The Chancellor will schedule the item on the next regular meeting agenda, if possible, but not later than forty-five (45) working days after the date the request is submitted (Board Policy 1002).

Members of the college community should approach the podium, state their name and whether or not they are speaking in an official capacity (e.g., member of a constituent group, committee, union, etc.), or as an individual. If they are speaking in an official capacity, especially if they are discussing a subject on which a constituent group has made a recommendation, they should further identify if they are speaking as a member of the minority position (if a contrary option exists), as the chairperson or member of the majority opinion, as appropriate. This will help to clarify the issues for all concerned and help the Board reach a more comprehensive solution.

When responding to public comment, Governing Board members and staff ~~should have limited interaction, and, therefore,~~ may respond as summarized below:

- ~~accept information, making no comment;~~

- briefly respond to statements made or questions posed by persons making public comments;
- ask questions for clarification or make a brief announcement;
- provide a reference to staff or other resources for factual information;
- request staff to report back to the body at a later meeting; or
- direct staff to place the matter on a future agenda.

Government Code Section 54954.2(a)
Board Meeting Protocol Approved by the Governing Board on December 14, 1994

DESTRUCTION OF DISTRICT RECORDS

1. "Records" means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained including, but not limited to, records created originally by computer and "electronically stored information" (ESI), as that term is defined by the Federal Rules of Civil Procedure.
2. All District records shall be assigned by the ~~Associate Vice Chancellor~~/Chief Information Officer to one of the three following classes, in accordance with Title 5, Division 6, Chapter 10, Sub-chapter 2.5 of the California Code of Regulations.
 - Class 1** PERMANENT RECORDS. Permanent records are those required by law to be kept indefinitely (e.g., annual reports, official actions, personnel records, student records and property records). However, these records may be reclassified by the Governing Board to Class 3 provided an ESI copy is made.
 - Class 2** OPTIONAL RECORDS. Optional records are those which are not legally required to be kept, but which are considered worthy of retention. These records may also be reclassified by the Governing Board to Class 3 if reproduced in ESI format.
 - Class 3** DISPOSABLE RECORDS. Disposable records are all other records not classified Class 1 or Class 2. These records are destroyed at the end of the retention period.
3. Once each year, on or before May 1, the College Presidents and designated District Office personnel shall submit to the ~~Associate Vice Chancellor~~/Chief Information Officer a list of all records scheduled for destruction during the following school year in accordance with the District Retention Schedule. The list shall include Class 3 records and those Class 1 and Class 2 records requiring reclassification to Class 3.
4. The ~~Associate Vice Chancellor~~/Chief Information Officer then submits to the Governing Board the list of Class 1 and Class 2 records recommended for reclassification to Class 3 and requests approval for the destruction of all Class 3 records and shall verify that no records are included in the list in conflict with this policy.
5. Upon approval of the Governing Board for the destruction of the specified records, such records shall be permanently destroyed by such foolproof methods as shredding, burning or pulping, and such destruction shall be supervised by the college president, vice chancellor or designee.
6. Whenever ESI records are kept, a certification copy for evidence shall be completed (Form 4cd-137: Exhibit A) and filmed preceding the referenced records. (Reference Section 59022(e) of Title 5 and Section 1531, Evidence Code.)
7. The District must preserve ESI and ESI that is relevant to actual or potential litigation must be preserved pursuant to the Federal Rules of Civil Procedure.
8. The College Presidents and designated District Office personnel shall provide for the permanent and safe storage of paper and ESI records during the retention period.
9. The retention and destruction of records related to Federal and State categorical programs are subject to the regulations covering the program if they are more restricted than District policy.
10. Records originating during a current academic year shall not be classified during that year.

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11. The approved classification and retention period for all District records follows. Changes shall be made only with approval of the ~~Associate Vice Chancellor~~ Chief Information Officer.

12. a. College Records

CLASS	RECORDS	RETENTION PERIOD	ACTION
	STUDENT RECORDS		
3	Admission, Registration and Enrollment Forms and Documents	3 years	Destroy
3	Grade Reports	3 years	Destroy
3	Personal Health File	5 years	Destroy
1	Permanent Record Cards	Indefinite	*
	STUDENT ORGANIZATION RECORDS		
1	Constitution, By-Laws and Minutes	Indefinite	*
1	Report of Elections and Rosters of all Officers	Indefinite	*
	STUDENT LOAN AND SCHOLARSHIP FUNDS		
1	Loan Repayment Receipts	3 years	ESI & Destroy
1	Loan Applications	5 years	ESI & Destroy
	STUDENT FEDERAL AND STATE FINANCIAL ASSISTANCE		
3	Applications and Other Data Relating to Student Federal and State Financial Assistance	3 years	Destroy

b. District Administration Records

CLASS	RECORDS	RETENTION PERIOD	ACTION
	CHANCELLOR		
1	Governing Board Minutes (including Official Budget and Annual Financial Statements)	Permanent	N/A
2	Official Governing Board Reports	5 years	ESI & Destroy
1	Election Records	Indefinite	*
	ACCOUNTING		
1	Accident or Injury--Students or Employees	5 years	ESI & Destroy
3	Accounting Records Basic to Audit	7 years	Destroy
3	Annual Budget and Transaction Reports	7 years	Destroy

*After five years, may be reclassified by Governing Board to Class 3, put in ESI format and destroyed.

