



## INSTITUTIONAL EFFECTIVENESS COUNCIL

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Thursday, November 7, 2013  
1:00-3:00 p.m.  
Board Room

### **AGENDA Overflow Meeting**

- I. **Call to Order**
  - A. College Update  
*This is an opportunity for Council members and/or administrators to update the Council on changes in issues of importance to the Council since its last meeting. Items requiring discussion must be placed on the agenda prior to the meeting.*
- II. **Consent Agenda**
  - A. Minutes – October 3, 2013 - Overflow Meeting
- III. **Reports & First Readings**
  - A. Spring 2013 Governance Council Self-Evaluation results (McVean)
  - B. South Bay Regional Public Safety Training Consortium (The Academy)  
JPA Update (Murillo)
  - C. Update of Subcommittee/Task Force for Mission Statement (McVean)
- IV. **Action Items**
  - A. Approval of Revisions to Current Board Policy and New Board Policies  
(Second Reading)
  - B. Approval of Master Planning Calendar (Second Reading)
- V. **Standing Reports**
  - A. Vice President of Academic Affairs and Student Services
  - B. Vice President of Administrative Services
  - C. Superintendent/President
  - D. Review Board of Trustees Agenda
- VI. **Next Meeting Date:** December 5, 2013 ~ 1:00–3:00 p.m., Board Room
- VII. **Adjournment**

LAKE TAHOE COMMUNITY COLLEGE

INSTITUTIONAL EFFECTIVENESS COUNCIL

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Thursday, October 3, 2013

1:00-3:00 p.m.

Board Room

**MINUTES**  
**Overflow Meeting**

- PRESENT:** Jeff DeFranco, Dr. Tom Greene, Tim Johnson, Aaron McVean, Shelley Hansen, Mark Williams, Dr. Jon Kingsbury
- ABSENT** Arturo Rangel
- STAFF:** Julie Booth, Peter Bostic, Virginia Boyar, Sue Saia-Gochis, Dr. Kindred Murillo
- GUESTS:** None
- Call to Order** Dr. Jon Kingsbury called the meeting to order at 1:12 p.m.
- College Updates** Aaron McVean noted there are two post 2020 visioning session meetings scheduled in the Aspen room on Oct. 4<sup>th</sup> from 1:00 - 2:00 p.m. in room A106, and Oct. 16<sup>th</sup> from 3:00 – 4:00 p.m. Aaron encouraged those who were unable to attend the visioning session, to attend one of these meetings.
- Dr. Jon Kingsbury reported the Associated Student Council has elected Alicia Agnew and Hannah Wheelen as the two student representatives for the IEC. Additionally there is still one classified staff member still to be assigned and Mark Williams is the final faculty member representing the IEC this year.
- Consent Agenda** Passed unanimously by general consensus to approve the consent agenda as presented.
- Minutes – September 5, 2013 Overflow Meeting  
(Attachment A)

**First Readings and Information**

- Board Policy and Regulations Migration to a New Numbering System** Dr. Murillo noted staff is working to identify options for implementing and reclassifying policies and administrative procedures (regulation) to remain in compliance with accreditation standards. The California Community College League provides a service for community colleges that have a standardized numbering system for all board policies and procedures and recommends migrating to this new system as board policies are updated.

**UNADOPTED MINUTES**

The council agreed this would be a good way to increase transparency and update some outdated policies and procedures.

**Revisions to Current Board Policies and New Board Policies (First Reading)**

Dr. Kindred Murillo reviewed the drafts of each revised and new board policy specific to three main categories: 1. student membership, 2. agendas, and 3. code of ethics/standards of practice and Board self-evaluation. Dr. Murillo asked the council to send any edits or suggestions of these policies to the President's office. These revisions will be discussed at the next Associated Student Council meeting and will go before the Board of Trustees for a first reading.

**Master Planning Calendar (First Reading)**

Aaron McVean provided the council with the Annual Agenda 2013/14 document and a Master Planning Calendar for 2013/14. Mr. McVean reviewed the major timelines that will of focus for the next fiscal year and noted the next annual strategic planning session will soon be scheduled. The midterm review for accreditation will be taking place this year, and these calendars will play a role in guiding the college through the different processes.

It was also noted the first reading for the 2014/15 budget will be moved to June.

**Action Items**

***Establish Subcommittee/Task Force for Mission Statement Review***

Passed unanimously by general consensus to establish a subcommittee/task force for the Mission Statement review as presented.

Dr. Murillo noted a committee is needed to review the District's mission statement in coordination with the strategic plan, strategic indicators, logo, vision, and branding of the college. Since this group should include a significant number of faculty, Dr. Murillo encouraged discussion in an effort to identify membership. Dr. Jon Kingsbury suggested utilizing the Academic Senate as a starting point to encourage faculty participation.

Aaron McVean, Shelley Hansen, Mark Williams and Dr. Kingsbury volunteered to serve on the task force. Dr. Kingsbury and the student representatives will bring the names of the final membership to the next meeting. This item will be moving forward in late February early March.

The IEC agreed to have 6 members which include:

- 3 Faculty
- 1 Student
- 1 Confidential/Classified
- 1 Director

**Standing Reports**

**VPAASS**

The college is up 2.5% in enrollment from last year. Additional courses have been included in the winter and spring schedule, and staff is looking forward to finalizing fall enrollments following late start courses in the upcoming weeks.

**UNADOPTED MINUTES**

<b>VPAS</b>	None
<b>Superintendent/ President Report</b>	Full time equivalency is down and additional budget reductions will soon be identified. Colleges across the nation are also experiencing low enrollments. The District was able to sustain the budget and many courses over the last two years, however the Superintendent/President and the Vice President will be working to identify workload and budget reductions in the coming weeks.
<b>Board of Trustees Agenda</b>	<p>The Board of Trustees will hold their next regular meeting on Tuesday, Oct. 8<sup>th</sup> at 6:15 p.m. in the Board room.</p> <p>Closed session includes the quarterly review of the Superintendent/President's goals and objectives, conference will labor negotiators for all meet and confer and bargaining units, and the acceptance of resignations from Susan Walter and Peter Bostic.</p> <p>Open session items include welcoming the newest full time faculty member, Albert Ponce, an update from Sal Lopes regarding the Latino Affairs Committee, and a professional development report from Mike Spina. Following general the consent agenda, action items include the approval of an agreement with AP Architects, a deed restriction with CalTrans, an MOU for the California Energy Commission, amending the agreement with Integral Networks, a resolution for the reimbursement for expenditures should the college go out for a general obligation bond, and the final approval of the Board's goals, tasks and evaluation.</p>
<b>Next Meeting Date</b>	The next IEC meeting is scheduled on Thursday, November 7, 2013 from 1:00-3:00 p.m. in the Board Room.
<b>Adjournment</b>	Dr. Jon Kingsbury adjourned the meeting at 2:25 p.m.
Attachment:	Julie Booth, Secretary
APPROVED:	

UNADOPTED MINUTES

**INSTITUTIONAL EFFECTIVENESS COUNCIL**  
**LAKE TAHOE COMMUNITY COLLEGE DISTRICT**

**AGENDA ITEM REQUEST**

REPORTS & FIRST READINGS

CONSENT

ACTION ITEMS

**FROM:** Aaron McVean

**SUBJECT:** Spring 2013 Governance Council Self-Evaluation Results

**Description of Item:**

At the conclusion of the 2012/13 spring quarter all the major councils in the College’s revamped governance structure participated in a self-evaluation as part of their commitment to continuous improvement and institutional effectiveness. The results of this evaluation will be shared and discussed in order to identify areas for improvement as the IEC enters its second year of existence.

