

Edits recommended

BP 2010 Board Membership

Reference:

***Education Code Sections 72023, 72103; 72104;
ACCJC Accreditation Standard IV.C.6***

The Gavilan Joint Community College Board shall consist of seven (7) members elected by trustee area as defined in Board Policy 2100.

Any employee of the District may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the governing board shall, during the term for which he or she is elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

Any person who meets the criteria as described in the Education Code Section 72103 is eligible to be elected or appointed as a member of the Board.

NOTE: Attorney General (AG) Opinion 01-112 (8/3/01) clarified employment of a board member as a part-time or substitute instructor. Education Code Section 72103(b)(2) makes an exception for individuals who are usually employed in an occupation other than teaching and who are employed by the district to teach no more than one course per semester or quarter in the subject matter of the individual's occupation. The AG Opinion states that this exception applies only when the contract to teach has already been executed at the time of the election to the board.

Government Code Sections 1090 and 87100 and common law principles of conflict of interest prohibit such office-holding, and inclusion of this exception is not recommended.

Upon election to the Board of Trustees, new board members will go through an orientation process. Veteran board members can go through the orientation upon request.

New Board Member Orientation

General – Discussion with the Superintendent/President

1. Overview of California Community Colleges
 - a. Missions of California community colleges
 - b. California Community Colleges Board of Governors
 - c. State Chancellor's Office

- d. Education Code
 - e. California Code of Regulations Title 5
2. Role of the Board of Trustees
 - a. Policy setting body
 - b. Legal authority and responsibility to govern
 - c. Financial management
 - d. Hiring/Firing of CEO
 - e. College shared governance structure
 3. Conducting Board Meetings
 - a. The Brown Act
 - i. Open Session
 - ii. Closed Session
 4. Relationship Between Board and CEO
 5. Board Member Compensation and Benefits
 6. Involvement in Community and College Events
 7. Student Demographics
 8. Strategic Plan and Mission of the College
 9. Organizational Chart

Accreditation Process

1. Accreditation Standards
2. Team Members and development of self-study
3. Site visit

Financial Management

Reviewed and Approved by the Board of Trustees: January 12, 2016
Amended by the Board of Trustees: January 10, 2006
Amended by the Board of Trustees: February 8, 2005
Approved by the Board of Trustees: June 12, 2001

This policy was updated to add a note to remind districts of the new requirement in Government Code Section 54954.3 that if the District has a time limit for each public speaker, then double the amount of time must be provided to those speakers who use a translator.

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BP 2345 Public Participation at Board Meetings

Reference:

***Government Code Section 54954.3 and 54957.5;
Education Code 72121.5***

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

- There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the College/President of the Board that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

The District places a limit on the amount of time allocated for each individual speaker per BP 2350 Speakers. The District will provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the Board unless simultaneous translation equipment is used to allow the body to hear the translated public testimony simultaneously.

- Members of the public may place items on the prepared agenda in accordance with Board Policy 2340.

A written summary of the item must be submitted to the President of the College at least two weeks prior to the board meeting to assure compliance with the Brown Act. The initiator must sign the summary; contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the Office of the President no later than five (5) working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

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Approved by the Board of Trustees: June 12, 2001
Amended by the Board of Trustees: October 11, 2005
Amended by the Board of Trustees: October 9, 2012
Reviewed and Approved by the Board of Trustees: June 12, 2016
Amended by the Board of Trustees: _____

This policy was updated to add a note to remind districts of the new requirement in Government Code Section 54954.3 that if the District has a time limit for each public speaker, then double the amount of time must be provided to those speakers who use a translator.

BP 2350 Speakers

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Updated to reflect changes enacted by AB1887.

BP 2735 Board Member Travel

Reference:

Education Code Section 72423

[Government Code Section 11139.8](#)

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board.

See Administrative Procedure #2735

[NOTE: Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community Colleges Chancellor's Office has indicated it will not approve requests from local community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism. Thus, districts should consult with legal counsel in implementing Government Code Section 11139.8.](#)

Approved by the Board of Trustees: June 12, 2001
Reviewed and Approved by the Board of Trustees: June 14, 2016
[Reviewed and Approved by the Board of Trustees:](#)

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AP 2735 Board Member Travel

Reference:

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The procedure to be developed is **pending**.

- Process for submitting expense claims.
- Approval process, if any.
- Expectations for board member travel and conference attendance, if any.
- [Criteria and limits on travel and conference attendance, if any.](#)
- [Any limits on travel under Government Code Section 11139.8.](#)

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Approved by the Board of Trustees: June 12, 2001
Reviewed and Amended by the Board of Trustees: _____