CLASS	RECORDS	RETENTION PERIOD	ACTION
3	Attendance Detail Records	3 years	Destroy
1	State Apportionment and Enrollment Reports	5 years	ESI & Destroy
1	Audit Reports (Mandated)	10 years	ESI & Destroy
3	Budget Transfers	7 years	Destroy
3	Cash Collection/Transaction Reports	7 years	Destroy
1	Contracts, Leases and Agreements	5 years	ESI & Destroy
1	Fixed Asset Property Records	Permanent	N/A
3	Force Account Work Reports	3 years	Destroy
1	Insurance File	3 years	ESI & Destroy
3	Journal Entries	7 years	Destroy
3	Monthly Finance Reports	3 years	Destroy
3	Warrant File with Payment Support Data	7 years	Destroy
	Cafeteria, Bookstore, Student Organization, Trust, Student Loan and Scholarship Funds:		
3	Canceled Checks and Bank Statements (including endorsement)	7 years	Destroy
1	Financial Statements, Annual	5 years	ESI & Destroy
3	Accounting Records Basic to Audit	7 years	Destroy
	Applications and Reports for External Funds:		
3	VEA (PL 88-210)	7 years	Destroy
3	Other Grants	7 years	Destroy
	PAYROLL		
2	Deduction Authorizations	3 years	ESI & Destroy
2	Absence Reports, Time Tickets	3 years	ESI & Destroy
2	Withholding Tax Authorization Forms	4 years	ESI & Destroy
	PERSONNEL		
3	Applicant Selection Materials	3 years	Destroy
1	Personnel Record Folders	10 years	ESI & Destroy
2	Hourly Personnel Requisitions	3 years	ESI & Destroy
1	Unlawful Discrimination (Employees)	3 years	ESI & Destroy
2	Unlawful Discrimination (Students)	3 years	ESI & Destroy

CLASS	RECORDS	RETENTION PERIOD	ACTION
	FACILITIES PLANNING		
1	Specification Books for Building Construction	10 years	ESI & Destroy
2	As-Built Tracings for Constructed Buildings	Permanent	N/A
3	Blueprints of Working Drawings	4 years	Destroy
	EDUCATIONAL SERVICES		
2	School Catalogues	Indefinite	**

c. Police Department Records

CLASS	RECORDS	RETENTION PERIOD	ACTION
	CRIMINAL OFFENSE RECORDS*		
3	Possession of marijuana - Arrest or conviction after January 1, 1976 (Adult)	2 years	Destroy
3	Possession of marijuana - Arrest or conviction after January 1, 1976 (Juvenile)	Until offender attains age 18	Destroy
1	Criminal offense records for offenses punishable by death or life imprisonment	Indefinite	**
3	Criminal offense records for offenses punishable by imprisonment	6 years	Destroy
3	Criminal offense records for offenses not punishable by death or imprisonment	3 years	Destroy
	LOGS		
3	Dispatcher logs	3 years	Destroy
3	Officer logs	3 years	Destroy
	MISCELLANEOUS POLICE RECORDS*		
3	Visitor incident/accident reports	3 years	Destroy

* Records shall not be destroyed under these provisions if the defendant or co-defendant has filed a civil action against the District and District peace officers or the District police department made the arrest or instituted the prosecution, if the District has received a certified copy of the civil action complaint. When the District has received a certified copy of the civil action, these records shall be destroyed immediately following the final resolution of the civil action, if more than three years have elapsed.

** After five years, may be reclassified by Governing Board to Class 3, copied electronically and destroyed.

Title 5, Sections 59020, et seq.;
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

Historical Annotation:
Revised 12/3/85
Second Revision 5/15/90
Third Revision 5/25/99
Fourth Revision 10/3/00
Fifth Revision 4/9/02
Sixth Revision 11/11/03
Seventh Revision 8/21/07
Eighth Revision 09/09/08
Ninth Revision 00/00/11

Contra Costa Community College District Form 4CD-137

(Certification of Original Document)

I, _____ (name/title), in accordance with California Evidence Code section 1531, do hereby certify that I have examined the electronic reproduction(s) of the below identified document(s)

and certify that such reproduction(s) constitute(s) true and correct copy(ies) of the original document(s) identified above as they existed on the date they were reproduced electronically and that this certification was made on _____, 20____, at _____, California.

Name/Title

**ADMINISTRATIVE, BUSINESS, CURRICULUM AND INSTRUCTION, HUMAN RESOURCES,
PAYROLL, AND STUDENT SERVICES PROCEDURES**

1. An administrative, business, curriculum and instruction, human resources, payroll, or student services procedure may be recommended to the Chancellor by any member of the staff, any organization representing employees of the District, District committees, or management personnel.

Procedures which address academic and professional matters shall be considered and acted upon in accordance with Administrative Procedure 1009.0402.

2. Administrative, business, curriculum and instruction, human resources, payroll, or student services procedures establish the manner of proceeding to carry out Governing Board policies, the laws of the State of California applicable to the operation of the District, or collective agreements with employee bargaining units. Procedures further serve as working tools and direction for the management of the District in areas not covered by Governing Board policy, statute or collective agreements. Procedures set forth a systematic series of actions directed to a particular end, or they interpret laws, policies or collective agreements for District management.
3. Recommendations to introduce new or modify/rescind existing administrative, business, curriculum and instruction, human resources, payroll, and student services procedures within an area of shared governance shall be forwarded for review and/or recommendation of the District Governance Council (which includes representatives of the Academic Senate, Classified Senate, management and students), United Faculty, Public Employees Union, Local One, and Management Council Executive Board and approval of the Cabinet and Chancellor.
 - a. Each of the groups referred to in this section shall have for the review and/or recommendation period twenty (20) workdays for the first reading and twenty (20) workdays for the second reading to submit their input to the Chancellor. The Chancellor may extend this time limit upon a showing of good cause by the group requesting the extension. Such requests shall not be unreasonably refused.
4. After the Chancellor takes into consideration comments from the groups identified in Section 3, the Chancellor will finalize the procedure and forward the procedure to Cabinet for approval.
 - a. Upon Cabinet approval, the procedure shall be printed and distributed as required, with a title, approval date and procedure number.

ADOPTION OF GOVERNING BOARD MEETING CALENDAR

On or before ~~December 31~~ May 31 of each year, the Governing Board shall approve the calendar of its regular meetings for the following calendar fiscal year. A copy of the approved calendar shall be posted to the District web site and at each District college/education center at least ten days prior to the meeting and shall remain so posted to and including the time of the meeting. A copy of the approved calendar shall also be distributed to each member of the Governing Board, ~~to each newspaper, radio or television station in the County~~ and to all other individuals and organizations who request a copy. The calendar shall include the date, time and location of each meeting. Notices of any change in the calendar shall be distributed in the same manner.