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APPROVED for November 7, 2013 meeting

**SIGNED:** \_\_\_\_\_  
IEC Chair

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
Superintendent/President

**DATE:** \_\_\_\_\_

## LTCC GOVERNANCE COUNCIL SELF-EVALUATION 2012-13

### OVERVIEW

Lake Tahoe Community College (LTCC) instituted a revised governance structure during the 2012-13 academic year. As part of this revision, the primary governance councils also implemented consensus-based decision-making as the method by which meetings were conducted. These include:

1. Institutional Effectiveness Council (IEC)
2. Budget Council
3. Facilities Council
4. Technology Council
5. College Learning Council (CLC)

As part of their ongoing commitment to institutional effectiveness and continuous improvement, the governance councils participated in a self-evaluation that focused on three key areas: Consensus Decision-Making, Intra-Council Communication, and Inter-Council Communication. Additionally, the overall performance of each council was assessed. The results of this self-evaluation for each Council are presented and discussed below.

### CONSENSUS DECISION-MAKING

Consistently across the councils, the implementation of consensus decision-making was seen as generally successful with room for improvement. With additional years of practice and a continued adherence to the principles of consensus it is expected that councils will increase their understanding, utilization, and the effectiveness of this new model, as assessed on the questions below.

		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q1. How would you rate your understanding of the principles of consensus decision-making utilized by this Council?</b>	Very Good	4	4	3	3	6	20
		66.7%	57.1%	60.0%	60.0%	60.0%	60.6%
	Good	2	3	2	2	4	13
		33.3%	42.9%	40.0%	40.0%	40.0%	39.4%
	Poor	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Very Poor	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Total	6	7	5	5	10	33
		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q2. To what extent has this Council adhered to the principles of consensus decision-making as you understand them?</b>	Always	4	5	4	1	5	19
		66.7%	71.4%	80.0%	20.0%	50.0%	57.6%
	Very Often	0	2	1	3	4	10
		0.0%	28.6%	20.0%	60.0%	40.0%	30.3%
	Occasionally	2	0	0	1	1	4
		33.3%	0.0%	0.0%	20.0%	10.0%	12.1%
	Never	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	6	7	5	5	10	33	
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q3. How effective has the consensus decision-making process been, from your perspective, in facilitating dialogue that leads to better engagement and decisions?</b>	Very Effective	2	4	1	0	2	9
		33.3%	57.1%	20.0%	0.0%	20.0%	27.3%
	Effective	3	3	4	5	8	23
		50.0%	42.9%	80.0%	100.0%	80.0%	69.7%
	Ineffective	1	0	0	0	0	1
		16.7%	0.0%	0.0%	0.0%	0.0%	3.0%
	Very Ineffective	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	6	7	5	5	10	33	
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q4. Overall, how well has the consensus decision-making process been working in this council this year?</b>	Very Near to the ideal	2	4	1	1	2	10
		33.3%	57.1%	20.0%	20.0%	20.0%	30.3%
	Near the ideal	4	3	4	4	8	23
		66.7%	42.9%	80.0%	80.0%	80.0%	69.7%
	Far from the ideal	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Very Far from the ideal	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	6	7	5	5	10	33	
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	

INTRA-COUNCIL COMMUNICATION

Dialogue and discussion is at the heart of consensus decision-making. Results on the questions below suggest additional efforts should be made to further promote dialogue within the councils, specifically by allowing enough time on each agenda.

		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q5. Would you agree or disagree that the level of dialogue within this Council has been sufficient?</b>	Strongly Agree	2	2	2	0	6	12
		33.3%	28.6%	40.0%	0.0%	60.0%	36.4%
	Agree	2	5	3	5	4	19
		33.3%	71.4%	60.0%	100.0%	40.0%	57.6%
	Disagree	2	0	0	0	0	2
		33.3%	0.0%	0.0%	0.0%	0.0%	6.1%
	Strongly Disagree	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	6	7	5	5	10	33	
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q6. Would you agree or disagree that issues brought before this Council over the past academic year were afforded enough time for discussion?</b>	Strongly Agree	3	3	3	1	4	14
		50.0%	42.9%	60.0%	20.0%	40.0%	42.4%
	Agree	3	4	2	4	6	19
		50.0%	57.1%	40.0%	80.0%	60.0%	57.6%
	Disagree	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Strongly Disagree	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	6	7	5	5	10	33	
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	

		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q7. How often, if ever, did you feel like issues were rushed through the Council without being given the appropriate amount of time for review?</b>	Often	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Sometimes	2	1	1	2	3	9
		33.3%	14.3%	20.0%	40.0%	30.0%	27.3%
	Rarely	2	4	3	3	3	15
		33.3%	57.1%	60.0%	60.0%	30.0%	45.5%
	Never	2	2	1	0	4	9
		33.3%	28.6%	20.0%	0.0%	40.0%	27.3%
Total	6	7	5	5	10	33	
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	

## INTER-COUNCIL COMMUNICATION

As suggested by the results below, additional efforts need to be devoted to improving the understanding of the process for communication between the councils within the governance structure. For the first year of implementation, these results are not necessarily surprising. At the same time this is an area in need of improvement.

		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q8. How would you rate your understanding of the process for inter-council communication on issues that are discussed in more than one Council?</b>	Often	1	1	0	1	1	4
		16.7%	14.3%	0.0%	20.0%	10.0%	12.5%
	Sometimes	3	4	2	4	6	19
		50.0%	57.1%	50.0%	80.0%	60.0%	59.4%
	Rarely	2	2	2	0	3	9
		33.3%	28.6%	50.0%	0.0%	30.0%	28.1%
	Never	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	6	7	4	5	10	32	
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	

		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q9. Would you agree or disagree that this Council has made sufficient effort to communicate on issues that are discussed in other governance councils?</b>	Strongly Agree	1	2	0	0	0	3
		16.7%	28.6%	0.0%	0.0%	0.0%	9.4%
	Agree	3	3	4	4	9	23
		50.0%	42.9%	100.0%	80.0%	90.0%	71.9%
	Disagree	2	2	0	1	1	6
		33.3%	28.6%	0.0%	20.0%	10.0%	18.8%
	Strongly Disagree	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	6	7	4	5	10	32	
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	

## OVERALL

Opinions were generally positive across the councils with regard to the overall performance of the council in relation to its specific charge as part of the governance structure at LTCC. Additional years of implementation will be needed to allow each council to establish a clear purpose. As more issues are brought to the governance councils, and sufficient time is devoted to dialogue, that purpose should solidify in the minds of the council members as well as the College as a whole.

		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q10. Overall, how is the Council's understanding of its purpose as part of the governance structure at LTCC?</b>	Very Near to the ideal	1	2	1	0	3	7
		16.7%	28.6%	25.0%	0.0%	30.0%	21.9%
	Near the ideal	4	5	3	5	6	23
		66.7%	71.4%	75.0%	100.0%	60.0%	71.9%
	Far from the ideal	1	0	0	0	1	2
		16.7%	0.0%	0.0%	0.0%	10.0%	6.3%
	Very Far from the ideal	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	6	7	4	5	10	32	
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	

		Institutional Effectiveness Council (IEC)	Budget Council	Facilities Council	Technology Council	College Learning Council (CLC)	Total
<b>Q11. Overall, how has the Council performed with regard to adhering to its charge, as stated in the bylaws?</b>	Very Near to the ideal	3	2	0	1	3	9
		50.0%	28.6%	0.0%	20.0%	30.0%	28.1%
	Near the ideal	2	5	3	4	6	20
		33.3%	71.4%	75.0%	80.0%	60.0%	62.5%
	Far from the ideal	1	0	1	0	1	3
		16.7%	0.0%	25.0%	0.0%	10.0%	9.4%
	Very Far from the ideal	0	0	0	0	0	0
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Total	6	7	4	5	10	32
		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

## SUMMARY

The first year of the implementation of both a revised governance structure and consensus decision-making process at LTCC was generally successful as viewed by the council members who responded to this self-evaluation. Improvements can be made in each area, particularly in the understanding of the process for inter-council communication, but also in the time allotted for and devoted to intra-council dialogue. The results of this self-evaluation will be used to guide the evolution of the governance structure in the 2013-14 academic year, with subsequent evaluation at the end of the spring quarter.

