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Board of Trustees

**BP 2735 BOARD MEMBER TRAVEL**

**References:**

Education Code Section 72423  
Government Code Section 11139.8

**Members of the Board of Trustees**

Members of the Board and Student Trustees shall have conference expenses paid whenever they travel as representatives of and perform services directed by the Board (Education Code Section 72423). Board Members will give a report to the Board on sessions which they attend.

Conference expense claim forms, signed by the Board Member, shall be submitted to the Chancellor's Office for reimbursement no later than 30 days upon returning from the trip.

Travel accommodations for accompanying partners are the responsibility of the Board Member. The District is responsible only for accommodations and reservations for the Board Member. Should the Board Member take an accompanying partner, these fees must be paid in advance.

**Airline Travel:**

Reservations for travel, when possible, are to be made sufficiently in advance to ensure the lowest rate available. Should Board Members request a higher rate, they must pay the difference.

**Hotel Accommodations:**

The most economical room available must be used. Should Board Members request an upgrade or higher rate, they must pay the difference.

**Student Trustees**

Student Trustees may be approved to attend conferences and meetings that demonstrate a direct relationship to their role as Student Trustee of the District (i.e. a similar type of conference that any other trustee would attend). If the conference or

meeting is a student-type conference, the Student Trustee would have to demonstrate that they would benefit from the conference or meeting in their contribution as a Student Trustee to the District.

Requests for travel need prior approval from the Chancellor. Travel to states restricted under Government Code 11139.8 may not be approved in the absence of exceptional circumstances.

If granted approval, in order to maximize funds, expenditures would be limited to \$1,500 per year per Student Trustee, provided funds are available within the approved Board Conference Allowance.

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**Adopted:** 4/16/2013; Edited 11/20/17

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Board of Trustees

**BP 2740 BOARD EDUCATION**

**Reference:**

ACCJC Accreditation Standard IV.C.9  
~~Accreditation Standard IV.B.1.f~~

The Board of Trustees is committed to its ongoing development as a governing board and to a trustee education program that includes new-trustee and student trustee orientation.

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

Newly elected or appointed trustees and student trustees will be provided an orientation.

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**Adopted:** April 16, 2013

*(This new policy replaces CLPCCD Policy 7054)*

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Board of Trustees

AP 2740 BOARD EDUCATION

Reference:

ACCJC Accreditation Standard IV.C.9  
~~Accreditation Standard IV.B.1.f~~

**A. Procedures for the Orientation for Newly Elected Trustees**

Becoming a member of a governing board for community colleges is an exciting and challenging responsibility. The Chancellor and the Board President or their designee will be responsible for the orientation of new Board of Trustees members. A thorough orientation and education is essential to the success of a new trustee to provide not only knowledge about their policy roles and responsibilities, but also the history, programs, and culture of the colleges they will govern. In order to educate new trustees, the following process has been developed.

Once the election is held, the orientation will make an important distinction between orientation to the role and responsibilities of trustee and an orientation to the colleges. Since the needs of each new trustee may vary, the Chancellor may tailor the orientation accordingly.

**B. Prior to the Election**

The Chancellor will, upon learning that someone has filed for election or is seeking appointment to the Board, will send an information packet to all candidates that will include:

1. General information about the district/colleges.
2. Information about the roles and responsibilities of governing boards and trustees.
3. Board policy statements about Board operations.

In addition, all candidates will be invited to one or more of the following:

1. A candidate-information forum about the district/colleges.
2. Individual or group meetings with the Chancellor, College Presidents and Board President or designee.
3. A tour of all district/college sites.



4. Invitation to a Board meeting held prior to the election to observe and be introduced.

All candidates, including incumbents, will be treated equally.

### **C. Post-Election Orientation for New Trustee(s)**

1. Trustee role and responsibilities.
2. The President of the Board and Chancellor will:
  - a. Arrange for new trustee(s) to attend the Community College League of California Trustee Orientation Workshop and Legislative Conference in Sacramento and/or national association orientations and workshops on trusteeship. (American Association of Community Colleges)
  - b. Review the CCLC Trustee Handbook –carefully read the sections on governing board responsibilities and effective trusteeship.
  - c. Provide hard copy and review the board policy manual.
  - d. Review the Board's policies on the governing board, particularly the code of ethics or standards of practice for the Board.
  - e. Discuss the legal and ethical constraints on trustees, including open meeting provisions, confidentiality, and conflicts of interest.
  - f. Discuss the difference between policy making and micromanaging.
  - g. Review the laws, including the Brown Act, that apply to governing boards in California, in particular, Education Code Section §70902—Board of Trustees, Governing Board Responsibilities and Function.
  - h. Review trustee role in community relations as representatives of the district/colleges.
3. Orientation to the Colleges  
The Chancellor will arrange for tours of each College to be conducted by the College President who will:
  - a. Provide institutional characteristics
  - b. Review the catalog, accreditation self-study and team reports, other key planning documents, and provide existing printed materials.
  - c. Provide briefings on administrative structure, academic structure, programs and priorities, physical plant priorities, and college planning processes
  - d. Provide information about the history of the College and the importance of attendance at major District events such as convocations, opening days, and graduations.
  - e. Explain and discuss collegial governance and how it works.

- f. Arrange for the trustee to talk with key leaders about programs and services offered by the College and provide an opportunity to meet informally with faculty, staff, students, and administrators.
- g. Review the role of the Academic Senate, Classified Senate, and the Associated Student Council
- h. Additional Areas to be Covered
  - a. Review the role of the President in relation to the Chancellor and the Board.
  - b. Review compensation of Board of Trustees.

**D. Student Trustee Orientation**

1. Within the first two weeks of being appointed, the student trustee shall arrange to meet with the Director of Student Activities and the outgoing student trustee who will update the new student trustee on any outstanding business.
2. The Chancellor and the Board President will mutually agree on a trustee mentor who will be available to the student trustee throughout the year.
3. The Chancellor or his/her designee will be responsible for familiarizing the student trustee with administrative policies and procedures, understanding of Board structure, general operational principles of the Board, as well as the student trustee's rights, responsibilities, and privileges.
4. The Chancellor or his/her designee will schedule regular meetings with the student trustee to review the Board agenda.
5. The student trustee should attend the Community College League of California student trustee orientation or a similar activity.

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**Approved:** March 19, 2013

*(This new procedure replaces current CLPCCD Administrative Rules and Procedures 7054)*

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Board of Trustees

**BP 2745 BOARD SELF-EVALUATION**

**Reference:**

~~Accreditation Standard IV.B.1.e & g~~  
ACCJC Accreditation Standard IV.C.10

The Board is committed to assessing its own performance as a Board in order to identify its strength and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

- A committee of the Board shall be appointed annually to determine the instrument or process to be used in Board Self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board Policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.
- The process for evaluation shall be recommended to and approved by the Board.
- If an instrument is used, all Board Members will be asked to complete the evaluation instrument and submit them to the Board President.
- A summary of the evaluations will be presented and discussed at a Board Session. The results will be used to identify accomplishments in the past year and goals for the following year.

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**Adopted:** April 16, 2013

*(This new policy replaces CLPGCD Policy 7052)*



**Board of Trustees**

**BP 2750 BOARD MEMBER ABSENCE FROM THE STATE**

**Reference:**

Government Code Section 1064

No member of the Board of Trustees shall be absent from the state for more than 60 days, except in any of the following situations:

- Upon business of the District with the approval of the Board.
- With the consent of the Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.
- For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.
- The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.



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**Adopted:** April 16, 2013

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*(This is a new policy recommended by the Policy and Procedure Service)*