Education Code Section 72000(d)

PROCESS TO CONDUCT GOVERNING BOARD SELF-EVALUATION

The following process will be used to conduct the self-evaluation of the Governing Board:

1. The annual Board self-evaluation session will include a review of the evaluation results and the identification of Board priorities for the coming year. The priorities will be designed to further progress on the District Strategic Plan and to respond to the results of the previous-year Board self-evaluation.
2. At the annual Board self-evaluation retreat, the Board Chair will appoint an ad hoc committee of no more than two Board members to draft criteria for the next Board self-evaluation, in consultation with an external evaluator. The criteria will be derived from the priorities identified at the self-evaluation discussion and in strategic plan reviews. Board tasks and roles will be specified.
3. After its annual retreat, the Board ad hoc committee will present the criteria to the Board for approval at a regular meeting of the Board.
4. The Board will appoint an external evaluator to assist with the evaluation, in consultation with the Chancellor and Board Chair.
5. In May of each year, the Chancellor's Office will distribute an evaluation form to all Board members based on criteria developed the previous year. The form shall also include open-ended questions to gather accomplishments, strengths, areas for improvement, and suggested priorities for the coming year.
6. Board members shall submit their evaluations to the external evaluator in June (deadline date to be determined each year). The external evaluator will compile the results and distribute the summary to Board members and the Chancellor.
7. The results will be discussed at the annual Board self-evaluation workshop in **June**-July.

Accreditation Standard IV.B.1. e, g

DISABLED STUDENT PROGRAMS AND SERVICES (DSP&S)

The District maintains a plan for the provision of programs and services to disabled students designed to assure **ensure that** they have equality of access to District classes and programs.

The Disabled Students Programs and Services Plan **includes is comprised of** the following:

1. Long-range goals and short term objectives for the program **which include:**
 - a. ~~The primary goal of DSP&S is to helping~~ students achieve their educational goals while becoming independent learners; and
 - b. ~~The objective is to facilitating~~ access for all students with verified disabilities to the **buildings,** educational programs, **electronic platforms,** student services, and activities of the **Ccolleges.**
2. Definitions of disabilities and students eligible for the program
 - a. Any person with a physical, learning, psychological, communication, acquired brain impairment, or sensory impairment **which imposes an educational limitation and** substantially limits one or more major or life activities (functions such as ~~earing for oneself,~~ performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); or is regarded as having an impairment; that substantially limits major life activities only as a result of the attitude of others toward such impairment.
 - b. A person with a disability who meets the academic and technical standards requisite to admission for participation in an educational program or activity.
3. Support services and instruction ~~that are required~~ **provided by the colleges through their DSP&S programs which include:**
 - a. ~~Provides~~ equal educational opportunities for students with disabilities in accordance with state and federal laws and regulations including the Americans with Disabilities Act of 1990, etc.;
 - b. ~~Ensures reasonable accommodations~~ **academic adjustments and services will be provided to students who have submitted documentation of disability in accordance with Section 504 of the Vocational Rehabilitation Act;**
 - ~~cb.~~ **Ensures** equal access ~~of to~~ **to** electronic or information technology ~~use~~ in accordance with the amended Section 508 of the Rehabilitation Act of 1973;
 - ~~d~~ **e.** ~~Prohibits~~ **freedom from** discrimination against individuals with disabilities;
 - ~~e~~ **d.** ~~Mandates federal funding to provide qualified persons with disabilities equal opportunities to those of with no disabilities.~~
 - ~~fe.~~ ~~Requires each program or activity be readily accessible to persons with disabilities~~ **utilization of an interactive process to determine what academic adjustments and services, if any, are appropriate according to all applicable federal, state, local and District laws and regulations;**
 - ~~f.~~ ~~Make reasonable adjustments to permit students with disabilities to fulfill academic requirements.~~

- g. ~~recommendation of~~ academic ~~adjustments~~ ~~accommodations~~ and auxiliary aids to comply with state and federal laws and regulations;
 - h. ~~students must be given the opportunity to acquire information and~~ evaluation to determine their knowledge of the subject ~~and if, with accommodations, the student can perform the essential functions of the employment position that such individual holds or desires; and~~
 - i. ~~Ensures~~ reasonable architectural barrier ~~removal from~~ ~~free access of~~ campus facilities.
4. Verification of disability ~~must be a documented verification from a specialist specifically trained to verify the disability in question (e.g., a medical physician, neurologist, learning disabilities specialist, school psychologist, counselor, DSP&S coordinator, or other appropriate licensed or credentialed professional).~~
5. ~~Rights of student participants in the DSP&S programs~~ rights which include:
- a. ~~Students with verified disabilities have the right to receive academic adjustments, and auxiliary aids for students with verified disabilities; and~~
 - b. ~~Students have~~ the right to confidentiality of their disability records.
6. Student responsibilities which include:
- a. ~~Students are responsibility for identifying themselves to the instructors~~ requesting accommodations from DSP&S;
 - b. ~~It is recommended students make use of the services of the Colleges' DSP&S Counselor/Specialist.~~
 - b. ~~Students must providing~~ verification of his/her disability;
 - c. ~~Students are required to meeting~~ time-lines and procedural requirements established by the Colleges' DSP&S offices; and
 - e. ~~Students must have a condition that impairs a major life activity or a history of such a condition, or be regarded as having such a condition.~~
 - d. ~~The person with disabilities must be~~ the ability to display qualifications for the job, program or activity to which he/she seeks access.
7. Student educational contract (SEC) ~~or plan that is developed by a designated~~ certificated DSP&S staff person in consultation with the student
- a. The Colleges provide DSP&S academic counseling, educational planning, career and personal counseling.
 - b. The Colleges coordinate necessary academic adjustments and support services. ~~and acts as a resource to help students obtain appropriate services beyond those provided at the Colleges.~~
8. Academic adjustments accommodations and Sservices which include:
- a. ~~Specialized tutoring~~
 - ab. specialized classes;
 - be. ~~Tape~~ auditory recording of lectures;
 - cd. note taking services;
 - e. ~~Extra time to complete required materials~~
 - df. extended time on tests;
 - eg. tests ~~scribed~~ with assistive technology software and/or proctored by appropriate DSP&S staff; instructional assistants

- fh. permission for students to may use guide dogs/service dogs on campus;
- gi. adaptive physical education;
- hj. alternate media of textbooks and course materials: Bbooks in en tape or other auditory format, enlargement of tests and course materials, Braille of tests and course materials, closed captioned videos, and access to other assistive computer technology;
- ik. specialized equipment lean for classroom usage (e.g., Cclosed circuit television);
- jl. audio recording device Ccassette tape recorders, note-taking devices, and FM systems or other portable assistive technology devices which can be checked out;
- km. sign language interpreter and captioning services; and
- ln. Services: Specialized DSP&S counseling, registration assistance, mobility assistance, learning disability eligibility assessment, reduced course load and other appropriate academic adjustments determined on an individual basis.