**INSTITUTIONAL EFFECTIVENESS COUNCIL**  
**LAKE TAHOE COMMUNITY COLLEGE DISTRICT**

**AGENDA ITEM REQUEST**

REPORTS & FIRST READINGS

CONSENT

ACTION ITEMS

**FROM:** Kindred Murillo

**SUBJECT:** South Bay Regional Public Safety Training Consortium (The Academy) Update

**Description of Item:**

The Lake Tahoe Community College District (LTCC) is working on a memorandum of understanding (MOU) with the South Regional Public Safety Training Consortium (The Academy). Recently Lake Tahoe Community College (LTCC) was invited to join the consortium. The Academy is a consortium of 8-10 community colleges that provides high quality, cost-effective public safety training to approximately 1,900 full-time equivalent students (FTES) each year from more than 70 city and county agencies. The mission of the Academy is to deliver the highest quality training in the most cost-efficient manner to public safety professionals.

The Academy offers a variety of courses in the major public safety disciplines of police, fire, dispatch, corrections probation, juvenile officer, and emergency medical technician (EMT). The Academy was created in 1994 by Evergreen Valley and Gavilan Colleges through a California Community Colleges Chancellor’s Office Grant.

Joining The Academy comes at a perfect time for LTCC as college leaders have organized a series of Public Safety Training planning meetings, which include community leaders from the basin such as fire, search and rescue, wilderness, allied health, criminal justice, and the city of South Lake Tahoe. Public safety training is consistent with the needs of the local community, and LTCC is working to consolidate its current programs at the college site through a Regional Public Safety Training Facility.

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APPROVED for November 7, 2013 meeting

**SIGNED:** \_\_\_\_\_  
IEC Chair

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
Superintendent/President

**DATE:** \_\_\_\_\_

**INSTITUTIONAL **EFFECTIVENESS **COUNCIL**  
LAKE TAHOE COMMUNITY COLLEGE DISTRICT****

**AGENDA ITEM REQUEST**

REPORTS & FIRST READINGS

CONSENT

ACTION ITEMS

**FROM:** Jon Kingsbury/Aaron McVean

**SUBJECT:** Update of Subcommittee/Task Force for Mission Statement

**Description of Item:**

At the last IEC Meeting, action was taken to establish a Task Force to review and revise the mission statement of LTCC. The membership is being finalized and an initial meeting is scheduled for November 22, 2013.

Committee Membership will include:

3 Faculty

1 Classified/Confidential

1 Administrator/Director

1 Student

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APPROVED for November 7, 2013 meeting

**SIGNED:** \_\_\_\_\_  
IEC Chair

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
Superintendent/President

**DATE:** \_\_\_\_\_

**INSTITUTIONAL EFFECTIVENESS COUNCIL**  
**LAKE TAHOE COMMUNITY COLLEGE DISTRICT**

**AGENDA ITEM REQUEST**

REPORTS & FIRST READINGS

CONSENT

ACTION ITEMS

**FROM:** Kindred Murillo

**SUBJECT:** Approval of Revisions to Current Board Policies and New Board Policies (Second Reading)

**Description of Item:** At the August 23, 2013 Board Retreat, the Board of Trustees (Board) directed staff to move to the recommended CCLC numbering system and to start updating Board Policies and existing regulations. The Board requested the following policies are addressed first. Staff is recommending the Board adopt a Board Evaluation policy to comply with accreditation standards.

**Additional Background Information to assist the IEC to understand the request:**

The attached draft of existing Board Policies (BP) are included for your review:

**Existing Policy**

**New or Revised Policy**

LTCC BP 1.05 B  
 LTCC BP 1.02 B & D  
 LTCC BP 1.10 C &  
 (Regulation 1.10 C)  
 LTCC BP 1.11 A  
 LTCC BP 1.09  
 LTCC BP 1.06 B3  
 LTCC BP 1.06 &  
 (No LTCC Policy or Regulation)

BP 2015 – Student Member  
 BP 2105 – Election of Student Member  
 BP 2340 – Agendas  
  
 BP 2345 – Public Participation at Board Meetings  
 BP 2350 – Speakers  
 BP 2355 – Decorum  
 BP 2715 – Code of Ethics/Standards of Practice  
 BP 2745 – Board Self-Evaluation  
 (Regulation1.04A as reference)

APPROVED for November 7, 2013 meeting

**SIGNED:** \_\_\_\_\_  
 IEC Chair

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
 Superintendent/President

**DATE:** \_\_\_\_\_

## **BP 2015 – Student Member**

Reference:

*Education Code Section 72023.5*

The Board shall include one (1) non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of eight (8) quarter units in the District at the time of nomination and throughout the term of service. The student shall maintain at least a 2.0 cumulative GPA.

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

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance. Note: The Board of Trustees do not see monetary compensation. \*See BP 2725;
- The privilege to serve a term commencing on May 15.

(\*Note: BP 2725 - Board Member Compensation, would be included for consideration of approval in conjunction with this policy.)

## Court Opinions

[US Supreme Court](#)  
[US Tax Court](#)  
[Board of Patent Appeals](#)

## State Laws

[Alabama](#)  
[Arizona](#)  
[California](#)  
[Florida](#)  
[Georgia](#)  
[Illinois](#)  
[Indiana](#)  
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[Washington](#)

## US Code

[1 USC - General Provisions](#)  
[2 USC - The Congress](#)  
[3 USC - The President](#)  
[4 USC - Flag and Seal](#)  
[5 USC - Gov't Organization](#)  
[6 USC - Domestic Security](#)  
[7 USC - Agriculture](#)  
[8 USC - Aliens and Nationality](#)  
[9 USC - Arbitration](#)  
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# California Education Code Section 72023.5

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72023.5. (a) (1) The governing board of each community college district shall order the inclusion within the membership of the governing board, in addition to the number of members otherwise prescribed, of one or more nonvoting students. These students shall have the right to attend each and all meetings of the governing board, except that student members shall not have the right, or be afforded the opportunity, to attend executive sessions of the governing board.

(2) The students selected to serve on the governing board, shall be enrolled in a community college of the district and shall be chosen, and shall be recalled, by the students enrolled in the community colleges of the district in accordance with procedures prescribed by the governing board. A student member shall be required throughout the term of his or her appointment to be enrolled in a community college of the district for at least five semester units, or its equivalent, and shall meet and maintain the minimum standards of scholarship for community college students prescribed by the community college district. The term of the student members shall be one year commencing on June 1 of each year.

(3) The nonvoting student members appointed pursuant to this section shall be entitled to mileage allowance to the same extent as regular members, but are not entitled to the compensation prescribed by Section 72425.