9. Provisions for course substitution and waivers

When the severity of the a verified disability precludes successful completion of a course required for an A associates degree or certificate, a course substitution shall be considered.

10. Staffing

The District provides appropriate levels of staff to meet student needs.

11. Advisory committee

- a. The role of the committee is to share information, meet and discuss what to do to better serve students with disabilities, and to share information regarding programs and services available at the C colleges.
- b. Members of the advisory committee are from the C colleges and local community service agencies.

Title 5, California Code of Regulations, Section 56000

ASSOCIATED STUDENT ORGANIZATIONS

Each college of the District shall have one Associated Students Organization (ASO). **The Governing Board of the District may authorize the students of a college to organize more than one student body association if day and evening students each need an organization or if geographic circumstances make the organization of only one student body association impractical or inconvenient.**

The ASO shall encourage both day and evening students ~~representatives shall be encouraged to~~ **participate in the governance of the college and conduct authorized activities.**

A governing body shall be elected **or appointed in accordance with Student Services Procedure 3008** that shall keep an account of its meetings, expenditures, authorizations and policies established.

A simple majority of the voting members of the Associated Students Organization governing body shall constitute a quorum.

Education Code Section 76060

FREEDOM OF EXPRESSION

The students of the District shall be permitted **is committed to ensuring that all individuals are able** to exercise their rights of free expression subject to the **reasonable provisions for the** time, place and manner of conducting such activities as contained in Board Policy 2019, ~~and this procedure,~~ **and related college procedures. The District Governing Board of CCCCD has delegated responsibility to the Chancellor or designee to administer the following procedure. At the college campuses, the designee will be the Student Life Office/Center.**

The colleges of the District are non-public forums, except for **areas** designated Free Speech Area(s) **in this procedure and related college procedures as limited public forums. In general, expression in the form of speech or oral advocacy may be exercised in all areas of campus. However, the Colleges reserve the right to limit expression in student service areas, classrooms, libraries, faculty and administrative offices, and corridors adjoining those facilities where the resulting noise is incompatible with the essential functions of the campus. No individual will be prohibited from engaging in protected expression based on its content.**

This procedure shall not inhibit protected expression by an employee bargaining unit pursuant to a collective bargaining agreement or state law.

1. The primary purposes of this procedure are to:

- a. ensure that students are able to feely engage in protected expression in areas designated for that purpose;**
- b. protect student safety;**
- c. prevent substantial disruption of the learning environment and the orderly operation of District campuses;**
- d. ensure that no individual will be prohibited from engaging in protected expression based on its content; and,**
- e. preserve district facilities for their intended use.**

2. The following forms of expression are prohibited:

- a. expression which is obscene, libelous or slanderous according to current legal standards; or**
- b. expression which so incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college**

~~The Free Speech Area(s) are limited public forums. The District reserves the right to revoke that designation and apply a non-public forum designation at its discretion.~~

~~The Free Speech Area(s) are open to the public generally between the hours of 6:00 am and 12:00 midnight. Between the hours of midnight and 6:00 am, these areas are generally closed to all activities except coming and going to a campus building or crossing the campus.~~

3. Distribution of written materials (includes gathering signatures on petitions and voter registration)

a. Individuals who are distributing written materials are prohibited from:

- 1) blocking access to or from college facilities;
- 2) blocking the paths of others as they attempt to move freely through campus;
- 3) forcing materials upon persons who do not voluntarily accept the materials; or
- 4) placing any materials on automobiles, bicycles, or other forms of transport parked on campus.

4. Outdoor distribution of written materials

a. Any person may hand distribute non-commercial materials in outdoor areas of the campuses. This activity shall not disrupt the free flow of persons and traffic and shall not interfere with College activities. Parties interested in passing out non-commercial materials from a distribution table must:

- 1) register their names, addresses and phone numbers with the college Student Life Office;
- 2) provide a copy of the materials to be distributed; and
- 3) be assigned to a designated area, depending on availability
 - i) College affiliated individuals or groups shall have scheduling priority for tabling assignments.

b. Each table must identify the sponsoring person or organization's name. The views expressed in any materials distributed on campus are not necessarily endorsed by the District or the colleges. Individuals or organizations who distribute materials on campus are responsible for cleaning up the area around the distribution table and litter around campus associated with the distribution.

c. Individuals interested in distributing materials of a commercial nature or conducting direct solicitation or sales to staff or students must contact the campus Student Life Office and follow college procedures, including the requirements for reserving space in an area designated as a limited public forum, payment of fees and provision of proof of a valid business license, as appropriate.

d. Individuals who fail to observe these time, place and manner guidelines will face appropriate consequences.

5. Indoor distribution of written materials

a. Individuals are prohibited from distributing materials in classrooms when those rooms are being used for instructional activities *unless authorized by a faculty member*. With prior permission from department heads, materials such as pamphlets and brochures may be left in waiting areas, lobbies or lounges assigned to a specific department. Individuals are *also* prohibited from placing any materials other than *campus and/or* class-related communications or assignments in faculty mailboxes. Individuals may place materials in student leadership or club mailboxes in the Student Life area.

6. Amplified sound

- a. **Amplified sound is only permitted in specific designated areas on each college campus. Anyone interested in using amplified sound must register with the Student Life Office, fill out required college facilities forms, and follow all other District and College procedures pertaining to this communication medium.**

The use of Free Speech Areas is subject to the following:

- ~~• Persons using the Free Speech Area(s) and/or distributing material in the Free Speech Area(s) shall not impede the progress of passers by, nor shall they force passers by to take material.~~
- No person using the Free Speech Area(s) shall touch, strike or impede the progress of passers by, except for incidental or accidental contact, or contact initiated by a passerby.
- ~~• Persons using a Free Speech Area shall not use sound amplification, electronic or otherwise, which creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.~~
- ~~• No persons using the Free Speech Area(s) shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the Free Speech Area(s) on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.~~

~~All persons using the Free Speech Area(s) of the college shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the Free Speech Area(s). Material distributed in the Free Speech Area(s) that is discarded or dropped in or around the Free Speech Area(s) other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area(s) that day.~~

~~The College may set reasonable time restrictions on the use of Free Speech Area(s), in order to ensure that all persons are given equal access to the use of the Free Speech Area.~~

~~The policy excludes expression which is obscene, libelous or slanderous according to current legal standards, anything that can be construed as bias motivated harassment or hate speech, including but not limited to: abusive epithets, derogatory visuals or symbols, or other injurious expression which has the clear purpose of harassing people because of race, color, gender, national origin, ancestry, citizenship, sexual orientation, age, physical or mental ability, medical condition, marital status, or status as a veteran, or which incites students to create a clear and present danger or to commit unlawful acts on community college premises or damage to persons or property. Inciting students to riot, or the violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college, is also prohibited.~~

7. Posting

- a. Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Student Life **Office/Center** ~~or Student Activities Office~~. The College shall prescribe reasonable lengths of time during which such printed material may be posted on the bulletin boards with the object of assuring fair access to the bulletin boards for all students. (Materials displayed shall be removed at the end of the semester or immediately after the event has concluded.)

- b. Classrooms are educational spaces that are to be controlled in general by the faculty or**

classified staff assigned to them. If students wish to post material in classrooms that is related to instructional activity, or if they wish to post material on bulletin boards in academic department offices, hallways in academic buildings, or faculty office boards they should consult first with their instructor, classified staff member **or administrator**.

- c. Approved flyers, posters and other information may be posted only on bulletin boards or other approved areas. Material should not be nailed, stapled or taped to exterior walls, posts, trees, railings or any wooden surface. Official notices may be taped to doors or windows by appropriate faculty or staff, but should be removed as soon as they are no longer required.
- d. The colleges do not generally allow the posting of private vendor information or notices on walls or other surfaces, either inside college buildings or on the campus grounds. Vendors placing such notices shall be responsible for resulting damages and litter. The colleges may allow posting by private vendors on some bulletin boards in common areas if it is of benefit to the college and approved by the campus Student Life Office/Center.
- e. Bulletin boards are provided without screening. Students, landlords, employers, etc. (depends on the type of bulletin board or posting it is) do business with one another at their own risk. The District holds no responsibility or liability. The District reserves the right to remove any posting at its own discretion.

~~Materials must not include anything that can be construed as bias-motivated harassment or hate speech, including but not limited to: abusive epithets, derogatory visuals or symbols, or other injurious expression which has the clear purpose of harassing people because of race, color, gender, national origin, ancestry, citizenship, sexual orientation, age, physical or mental ability, medical condition, marital status, or status as a veteran. This policy is meant to inhibit harassment, and should not be interpreted as a rationale for curtailing academic freedom, artistic expression, or political discourse.~~

8. Enforcement

~~Unless constitutionally protected, acts of harassment, threats, intimidation or hate violence will be grounds for disciplinary action. Neither the Governing Board of the district nor an administrator of any campus of the colleges in the district shall make or enforce a rule subjecting a student to disciplinary action solely on the basis of conduct that is speech or other communication that, when engaged in outside a campus of those institutions, is protected from governmental restriction by the First Amendment to the United States Constitution or Section 2 of Article I of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.~~

- a. No district employee may be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against for acting to protect a student's statutorily and constitutionally protected free speech rights.
- b. Any person who is found to be in violation of this policy may be subject to the sanctions applicable respectively to students, staff, faculty or visitors.

**RULES AND REGULATIONS
OF THE
GOVERNING BOARD
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
CONTRA COSTA COUNTY
MARTINEZ, CALIFORNIA**

AUTHORITY

1. The Contra Costa Community College District is governed by the five elected members of the Governing Board. The Governing Board has full legislative authority in the operation of the Contra Costa Community College District, in accordance with the Education Code, rules of the Board of Governors of the California Community Colleges and Statutes of the State of California.

The Governing Board may delegate to the Chancellor authority over all personnel, educational, financial and business matters pertaining to the operation of the District. All actions by the Chancellor are subject to review by the Governing Board.

2. The authority of the Governing Board shall be as a whole, acting in accordance with the following Rules. No Governing Board member acting outside these Rules shall commit the Governing Board or District in any way.

ORGANIZATION

3. The officers of the Governing Board shall be elected by action of the Governing Board and shall consist of a President, a Vice President, and a Secretary, elected from among the members of the Governing Board.
4. Officers shall be elected at the annual organization meeting of the Governing Board to hold their respective offices for the period of one year, or until their successors are elected.
5. Any of the Governing Board offices provided in paragraph 3, when vacated for any cause, shall be filled by the Governing Board at its next meeting by the election of a successor for the unexpired term. Such elections shall be roll call vote and the vote of at least three members of the Governing Board shall be necessary to elect.
6. In case of temporary absence or disability of both the President and Vice President, a President pro tem shall be chosen by a majority vote of Governing Board members present.
7. At any regular meeting, or at any special meeting for which such action is specified when the meeting is called, the Governing Board may, by affirmative vote of at least three of its members, remove from any appointed office any officer, and declare the office vacant, and elect a successor to the officer so removed. Members of the Governing Board may be removed only in accordance with Government Code Section 1770.
8. Board Finance Committee: Replacement Board members for the Board Finance Committee shall be appointed annually at the January regular Board meeting. The term of service shall be two years, effective on the date of appointment, and staggered so that only one of the two Board Finance Committee members is replaced each year, providing for continuity.