(4) A nonvoting student member shall be seated with the members of the governing board and shall be recognized as a full member of the board at the meetings, including receiving all materials

14 USC - Coast Guard  
15 USC - Commerce and Trade  
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28 USC - Judiciary  
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30 USC - Mineral Lands  
31 USC - Money and Finance  
32 USC - National Guard  
33 USC - Navigation  
34 USC - Navy (repealed)  
35 USC - Patents  
36 USC - Patriotic Societies  
37 USC - Uniformed Services  
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39 USC - Postal Service  
40 USC - Public Property  
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42 USC - Public Health  
43 USC - Public Lands  
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45 USC - Railroads  
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presented to the board members and participating in the questioning of witnesses and the discussion of issues.

(5) A nonvoting student member shall not be included in determining the vote required to carry any measure before the board.

(6) A nonvoting student member shall not be liable for any acts of the governing board.

(b) Notwithstanding subdivision (a), the nonvoting student member or members selected to serve on the governing board of a community college district pursuant to subdivision (a) may do any of the following:

(1) Make and second motions at the discretion of the governing board.

(2) Attend closed sessions, other than closed sessions on personnel matters or collective bargaining matters, at the discretion of the governing board.

(3) Receive compensation, at the discretion of the governing board, up to the amount prescribed by Section 72425.

(4) Serve a term of one year commencing on May 15 of each year, at the discretion of the governing board.

(c) It is the intent of the Legislature that any decision or action, including any contract entered into pursuant thereto, upon the motion or second of a motion of a student member, shall be fully legal and enforceable against the district or any party thereto.

(d) The governing board of each community college district that affords the student member or members of the board any of the privileges enumerated in subdivision (b) shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

(e) If a state court finds this section is unlawful, the court may order, as equitable relief, that the administering entity that is

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the subject of the lawsuit terminate any waiver awarded under this statute or provision, but no money damages, tuition refund or waiver, or other retroactive relief may be awarded. In any action in which the court finds this section is unlawful, the California Community Colleges are immune from the imposition of any award of money damages, tuition refund or waiver, or other retroactive relief.

### **Section:**

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*Last modified: February 22, 2013*

## **1.05 Duties and Responsibilities of the Board**

### **A. Publicly Elected Board Member**

The duties of the publicly elected Board members will be as follows:

- § 1. To select and appoint the Superintendent/President of the District
- § 2. To evaluate the performance of the Superintendent/President annually and to set objectives to be achieved based on the needs of the College
3. To determine the policies which will govern the operation of the District and to review them periodically
4. To consider and act upon the curricular offerings of the College upon the recommendation of the Superintendent/President
5. To require and consider reports from the Superintendent/President concerning the program and condition of the College
6. To act upon the recommendations of the Superintendent/President pertaining to the appointment or dismissal of District employees
7. To fix the rate of compensation of all employees and to review all salary schedules annually
8. To review and adopt the annual budget
9. To approve the expenditure of all funds
10. To provide for and approve current and long-term academic plans and programs
11. To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursement of District funds and those of student organizations, and other funds under the supervision of the District
12. To provide for the annual audit of all funds of the District, student organizations, and other funds under the supervision of the District
13. To consider and act upon the annual calendar
14. To act upon the recommendation of the Superintendent/President on site and plant development, major capital outlay items and maintenance of buildings, grounds and equipment

15. To consider communications and requests from citizens or organizations on matters of policy and administration
16. To establish *ad hoc* citizen advisory committees and curricular or vocational advisory committees and to appoint the members of such committees
17. To serve as a final appeal for students, employees and citizens of the Lake Tahoe Community College District. The Board will serve in its appellate role for students and employees of the College only after a decision on the matter in contention has been made by administrative action and then upon the basis of a request for reconsideration of the matter by the Board. Appeals by citizens of the District may be made to the Board
18. To notify the President or Secretary of the Board when a member will be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as is possible
19. To assure that equal employment opportunities policies are implemented and resources allocated to implement College procedures
20. To assure that no discrimination occurs in all employment practices
21. To review equal employment opportunities results as they relate to the College's Staff Diversity/Affirmative Action Plan
22. To evaluate the performance and effectiveness of the Board of Trustees annually and to set objectives to be achieved based on the needs of the College.

B. Duties and Limitations of the Student Board Member

1. The student Board member is prohibited by law from voting.
2. The student Board member may make and second motions.
3. The student Board member is prohibited from attending closed session.

## **BP 2105 – Election of Student Member**

The student member shall be chosen by the students enrolled in the district as follows:

The student member shall be elected by all the students of the student body in a general election held for that purpose. Normally an election will be held in the Spring quarter so that the office is filled by June 1.

Special elections shall be held if the office becomes vacant by reason of the resignation or disqualification of an elected student member, or by any other reasons. Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the President.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the President.

## 1.02 Organization of the Board

### A. Membership

The Board consists of six members: five voting members elected at large and one non-voting student member elected by the students.

### B. Public Election of Board Members and Election of Student Board Member

#### 1. Method and Time

- a. Five Board members are elected at large by qualified electors of the District. Regular Board member elections are held on the first Tuesday after the first Monday in November of each odd-numbered year. Special elections are held as required by and in accordance with provisions of the *Education Code*. The terms of trustees shall be staggered so that as nearly as practicable one-half of the trustees shall be elected in each odd-numbered year.
- b. The student Board member shall meet the eligibility requirements of section 1.02 D. below and shall be elected by the students in a general election of all students held during the Spring Quarter of each year.

#### 2. Determination of Winner in Case of Tie Vote

In the event of a tie in a Governing Board member election, the winner of the election shall be determined by lot. The procedures shall be as follows:

The President of the Board shall notify each candidate who has received the tie vote to appear before the Board either personally or by a representative at a time and place as determined by the Board.

The Board shall, at that time and place, determine the winner by lot in the following manner:

- a. Each candidate's name will be printed on an identical 3" by 5" card and placed in a container by the Board Clerk (or another member of the Board designated by the President if the Clerk is one of the tie candidates).
- b. The President of the Board (or another member designated by the President if the President is one of the tie candidates) shall draw a card from the container. The candidate listed on the first card drawn shall be declared the winner of the election and the Clerk of the Board shall certify the results.

#### 3. Payment of Costs

It shall be the responsibility of each candidate to pay the total pro rata costs incurred for the preparation or distribution of all campaign materials including, but not limited to, written statements which may accompany the voters' sample ballots and all other supplementary campaign materials which may be distributed to voters.

C. Term of Office

Except as specified in the initial election and as provided in the *Education Code* to replace vacancies, elected Board members shall serve four-year terms (December to December). The student Board member shall serve a one-year term commencing on June 1.

D. Eligibility

Eligibility to serve on the Board is established in the *Education Code*. In general, the provisions are:

- Elected Board members:
- resident of the District
  - at least 18 years of age
  - registered to vote

- Student Board members:
- resident of California
  - a student enrolled for a minimum of eight (8) units per quarter, summer session excluded
  - 2.0 GPA both quarterly and cumulatively
  - any additional requirements for serving as a member of the Associated Student Council as required by the Constitution of the Associated Students of Lake Tahoe Community College

E. Vacancy

Vacancies on the Board are filled in accordance with the *Education Code*. (In general, by appointment for short-term vacancies and by election for longer vacancies.) Vacancies for the student Board member are filled for the unexpired term by the Student Council. A vacancy exists in the student Board member position when the student Board member resigns from the Board, misses three (3) consecutive meetings of the Board without authorization of the Board, registration drops below the required eight (8) units, or GPA drops below 2.0 either quarterly or cumulatively.

## BP 2340 – Agendas

Reference:

*Government Code Sections 54950, et seq., 6250 et seq.; Education Code Sections 72121, 72121.5*

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

- No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:
- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of, and was continued from, a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the President two weeks prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

## 1.10 Order of Business and Procedure

### A. Quorum

Three publicly elected members constitute a quorum for the transaction of business. An affirmative vote of the majority of all elected Board members is required for the passage of a motion except where otherwise provided by law or Board policy.

### B. Agenda

#### 1. Posting

Agendas of regular meetings must be posted 72 hours in advance, in a place freely accessible to the public. The agenda must state the time and location of the meeting.

#### 2. Wording

- a. The agenda must contain a brief general description of each item of business to be transacted or discussed in open and closed session sufficient to inform an interested member of the public about the subject matter under consideration so that he or she can determine whether to monitor or participate in the meeting. A "brief general description" of a matter generally need not exceed 20 words.
- b. For items to be discussed in closed session, descriptions will generally follow the format below.
  - 1) Conference with Real Property Negotiator: Specify (a) by street address or, if none, parcel number or other unique reference, the property under negotiation; (b) the party (not the party's agent) who, directly or through an agent, will negotiate with the agency's agent; and (c) that the Closed Session will concern the price, terms of payment, or both.
  - 2) Conference with Legal Counsel and a subheading of either "Existing Litigation" or "Anticipated Litigation."
    - (a) Under "Existing Litigation," refer to the claim and claimant's name or case number and name of the adverse parties. If this identification would hinder service on an unserved party, say instead, "Disclosure will jeopardize service of process." If the identification would hinder existing settlement negotiations, say instead "Disclosure will jeopardize existing settlement negotiations."
    - (b) Under "Anticipated Litigation," if the agency expects to be sued, add "Significant Exposure to Litigation Pursuant to Subdivision (b) of

Government Code section 54956.9" and also state the number of distinct cases or potential cases to be discussed. If the agency intends to initiate suit, add "Initiating of Litigation pursuant to subdivision (c) of Government Code section 54956.9" and then state the number of distinct claims or potential cases to be discussed.

- 3) Liability Claims: specify each claimant's name and claim number (if any) and the name of the agency sued. If the claimant is filing a claim alleging the agency's liability based on tortious sexual conduct or child abuse, the claimant's name need not be given unless the identity has already been publicly disclosed.
- 4) Public Employee Appointment: Identify title or position to be filled.
- 5) Public Employee Employment: Identify title or position to be filled.
- 6) Public Employee Performance Evaluation: Identify position of any employee under review.
- 7) Public Employee Discipline/Dismissal/Release: It is not necessary to give any additional information on the agenda.
- 8) Conference with Agency Labor Negotiator: Name any employee organization with whom negotiations to be discussed are being conducted; also identify the titles of unrepresented individuals with whom negotiations are being conducted. Also identify by name the agency's negotiator.

### 3. Preparation

The agenda of the meeting will be prepared and presented by the Secretary. Any member of the Board may have items placed on the agenda by contacting the Secretary prior to the preparation of the agenda. Requests for placing items on the agenda from the public will be made to the Secretary or any Board member.

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#### C. Order of Business

The order of business for regular Board meetings will be established in accordance with appropriate state codes and regulations.

#### D. Rules of Procedure for Conduct of Meeting

*Robert's Rules of Order Newly Revised* shall govern the proceedings and conduct of Board meetings except where the Board's own policies or state regulations or statutes provide otherwise.

E. Public Announcement of Purpose of Closed Session Prior to Closed Session

The President of the Board of Trustees (or his/her designee) shall announce in public session before the Board adjourns to a closed session the item or items to be considered in the closed session. This announcement may simply refer the public to the item or items as they are listed on the agenda by number or letter.

F. Public Report of Closed Session Action After the Closed Session

In accordance with the *Government Code*, actions taken in closed session shall be reported in public session at the same meeting after the closed session action.

**LAKE TAHOE COMMUNITY COLLEGE DISTRICT**  
**REGULATION 1.10 C**

***Board Policy Manual Section: 1.10 C Order of Business***

- I. Call to Order
- II. Announcements of Items to be Discussed in Closed Session
- III. Recess to Closed Session
  - A. Conference with Real Property Negotiator
  - B. Conference with Legal Counsel on Litigation
  - C. Liability Claims
  - D. Personnel Matters
  - E. Conference with Labor Negotiator
- IV. Reconvene to Open Session
- V. Opening Ceremonies
  - A. Pledge of Allegiance
  - B. Recognize Guests
- VI. Hearing of the Public on Items Not on the Agenda
- VII. Reports and Discussions
  - A. Reports
  - B. Discussion of Items for Future Board Consideration
- VIII. Action Items
  - A. Consent Agenda
  - B. Unfinished Business
  - C. New Business
- IX. Announcements and Comments
- X. Next Meeting Date--
- XI. Recess to Closed Session

NOTES:

1. The consent agenda is action for a list of routine items that are self-explanatory or require no discussion. Any Board member may have an item moved from the consent agenda to another place on the agenda for discussion before action.
2. The president of the Board of Trustees (or his/her designee) shall announce in open session before the Board adjourns to a closed session the item or items to be considered in the closed session.
3. Actions taken in closed session shall be reported in open session at the same meeting after the closed session action.

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9/30/98  
7/31/2007

## **BP 2345 – Public Participation at Board Meetings**

Reference:

*Government Code Section 54954.3, 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:

1. 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 Secretary 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.

2. 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 at least two weeks prior to the board meeting. The summary must be signed by the initiator, 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 not later than ten (10) 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.

## **1.11 Participation at Board Meetings**

### **A. Public**

The Board invites and encourages public participation in its deliberations. To this end, there shall be opportunity for the public to address the Board at each open meeting both on items on the published agenda and topics in general. As a general format, agenda items shall be considered as follows: presented by College staff member; questions for information or understanding by Board members; invitations to public to ask questions, offer comments, or make presentations; discussion by Board members; recommendation of Superintendent/President; action by Board (if appropriate). Individuals or groups wishing to make presentations to the Board are encouraged to contact the Superintendent/President as far in advance as possible so that adequate arrangements may be made on the agenda.

Individuals or groups addressing the Board are requested to identify themselves by name and address (street address and city) before making their presentation.

### **B. Employees**

Employees of the District are encouraged to participate in Board deliberations as presenters, reactors or through general comments. Employee participation is in some instances determined by state regulations or statutes.

### **C. Students**

Student participation in Board deliberations is encouraged through student organizations or as individuals.

### **D. Direct Requests for Board Action**

Requests of the public, employees, or students delivered or made directly to the Board will be referred to the Superintendent/President for consideration and/or recommendation before Board consideration.

### **E. Conduct and Remarks Out of Order**

Undue interruption or other interference with the orderly conduct of Board business will not be allowed. The chair may terminate a speaker's privilege of address if, after being called to order, the speaker persists in interfering with the proper conduct of the meeting.

## BP 2350 – Speakers

Reference:

*Government Code Sections 54950, et seq.; Education Code Section 72121.5*

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. The Board of Trustees encourages input from members of the local and college community.

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

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

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

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Persons wishing to speak to an agenda item will be asked to do so under the reports section of the agenda.

- They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board.

- Each speaker will be allowed a maximum of three (3) minutes per topic. Thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

Second Reading

## **1.09 Meetings Open to the Public**

All meetings of the Board will be open to the public except that the Board may hold closed sessions for the purposes listed in section 1.08 G. above. The order of business of all official meetings will include an opportunity for individual members of the public to address the Board, subject to a five minute time limitation and groups to 15 minutes on any one topic or item, which may be extended by the President of the Board or by other Board action. However, no action may be taken upon any request or proposal unless the item is on the agenda or authorization exists (see *Board Policy Manual* section 1.10 B).