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STUDENT REPRESENTATION

9. On September 30, 1977, the Governor approved Assembly Bill No. 591 which provides for the inclusion of a nonvoting student within the membership of the Governing Board, in addition to the number of members otherwise prescribed. The student selected to serve on the Governing Board shall be enrolled and maintain a minimum of five (5) semester units in a community college of the District and must be a resident of the District as determined pursuant to Part 41 (commencing with Education Code Section 68000. Also see Education Code 72023.5.) The student shall meet and maintain the Standards of Scholarship, as noted in Board Policy 4001 and Curriculum and Instruction Procedure 4001. The student shall remain in good academic and disciplinary standing as defined in the Student Code of Conduct, Student Services Procedure 3027, throughout the duration of his/her term. The term of the Student Trustee commences on June 1 of each year and shall be limited to one year, irrespective of college affiliation. The Student Trustee is not required to give up employment with the District. The Student Trustee shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees. The Student Trustee is entitled to participate in the discussion of issues and receive all materials presented to members of the Governing Board, except for closed session. Under the provisions of the law, the Student Trustee shall not be liable for any acts of the Governing Board and shall not be included in determining the vote required to carry any measure before the Governing Board.
10. The nonvoting Student Trustee shall be selected and subject to recall by the students of the District for the term to be served in accordance with District procedures. In the event a nonvoting Student Trustee is unable to serve a full term, the vacancy on the Governing Board shall be filled by a student who is enrolled at the same college as the student who does not serve the full term and who is selected in accordance with District procedures.
11. The role of the Student Trustee is to:
 - a. In open session, express the student position with an advisory vote on matters that do not pertain to collective bargaining, confidential personnel and legal matters discussed in closed sessions. The advisory vote, which shall be given first, does not count in determining if an item passes, but is recorded in the official minutes. This privilege must be approved by the Governing Board for continuation on a year-to-year basis prior to May 15.
 - b. Represent attending students of the three colleges as a nonvoting member of the District Governing Board. Express the views of students to the Governing Board.
 - c. Provide general information to the Governing Board regarding student government activities on the three campuses in the form of a report presented at the monthly Governing Board meeting.
 - d. Meet monthly with the Chancellor to review the student government report prior to presentation at the Governing Board meeting.
 - e. Provide leadership to the Student Trustee Advisory Council, composed of the Chancellor, the ASU President or designee from each campus and the ASU Advisors. Chair the meetings of the Advisory Council.
 - f. Represent the District as Student Trustee at statewide conferences.

Governing Board meeting immediately following the election and shall complete the remainder of his or her term as an Associate Student Trustee until his or her term as the Student Trustee commences. The Associate Student Trustee position would serve as a training ground to allow the Associate Student Trustee to familiarize him or herself with the responsibilities of the full Student Trustee position. Then on June 1 of the same year, the Associate Student Trustee will automatically become the Student Trustee and will serve the full term through May 31 of the next year. Thus, the elected student representative may serve for a total of one and one-half years (half a year as the Associate Student Trustee and one year as the Student Trustee). The Associate Student Trustee shall be encouraged to attend all Governing Board meetings and all Student Trustee Advisory Council meetings. The Associate Student Trustee may also be encouraged to serve on at least one committee in which the Student Trustee is a member. The Associate Student Trustee shall not have an advisory vote but will be able to express his or her input to the Student Trustee for further consideration. The Associate Student Trustee shall not receive compensation until his or her term as Student Trustee commences.

15. Student Trustee Election Process

- a. The colleges will rotate in student representation. Effective June 1, 1990, the term of the Student Trustee shall be June 1 through May 31.
- b. Students who wish to run for elections will be required to submit the following:
 - (1) A letter of intent outlining their qualifications and reasons for seeking office;
 - (2) A resume;
 - (3) Unofficial transcripts;
 - (4) Written response to two standard questions developed by the Student Trustee Advisory Committee.
- c. Minimum eligibility will be verified by the college Student Life office.
- d. If three or fewer candidates are found to meet the minimum eligibility requirements, all candidates will be placed on the ballot for a Districtwide vote. Otherwise, if more than three candidates are found to meet the minimum eligibility requirements, a primary election will be held at the college where the rotation resides. Students of the college will select the top three candidates to be placed on a Districtwide ballot for a vote of all students in the District.

OFFICERS

16. The President shall preside at all sessions of the Governing Board, preserve order, enforce the rules, and when so authorized sign contracts, agreements, deeds, leases and other regular documents ordered to be executed by the Governing Board or required by law.
17. During any period of absence or other disability of the President, the Vice President shall perform all the duties of the President.
18. When both the President and Vice President are absent or otherwise disabled, the President pro tem shall perform all the duties of the President.

19. The Secretary shall record all minutes of the Governing Board, and shall sign the minutes of the Governing Board on approval when so authorized, and other contracts, agreements, deeds, leases and other legal documents ordered to be executed by the Governing Board or required by law.
20. The Assistant Secretaries shall perform such functions as the Governing Board directs, including service as Acting Secretary in the absence or other disability of the Secretary.

MEETINGS OF THE GOVERNING BOARD

21. Regular meetings of the Governing Board shall be open to the public, be accessible to persons with disabilities, and be held at the District Office or at a college of the District as regularly scheduled in accordance with Government Code Sections 54950 et seq. (Brown Act). A notice identifying the location, date and time of each regular meeting of the Governing Board shall be posted at least ~~ten (10) days~~ 72 hours prior to the meeting and shall remain posted until the day and time of the meeting.
22. Special meetings may be called by the President or by a majority of the members of the Governing Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting. No business other than that indicated in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Governing Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety. No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency. Notice of such an emergency meeting will be provided to the local news media as required by law.