## **BP 2355 – Decorum**

Reference:

*Education Code Section 72121.5; Government Code Section 54954.3 (b)*

The Lake Tahoe Community College District Board of Trustees encourages civil, respectful, and thoughtful communications. In order to facilitate orderly and respectful board meetings the following policies may be required.

The following may be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.
- Profanity, obscenity and other offensive language.
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

## 1.06 Code of Ethics

### A. Introduction

The Board of Trustees is elected by and accountable to the voters of the Lake Tahoe Community College District to determine the direction and policies of the District in pursuit of its mission. To promote a healthy academic environment for the students, faculty and staff which inspires and challenges the College's community to greater service and achievements, and in the spirit of mutual trust and support, the Board of Trustees adopts this Code of Ethics.

1. Remember that Board members have authority only when acting as a Board legally in session, or when acting in pursuance of specific instructions of the Board. Accept the concept that each Board member is only one member of an educational team.
2. Hold the educational welfare of students as the primary concern in all decisions and assure the opportunity for high quality education for all students regardless of sex, race, color, religion, ancestry, national origin, or disability.
3. As a Board member, avoid situations, which have or appear to have potential for personal gain and act honestly and openly at all times.
4. Recognize that the primary duty of the Board is to represent the entire community while maintaining an independent judgment unbiased by special interests or other politically active, narrowly focused groups.
5. Confine Board action to policy determination, planning, evaluation, and maintaining the fiscal stability of the District. Delegate authority for the execution of these items on a day-to-day basis to the Superintendent/President as the chief executive officer of the District.
6. Insure a model atmosphere in which controversial issues can be presented fairly demonstrating respect and consideration for Board members, citizens, students, and College staff.
7. Conduct all District business in open public meetings, unless, in the judgment of the Board and only for those purposes permitted by law, it is appropriate to discuss District business in closed session. Maintain the confidentiality of privileged information.
8. Devote time, thought, energy, effort, and ability to the duties of the Board of Trustees in order to render effective service for the betterment of the College.
9. Be an advocate of the College in the community by encouraging support for and interest in Lake Tahoe Community College.

## B. Violations

1. If a trustee violates the Board's Code of Ethics, it may harm the Board and the College in a number of ways. Violating ethics laws may subject the Board and College to legal action, which can involve penalties and significant costs. Not addressing ethical and legal violations may cause the public and College employees to lose respect for and trust in the Board. The strategy a Board uses to address ethical breaches depends on whether the behavior violates related laws or the Board's own Code of Ethics.
2. Anyone claiming or expressing the possibility that a Board member has violated the Board's Code of Ethics shall make such violation known to the Board of Trustees.
  - a. In the event that the alleged violation constitutes a violation of the laws of the State of California, such violation shall be referred to the District Attorney or the Attorney General.
  - b. Other alleged violations shall be put on the Board's agenda for response by the accused Board member. This will be an opportunity for the trustee to explain his/her perspective and motives. If in fact it is the conclusion of the majority of the trustees that there has been a violation of this policy, the Board of Trustees may act in one of the following manners depending on the severity and intent of the violation.
    - (1) The Board President talks to the person about the implications of the perceived violation, including the negative impact the behavior will have on the College, the Board, and the individual trustee.
    - (2) An *ad hoc* committee may be appointed to look into the allegations and make a recommendation to the Board President or the Board as a whole.
    - (3) The Board may hold a workshop or retreat on codes of ethics and the importance of upholding them. All trustees discuss interpretations of the code and reinforce expected behavior.
    - (4) The Board may, in a meeting, make a public statement of expected Board behavior, adopt a Board resolution about what expected behavior is, and/or publicly reaffirm the ethics policy. This course of action alerts the public that individual violations are not condoned by the Board.
    - (5) The Board may issue a public statement in which it expresses concern with an individual trustee's behavior. The statement would be made at a Board meeting.

- (6) A last resort is a Board vote to censure the trustee's behavior. Censure distances the Board from the unethical behavior of one of its members and is a clear, public statement that unethical behavior is not condoned or tolerated.
3. If illegal or unethical behavior occurs during a Board meeting (such as remaining at the Board table when the trustee has a conflict of interest, engaging in debate or discussion with audience members on topics not on the agenda, attacking a speaker or not following the Board's meeting procedures), the chair can state what the expectations and standards are of Board behavior and/or state that the behavior or violation does not meet Board policy.

## **BP 2715 – Code of Ethics/Standards of Practice**

Reference:

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

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for:

- Acting only in the best interests of the entire community.
- Ensuring public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Preventing conflicts of interest and the perception of conflicts of interest.
- Exercising authority only as a board.
  1. Not interpreting Board member authority to imply administrative authority.
  2. Not interpreting Board member authority in a manner that diminishes administrative responsibility of any District employee.
- Being bound by adopted District policies.
- Using appropriate channels of communication.
  1. Working and communicating through appropriate channels of authority and responsibility.
  2. Complying with the Brown Act prohibitions concerning communication among themselves regarding items that are within the subject matter jurisdiction of the Board and/or district.
- Notifying the President of the Board or Secretary to the Board of an expected absence from a Board meeting.
- Respecting others, acting with civility, and maintaining orderly conduct at Board meetings.
- Being informed about the district, educational issues, student progress, and responsibilities of trusteeship.
- Devoting adequate time to board work.

- Maintaining confidentiality of closed sessions consistent with requirements of the Brown Act.
- Approaching no other employee but the District President on a personal or sensitive matter with the request that such a matter be held in confidence.

### Trustee Censure Policy

1. **Statement of Purpose.** Censure is an official expression of disapproval passed by the Governing Board. A Board Member may be subject to a resolution of censure by the Governing Board should it be determined that trustee misconduct has occurred.

All Board Members are expected to maintain the highest standards of conduct and ethical behavior. To give guidance to individual members in conforming their conduct to minimum standards, the Board has adopted a Trustee Code of Ethics. In order to maintain public standards, the Board has adopted a Trustee Code of Ethics. In order to maintain public confidence in the Board, and in governance, the Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct.

2. **Censure Procedure.** A Board member's alleged violation of the Code of Ethics or the Board's policy on Conflict of Interest (BP 2710) shall be addressed according to the severity of the charge by the District as follows:

- a. For an apparently minor violation that does not constitute a violation of any applicable law, the Board President may discuss the violation with the Board Member and offer mentoring or coaching assistance to prevent future violations.
- b. For more serious or repetitive violations that do not constitute a violation of any applicable law, the complaint may be referred by the Board President for investigation and review to an ad hoc committee composed of two trustees not subject to the complaint. In a manner deemed appropriate by the committee, a thorough fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in BP 2715.

The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Board for action. If the Board proceeds with a censure resolution, it must be approved by a majority of the Board to be enacted.

- c. For significant violations that do constitute the possible violation of any applicable law (including violations of the Brown Act), the Board President and the District President are authorized to seek legal counsel for advice and direction on how to proceed to correct the matter. Acts determined to be a

violation of applicable laws shall be referred to the District Attorney or State's Attorney General as provided by law.

Second Reading

## 1.06 Code of Ethics

### A. Introduction

The Board of Trustees is elected by and accountable to the voters of the Lake Tahoe Community College District to determine the direction and policies of the District in pursuit of its mission. To promote a healthy academic environment for the students, faculty and staff which inspires and challenges the College's community to greater service and achievements, and in the spirit of mutual trust and support, the Board of Trustees adopts this Code of Ethics.

1. Remember that Board members have authority only when acting as a Board legally in session, or when acting in pursuance of specific instructions of the Board. Accept the concept that each Board member is only one member of an educational team.
2. Hold the educational welfare of students as the primary concern in all decisions and assure the opportunity for high quality education for all students regardless of sex, race, color, religion, ancestry, national origin, or disability.
3. As a Board member, avoid situations, which have or appear to have potential for personal gain and act honestly and openly at all times.
4. Recognize that the primary duty of the Board is to represent the entire community while maintaining an independent judgment unbiased by special interests or other politically active, narrowly focused groups.
5. Confine Board action to policy determination, planning, evaluation, and maintaining the fiscal stability of the District. Delegate authority for the execution of these items on a day-to-day basis to the Superintendent/President as the chief executive officer of the District.
6. Insure a model atmosphere in which controversial issues can be presented fairly demonstrating respect and consideration for Board members, citizens, students, and College staff.
7. Conduct all District business in open public meetings, unless, in the judgment of the Board and only for those purposes permitted by law, it is appropriate to discuss District business in closed session. Maintain the confidentiality of privileged information.
8. Devote time, thought, energy, effort, and ability to the duties of the Board of Trustees in order to render effective service for the betterment of the College.
9. Be an advocate of the College in the community by encouraging support for and interest in Lake Tahoe Community College.

## B. Violations

1. If a trustee violates the Board's Code of Ethics, it may harm the Board and the College in a number of ways. Violating ethics laws may subject the Board and College to legal action, which can involve penalties and significant costs. Not addressing ethical and legal violations may cause the public and College employees to lose respect for and trust in the Board. The strategy a Board uses to address ethical breaches depends on whether the behavior violates related laws or the Board's own Code of Ethics.
2. Anyone claiming or expressing the possibility that a Board member has violated the Board's Code of Ethics shall make such violation known to the Board of Trustees.
  - a. In the event that the alleged violation constitutes a violation of the laws of the State of California, such violation shall be referred to the District Attorney or the Attorney General.
  - b. Other alleged violations shall be put on the Board's agenda for response by the accused Board member. This will be an opportunity for the trustee to explain his/her perspective and motives. If in fact it is the conclusion of the majority of the trustees that there has been a violation of this policy, the Board of Trustees may act in one of the following manners depending on the severity and intent of the violation.
    - (1) The Board President talks to the person about the implications of the perceived violation, including the negative impact the behavior will have on the College, the Board, and the individual trustee.
    - (2) An *ad hoc* committee may be appointed to look into the allegations and make a recommendation to the Board President or the Board as a whole.
    - (3) The Board may hold a workshop or retreat on codes of ethics and the importance of upholding them. All trustees discuss interpretations of the code and reinforce expected behavior.
    - (4) The Board may, in a meeting, make a public statement of expected Board behavior, adopt a Board resolution about what expected behavior is, and/or publicly reaffirm the ethics policy. This course of action alerts the public that individual violations are not condoned by the Board.
    - (5) The Board may issue a public statement in which it expresses concern with an individual trustee's behavior. The statement would be made at a Board meeting.

- (6) A last resort is a Board vote to censure the trustee's behavior. Censure distances the Board from the unethical behavior of one of its members and is a clear, public statement that unethical behavior is not condoned or tolerated.
3. If illegal or unethical behavior occurs during a Board meeting (such as remaining at the Board table when the trustee has a conflict of interest, engaging in debate or discussion with audience members on topics not on the agenda, attacking a speaker or not following the Board's meeting procedures), the chair can state what the expectations and standards are of Board behavior and/or state that the behavior or violation does not meet Board policy.

## **BP 2725 – Board Member Compensation**

Reference:

*Education Code Section 72425*

Members of the Board of Trustees are entitled to monetary compensation for attending board meetings. The Board has chosen to decline the monetary compensation.

Second Reading

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Adopted:

## CHAPTER I

### BOARD POLICIES

#### 1.01 Legal Authorization of the Board

The Board derives its authority from and is subject to the Constitution and the Statutes of the State of California, the regulations of the Board of Governors of the California Community Colleges, its own policies, and the expressed will of the electorate of the District.

#### 1.02 Organization of the Board

##### A. Membership

The Board consists of six members: five voting members elected at large and one non-voting student member elected by the students.

##### B. Public Election of Board Members and Election of Student Board Member

###### 1. Method and Time

- a. Five Board members are elected at large by qualified electors of the District. Regular Board member elections are held on the first Tuesday after the first Monday in November of each odd-numbered year. Special elections are held as required by and in accordance with provisions of the *Education Code*. The terms of trustees shall be staggered so that as nearly as practicable one-half of the trustees shall be elected in each odd-numbered year.
- b. The student Board member shall meet the eligibility requirements of section 1.02 D. below and shall be elected by the students in a general election of all students held during the Spring Quarter of each year.

###### 2. Determination of Winner in Case of Tie Vote

In the event of a tie in a Governing Board member election, the winner of the election shall be determined by lot. The procedures shall be as follows:

The President of the Board shall notify each candidate who has received the tie vote to appear before the Board either personally or by a representative at a time and place as determined by the Board.

The Board shall, at that time and place, determine the winner by lot in the following manner:

- a. Each candidate's name will be printed on an identical 3" by 5" card and placed in a container by the Board Clerk (or another member of the Board designated by the President if the Clerk is one of the tie candidates).
- b. The President of the Board (or another member designated by the President if the President is one of the tie candidates) shall draw a card from the container. The candidate listed on the first card drawn shall be declared the winner of the election and the Clerk of the Board shall certify the results.

### 3. Payment of Costs

It shall be the responsibility of each candidate to pay the total pro rata costs incurred for the preparation or distribution of all campaign materials including, but not limited to, written statements which may accompany the voters' sample ballots and all other supplementary campaign materials which may be distributed to voters.

### C. Term of Office

Except as specified in the initial election and as provided in the *Education Code* to replace vacancies, elected Board members shall serve four-year terms (December to December). The student Board member shall serve a one-year term commencing on June 1.

### D. Eligibility

Eligibility to serve on the Board is established in the *Education Code*. In general, the provisions are:

- Elected Board members:
- resident of the District
  - at least 18 years of age
  - registered to vote

- Student Board members:
- resident of California
  - a student enrolled for a minimum of eight (8) units per quarter, summer session excluded
  - 2.0 GPA both quarterly and cumulatively
  - any additional requirements for serving as a member of the Associated Student Council as

required by the Constitution of the Associated  
Students of Lake Tahoe Community College

E. Vacancy

Vacancies on the Board are filled in accordance with the *Education Code*. (In general, by appointment for short-term vacancies and by election for longer vacancies.) Vacancies for the student Board member are filled for the unexpired term by the Student Council. A vacancy exists in the student Board member position when the student Board member resigns from the Board, misses three (3) consecutive meetings of the Board without authorization of the Board, registration drops below the required eight (8) units, or GPA drops below 2.0 either quarterly or cumulatively.

F. Remuneration, Payment of Expenses and Benefits

1. Board members' actual expenses incurred in carrying out the duties and responsibilities of the Board are paid by the District. Prior approval by the Board is necessary for all such expenditures.
2. Board members will not receive compensation for attending Board meetings.
3. As provided by law, publicly elected Board members may receive benefits as furnished to District employees upon approval by the Board and upon application by individual members.
4. Health Benefits, Continuation After Term on Board
  - a. Individuals who have completed at least one complete four-year elected term on the Lake Tahoe Community College District Board of Trustees may utilize the medical and major medical insurance benefits provided regular classified employees by reimbursing the District for all costs associated with such insurance, as per *Government Code 53210*.
  - b. The Board member must request this insurance from the District prior to the completion of his/her term on the Board.
  - c. Any former Board member more than 60 days in arrears in reimbursing the District for his/her medical insurance will be dropped from the plan and will not be eligible to participate in the District's health insurance program.
  - d. Provisions of policy 1.02 F.4. are available contingent upon availability from the insurance carrier.