23. Any regular or special meeting may be adjourned to a later time or date by majority vote of those present, provided a specific future meeting time to reconvene is set for such an adjourned meeting in accordance with the Brown Act. When no quorum appears for a regular or special meeting, by mutual agreement of Governing Board members present or the Acting Secretary, if no Governing Board members are present, a specific time may be set for an adjourned meeting. At such adjourned meetings all business may be regularly transacted which would have been proper at the meeting from which adjournment is taken, all in accordance with the Brown Act.
24. A record of all transactions of the Governing Board shall be set forth in the minute book of the Governing Board, which shall be kept on file in the District Office as the permanent official record of the District. It shall be open to inspection of the public during regular office hours. For convenience, the District will make every effort to provide the Governing Board agendas, minutes, policies and procedures on the web site.
25. A quorum necessary to the transaction of business at any meeting of the Governing Board shall consist of three members (majority) of the Governing Board, except as follows.
 - a. The following actions require a two-thirds majority of all members of the Board:
 - Resolution of intention to sell or lease real property (except where a unanimous vote is required);
 - Resolution of intention to dedicate or convey an easement;
 - Resolution authorizing and directing the execution and delivery of a deed;
 - Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;

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- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

- b. The following actions require a unanimous vote of all members of the Board:
- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
 - Resolution authorizing lease of District property under a lease for the production of gas.
26. A majority vote of those Governing Board members present shall suffice for such actions as do not require a specified number of affirmative votes. In the event of a tie vote, the motion at issue shall lose.
27. A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Governing Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communication with members of the Governing Board outside a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the Governing Board, if that person does not communicate to members of the Governing Board the comments or position of any other member or members of the Governing Board.
28. In all matters not covered by the Rules or Policies of the Governing Board, parliamentary procedures shall be governed by the most current edition of the manual known as "Robert's Rules of Order."
29. The action of the Governing Board shall be recorded in accordance with Section 72121(a) of the Education Code. A member's position on an issue or vote may be entered in the record upon the request of the member. Governing Board members' comments should be recorded immediately after the result of the vote has been announced by the President and before the introduction of a new question or issue.

ADMINISTRATIVE OFFICERS

30. The Governing Board shall employ a full-time Chancellor to serve as chief administrative and executive officer of the Contra Costa Community College District.
31. The Governing Board of the Contra Costa Community College District shall delegate to the Chancellor of the District the executive responsibility for administering the policies adopted by the Governing Board and executing all decisions of the Governing Board requiring administrative action. In the initiation and formulation of District policies, the Chancellor shall act as the professional advisor to the Governing Board.
32. The Chancellor may delegate to authorized personnel of the District any powers and duties entrusted to the Chancellor by the Governing Board, but the responsibility to the Governing Board for the execution of such delegated powers and duties shall remain with the Chancellor.
33. In situations for which the Governing Board has provided no policy for administrative action, the Chancellor shall have the power to act, but those decisions shall be subject to review by the Governing Board. It shall be the duty of the Chancellor to inform the Governing Board promptly of such action and to recommend a written Governing Board policy if one is desirable.
34. The Chancellor shall perform all duties specifically required of or assigned to the Chancellor by the Statutes of the State of California.

35. The Chancellor shall serve as First Assistant Secretary to the Governing Board, and in such capacity perform the following duties.
- a. Prepare Governing Board meeting agendas and cause them to be posted as required by law.
 - b. Prepare minutes of Governing Board meetings for approval.
 - c. Maintain an index of minutes of the Governing Board.
 - d. Attend all Governing Board meetings except the personnel session to consider the contract of the Chancellor.
 - e. Sign, where legally possible, all documents which otherwise would require the signature of a Secretary of the Governing Board.
36. The District is a large one and the diversity of the needs of the communities served by the colleges has resulted in differences in the colleges. The Governing Board is committed to the philosophy that each present and future campus can best serve by having a uniqueness which relates to its service area. To assure this development, the Governing Board recognizes the desirability of a high degree of decentralization--with the Presidents of each of the respective campuses having a large role in the planning and development of the educational program and of the internal organization of the college, and in staff selection and development. In these matters, the President shall involve the faculty. Further, it should be recognized that since uniformity in program is not sought, the Chancellor as chief executive officer of the District must provide the leadership necessary to assure this individuality and a high standard of performance on all campuses. The Chancellor is responsible for the development of proposed policies and for the application of Governing Board policies. In the development of proposed policies, the Chancellor must work closely with the Presidents and through them with various other staff members of the colleges.
37. The Governing Board is committed to proceed in an open, deliberate, and collegial manner as it develops and adopts policies that fix responsibilities and delegate authority. It recognizes that collegial decision making encourages all interested constituencies to participate in ways appropriate to their knowledge and responsibility. Actions to fix responsibilities and delegate authority will proceed in such a manner as to consider divergent opinions, engender a sense of mutual trust, and evidence a willingness to work together for the good of the District. While it is both necessary and appropriate that the Governing Board retain first authority on the nature and extent of any delegation of its responsibilities, the Governing Board will arrive at such decisions only after a sincere attempt to reach an accommodation that is sensitive to the concerns of interested constituencies.
38. The Chancellor, Presidents, and designated District Office staff will serve as a Chancellor's Cabinet, which reviews major policy questions before they are presented to the Governing Board for action. The Chancellor's Cabinet will also review procedures before they are issued.
39. The uniqueness of the respective campuses and the decentralization of responsibility for many matters should not suggest that each is its own master. It does suggest, however, that the Chancellor must value uniqueness and leadership on the respective campuses while achieving excellence in program and staff, implementing State law and Governing Board policies, and securing the effective allocation of certain curricula to the colleges. The Chancellor should recognize this as an opportunity for leadership in working with others to develop a system which encourages colleges of excellence, each with a distinctive flavor. The Governing Board also expects the colleges to cooperate fully with each other in managing Districtwide issues and policies.

(over)

40. The President of each of the colleges shall be responsible to the Chancellor for the development of all aspects of the program on the campus, and for the administration of the college in accordance with State law, the policies adopted by the Governing Board, and administrative policies and procedures of the District. The Presidents shall serve as members of the Chancellor's Cabinet which shall consider policies to be recommended to the Governing Board, and shall review proposed administrative policies and procedures. Through service on the Chancellor's Cabinet, each President shall assume responsibility for service to the total District as well as to the college. The Presidents will normally be expected to attend meetings of the Governing Board, and at such meetings at the request of the Chancellor to make presentations or to supply additional data regarding issues under consideration. It is understood that the Governing Board will work with the Presidents only through the Chancellor.

REPORTS AND RECOMMENDATIONS

41. The Chancellor shall transmit all reports and recommendations, including an agenda, to each member of the Governing Board at least seventy-two (72) hours prior to the scheduled meeting of the Governing Board, except as provided in paragraph 42 below.
42. Whenever it is necessary to submit any report or recommendation to the Governing Board without meeting the requirement of paragraph 41 above, said report or recommendation must carry as part of its title, in addition to the regular number, the plainly typed phrase, "Waiver of Provisions, Paragraph 41 of Governing Board Rules and Regulations requested."