G. Conflict of Interest (Board Resolution No. 19--1980/81)

The terms of 2 *Cal. Adm. Code* Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached appendices in which officials and employees are designated and disclosure categories are set forth, are incorporated by reference and constitute the Conflict of Interest Codes for the Lake Tahoe Community College District.

Persons holding designated positions shall file statements of economic interest (Form 730) pursuant to section 4 (B) of the Conflict of Interest Code with the Office of the Superintendent/President of the Lake Tahoe Community College District with copies transmitted by that office to the El Dorado County Elections Department.

**1.03 Officers of the Board**

A. The elected officers from members of the Board are as follows:

President  
Clerk

B. The Superintendent/President will serve as Secretary.

**1.04 Duties of Officers**

§ A. President

1. To preside at meetings of the Board
2. To appoint or provide for the election of all committees
3. To call special meetings as required
4. To appoint (at the annual organizational meeting) a member of the Board other than the President or Clerk to act as the presiding officer during the succeeding year in the event both the President and Clerk are absent
5. To perform such other duties as may be prescribed by law or by action of the Board

The President has the right to vote on all issues and to participate in the discussions. The President is authorized to sign all contracts, agreements, deeds, leases, plans and specifications for new building construction, remodeling and rehabilitation, and all other legal documents to be signed by an officer, agent or employee of the District.

## **BP 2745 – Board Self-Evaluation**

Reference:

*Accreditation Standard IV.B.1.e & g*

The Board of Trustees realizes they are the legal owners and final authority for the institution whose assets and operations they hold in trust. 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 functioning. To that end, the Board has established the following process:

The Board will annually evaluate and assess its own performance, using the Trustee Evaluation Instrument and process determined by the Board. The instrument shall incorporate criteria contained in board policies regarding Board operations, as well as criteria defining board effectiveness as promulgated by recognized practitioners in the field. All trustees will be asked to complete the evaluation instrument, as well as a survey conducted in the community and the college. Results from the community and college respondents will be compiled into a report and provided to the Board President to present at the annual board retreat for discussion.

The purpose of the Board evaluation is to identify those areas of Board functions which are working well and those which may need improvement. The Board may request further information from the Superintendent/President to complete the evaluation.

# LAKE TAHOE COMMUNITY COLLEGE DISTRICT

## REGULATION 1.04 A

### ***Board Policy Manual Section: 1.04 A Duties of Officers--President***

#### **Responsibilities of a Board President**

The president of the Board of Trustees presides over meetings. Therefore, the president should have the skills needed to preside: knowledge of parliamentary procedures; willingness to allow those who have pertinent ideas to express them; and ability to keep discussions to the point. The president should vote on all issues and participate in the discussion as he/she sees fit.

#### **1. The Board president presides over Board meetings by:**

- Consulting with the Superintendent/President on agenda items as appropriate in advance of Board meetings
- Ensuring orderly discussion and the opportunity for all opinions to be heard
  - facilitating full and democratic discussions of issues while advocating positions sparingly
  - ensuring deliberative action by the Board
  - assisting the Board in determining the fine line between policy making and administration

#### **2. The Board president counsels the College president by:**

- Assisting the new president during the first months of a presidency
- Making Board expectations clear to the president
- Representing the Board in discussions with the president regarding compensation and workload
- Alerting the president to areas of Board concern
- Taking responsibility for seeing that the Board regularly evaluates the president
- Representing the Board by serving as a sounding board on matters which may not require formal Board action but will concern the Board

#### **3. The Board president orients new Board members by:**

- Ensuring each new trustee is provided the opportunity to participate in a new Board member orientation program
- Utilizing the expertise of new trustees and making them feel part of a team
- Encouraging them to attend state/national trustee activities

- Encouraging them to attend local college and civic functions
- Getting to know the newer trustees
- Assigning each new trustee to a "trustee sponsor," an experienced Board member who can help the new trustee "learn the ropes"

**4. The Board president corrects inappropriate trustee behavior by:**

- Serving as a mediator between the trustee and the rest of the Board
- Suggesting strategies that the trustee in question can use to avoid recurrence of the problem

**5. The Board president leads the institution's commitment to planning by:**

- Seeing that the Board develops a vision of the college's future
- Insisting that Board actions either reflect the plan or result in a change of the plan

**6. The Board president evaluates his/her own performance by:**

- Planning a regularly scheduled evaluation of Board performance

*These responsibilities are adapted from a **Role of the Board President** seminar conducted by the Illinois Community College Trustees Association, January 19, 1990 and Boardsmanship: A Guide for California School Board Members, published by the California School Boards Association, 1981.*

2/25/92

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**INSTITUTIONAL EFFECTIVENESS COUNCIL**  
**LAKE TAHOE COMMUNITY COLLEGE DISTRICT**

**AGENDA ITEM REQUEST**

REPORTS & FIRST READINGS       CONSENT       ACTION ITEMS

**FROM:** Kingsbury/McVean

**SUBJECT:** Approval of Master Planning Calendar (Second Reading)

**Description of Item:**

On October 3, 2013 the IEC was presented with the first reading of the 2013/14 master planning calendar. This has been presented to the council in an effort to make the monthly IEC meetings efficient and to identify the known major activities proposed over the course of the next year. Since then, one change has been made to schedule the annual Strategic Planning Session for December 6<sup>th</sup>, 2013. The Council is asked to recommend approval of the calendar at this meeting.

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APPROVED for November 7, 2013 meeting

**SIGNED:** \_\_\_\_\_  
IEC Chair

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
Superintendent/President

**DATE:** \_\_\_\_\_

## LTCC MASTER PLANNING CALENDAR 2013-14

<u>Activity</u>	<u>Year</u>	<u>Date(s)</u>	<u>Purpose</u>
<b>LTCC 2020 Vision Session</b>	2013	September 20 <sup>th</sup>	Set the vision for the future of LTCC over the next decade.
<b>Strategic Planning Session</b>	2013	December 6 <sup>th</sup>	Share results of the Vision session. Tie in results of community survey; discuss potential GO Bond campaign and alignment with Strategic Plan goals and objectives; review enrollment trends, FTES projections, and budget projections.
<b>Educational Master Plan Update</b>	2014	February	Update EMP with revised environmental scanning data, projections for FTES, enrollment, and facilities. Incorporate community survey, FMP, TMP, and SRP.
<b>Mission Statement Revision</b>	2014	February	Revise mission statement to align with the direction identified in the Strategic Plan and EMP.
<b>LTCCD 40<sup>th</sup> Anniversary</b>	2014	March	Celebration of the 40 <sup>th</sup> anniversary of the LTCCD.
<b>Facilities Master Plan Update</b>	2014	March	Update FMP based on submitted IPPs and FPPs; updated Bond list; update projects based on results of community survey.
<b>Technology Master Plan Update</b>	2014	April	Update TMP for incorporation in EMP.
<b>Strategic Resource Plan Update</b>	2014	May	Update SRP for incorporation in EMP.
<b>ACCJC Mid-Term Report</b>	2014	April-August	Submit mid-term accreditation report for LTCC.