CONDUCT OF HEARINGS--CLASSIFIED EMPLOYEE *DISCIPLINARY ACTION* APPEALS

43. General Rules
- a. The presiding officer or his/her designee shall conduct the hearing and rules on questions concerning evidence and procedure.
 - b. The employee and the administration may be represented, may call witnesses, may introduce evidence, may testify, and may question adverse witnesses.
 - c. Unless the employee demands a public hearing, the matter may be heard in executive session.
 - d. Evidence must be relevant, noncumulative, and of such nature as responsible persons are accustomed to rely on in the conduct of serious affairs.
 - e. The administration has the burden of proof.
 - f. The hearing will be recorded by the District.
44. Order of Proceedings
The hearing shall proceed in the following manner, unless the presiding officer otherwise directed:
- a. The notice of disciplinary action and the hearing request shall be made part of the record. The administration, and then the employee, may state their positions, but the employee may wait until after the administration has presented its evidence.
 - b. The administration presents witnesses and evidence, subject to examination by the employee.

- c. The employee presents witnesses and evidence, subject to examination by the administration.
- d. The employee may be called as a witness by the administration.
- e. The parties respectively may offer rebuttal evidence.
- f. When the evidence is concluded, the administration and then the employee may briefly comment on the evidence.

45. Decision

- a. The Governing Board may make its decision at the hearing or take the matter under consideration for decision at a specified future time.
- b. If the Governing Board upholds a disciplinary action, it shall state the facts which it finds to be true and upon which its decision is based. It may direct the Chancellor to submit a proposed statement of facts for consideration by the Governing Board.
- c. The Governing Board's decision shall be expressed in writing and copies provided to the employee and to the administration.

46. Hearing Officer

- a. The Governing Board may refer the matter to a Hearing Officer for hearing and recommended decision.
- b. After hearing, the Governing Board may adopt the Hearing Officer's recommended decision in whole or in part, refer the matter for further hearing, or hear the matter itself either *de novo* or on the record of the proceedings before the Hearing Officer.

SUSPENSION OF RULES AND POLICIES

- 47. The Rules and Regulations of the Governing Board may be suspended for any meeting of the Governing Board by an affirmative vote of all members present, except the section covering a quorum, or any Rules based upon the California Education Code or other statutes.
- 48. The Rules and Regulations of the Governing Board may be amended at any regular meeting, or any special meeting, when properly placed on the agenda and approved by three affirmative votes.

Historical Annotation:
12/7/79
Revised 6/28/89
Second Revision 6/27/90
Third Revision 6/30/93
Fourth Revision 9/27/95
Fifth Revision 7/21/99
Sixth Revision 5/29/02
Seventh Revision 4/28/04
Eighth Revision 5/30/07
Ninth Revision 02/27/08
Tenth Revision 12/8/10

Related Board Policies:
Authority: Board Policies 1008, 1010
Meetings of the Governing Board: Board Policies 1002, 1019
Student Representation: Board Policies 3021, 4001

Related Procedures:
Student Representation: Curriculum and Instruction Procedure 4001
Student Representation: Student Services Procedures 3008, 3011, 3029

Source-DGC Bylaws

III. REPRESENTATION AND MEMBERSHIP

A. MEMBERSHIP

1. The District Governance Council (DGC) shall have thirty three (33) members.

2. The following four constituencies will be represented by eight persons each:

- Faculty
- Classified Staff
- Managers/Supervisors
- Students

3. Additionally, any state approved Center will have one representative.

B. SELECTION OF DGC MEMBERS

1. Representatives will be selected by their constituencies according to their own procedures.

2. Contra Costa College, Diablo Valley College, Los Medanos College, and the District Office will be represented.

3. The representative from the state approved Center(s) may be any one of the four constituencies and is to be selected by the four constituency groups of the Center(s). The person chosen will be considered a member of his/her own constituency and will vote with that group.

C. LENGTH OF TERMS: MEMBERS, STEERING COMMITTEE, AND CHAIRPERSON

1. New DGC members of the four groups will be selected ~~by~~ during the month of ~~June~~ **May and they will begin their term of office in July** and ~~announced every year by each group at the July meeting of DGC.~~

- Membership is valid for at least one year.
- Designees are allowed.
- To preserve stability of the DGC membership, at least four (4) members of a constituent group should serve a minimum of two years continuously.
- Members are expected to attend meetings on a regular basis.

Constituencies will be requested to replace members who are absent for three (3) consecutive meetings or in excess of four (4) meetings per calendar year. Interim replacement of members on approved leave will be permitted by written notification to the DGC Chair.

2. The DGC Chair position, selected during the month of ~~June~~ **May** by the appropriate constituency group, rotates among the four groups of faculty, classified staff, management, and students. The order

of rotation has been determined by lottery. Classified staff (92-93), management, faculty, students, and so on. Due to the time and energy involved, students have the option to decline serving as DGC chair. If students exercise this option, the District will provide appropriate support and training. **The term of office for the chair begins in July.**

3. The Steering Committee consisting of one representative member from each group will plan the agenda. Steering Committee Members are selected by the constituent groups **during the month of May.** **The term of office for the speaker begins in July.** The DGC Chair also chairs the Steering Committee. The members of the Steering Committee are the speakers for their groups. (The Speaker of a constituent group is chosen as its representative to present the majority view of the constituent group at the DGC meetings. The Speaker's vote is the one counted for consensus purposes of the DGC. In the Speaker's absence, an alternate speaker may be designated as determined by the constituent group. The alternate must be a member of the DGC.)

District-Level
Governance and Decision Making Recommendations

- ✓ DGC to prepare summary "brief" of actions after meetings as well as what's coming up (on the horizon)
- ✓ Possibly all District level committees do a newsletter together (committees that report to DGC)
- ✓ Move to CCCConfer meetings (archived) but do quarterly face-to-face meetings
- ✓ Be efficient with time, hard start and stop
- ✓ Development of blogs and forum
- ✓ Possibly FSCC and DGC members be the same (if time is changed to 2:00-4:00pm)
- ✓ Present info on Governance to New Employee Orientation
- ✓ DGC to report at various college council meetings