

DISTRICT STATEMENT OF PHILOSOPHY

BP 1000

Values

The Governing Board, Faculty, Staff and Administration of Cabrillo College affirm the following values which form the foundation of this institution. We believe that:

- Education is a necessity to a democratic society
- The quality of life is improved through education
- Learning is a lifelong process
- Desire to learn should be encouraged
- Community members of all backgrounds have the right to pursue their life goals through higher education
- Educational institutions must respect and accommodate the diversity of individual backgrounds, abilities and interests

Mission

The Cabrillo College Mission Statement expresses the general purposes for which the college exists. It is intended to embody the collective values held by the members of the college.

The purposes of Cabrillo College are to:

- Provide open access to education
- Promote high quality learning and teaching in a supportive environment
- Transmit knowledge
- Cultivate critical thinking and responsible citizenship
- Help students identify their goals and achieve their potentials
- Serve as a resource for meeting the community's educational needs and interests
- Promote awareness of and appreciation for diversities of cultures and ethnic groups

More specifically, in order to enhance and support learning and teaching, the purposes are further defined in that Cabrillo College will:

- Prepare students to transfer to a four-year institution
- Provide preparation for employment through occupational training programs
- Provide basic skills education
- Offer opportunities for lifelong learning and continuing education
- Provide counseling and other support services
- Ensure sound employment practices and encourage high work standards

Goals

To accomplish our mission, specific goals will be established as part of an annual planning process which also will set priorities among goals.

Legal Reference: None

Adopted: March 7, 1988

LEGAL AUTHORITY**BP 1010**

The Governing Board derives its authority from Sections 72200-72282 of the Education Code of the State of California. The Governing Board is subject to the provisions of the Constitution of the State of California, the Education Code, the Rules and Regulations of the Board of Governors of the California Community Colleges (Title 5, California Administrative Code), the Government Code, its own policies and procedures, and the expressed will of the electorate. Governing Board members serve without remuneration, except that the District may provide actual and necessary expenses incurred by Board members for authorized travel on school business or at conferences or professional meetings.

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

Legal Reference: Education Code Sections 72200-72282

Adopted: February 1, 1988

DUTIES AND RESPONSIBILITIES OF THE BOARD

BP 1020

The Board may initiate and carry on any program, activity, or may otherwise act in any manner which is not in conflict with the purposes for which community college districts are established.

Examples of Board duties and responsibilities include, but are not limited to the following:

1. Select, appoint, and evaluate the Superintendent of the District.
2. Determine the broad general policies which will govern the operation of the District and review them periodically.
3. Review and adopt the annual budget.
4. Approve the expenditure of all funds.
5. Appoint or dismiss employees upon the recommendation of the Superintendent.
6. Fix the rate of compensation for all employees and review all salary schedules annually subject to employee contracts.
7. Act upon recommendations of the Superintendent regarding site utilization and physical plant development.
8. Act upon recommendations of the Superintendent regarding major repairs and maintenance of the buildings, grounds, and equipment.
9. Consider reports from the Superintendent concerning the program and condition of the college.
10. Act upon recommendations of the Superintendent concerning curricular offerings, annual calendar, and other phases of the college program.
11. Establish the necessary procedures to assure proper accounting of receipts and disbursements of district funds and other funds under the supervision of the District.
12. Provide for the annual audit of all funds of the District and other funds under the supervision of the District.
13. Consider communications and requests from citizens or organizations on matters of policy and administration.
14. Establish citizen advisory committees and approve the membership of such committees.
15. Serve as the board of final appeal for students, employees, and citizens of the Cabrillo District. The Board shall serve in its appellate role for students and employees 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 employees must be in concert with negotiated agreements). Appeals by citizens of the District may be made to the Board.
16. Notify the Chair or Secretary of the Board when a member shall be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as possible.
17. Evaluate annually the Superintendent/President's performance as specified in the Superintendent/President's contract.

Legal Reference: Education Code Sections 7700 and 72233

Adopted: February 1, 1988

BOARD MEMBERSHIP AND ELIGIBILITY**BP 1030**

The Board shall consist of eight members. Seven shall be regular voting members elected at-large, and one shall be an advisory voting student member elected by the students at large.

Each Board member must be a resident of the District, 18 years of age or older, a registered voter, and not be disqualified from holding office under state law.

Legal Reference: Education Code Sections 72103, 72022 and 72023.5.

Adopted: February 1, 1988

ELECTION BY DISTRICT REGULAR VOTING FOR BOARD

MEMBERS AND TERM OF OFFICE

BP 1040

The Governing Board consists of seven regular voting members elected from trustee areas by the registered voters of the particular trustee area. The terms are four years, with elections held in even numbered years. Terms are staggered to provide continuity of membership. Elections are held in accordance with the provisions of the Education Code.

The seven trustee areas are:

I - San Lorenzo Valley, Scotts Valley

II - Santa Cruz City (East side)

III - Soquel, Capitola (part)

IV - Santa Cruz City (West side), North Coast of Santa Cruz County

V - Watsonville

VI - Aptos, Corralitos

VII - South Santa Cruz County, east of Brown's Valley and Amesti roads and north of Holohan and College Roads. Also includes the area of south Santa Cruz County east of Lakeview Road, and a portion of northern Monterey County and a portion of San Benito County.

Detailed trustee area boundary maps shall be maintained and available at the Cabrillo College Superintendent/President's Office and the Santa Cruz County Elections Office.

In the event of a tie in Governing Board members elections, the winner of the election shall be determined by lot. The Board Chair shall notify each candidate who has received the tie vote to appear before the Board either in person or by representative at a time and place determined by the Board. The Board shall, at that time and place, determine the winner by lot. Each candidate's name shall be printed on an identical 3" x 5" card and be placed in a container by the Secretary to the Board.

The Board Chair (or another member designated by the Chair if the Chair 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 Secretary to the Board shall certify the result.

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 November).

Legal Reference: Education Code Sections 5304 and 72022.

Adopted: February 1, 1988

Revised: November 6, 1995

CANDIDATE'S STATEMENTS OF QUALIFICATIONS

BP 1050

By policy of the Cabrillo Community College District Governing Board, candidates filing for election to the Board shall comply with following:

1. Each statement of qualifications shall be limited to 200 words or less, and shall conform to all of the requirements contained in Section 10012 of the Elections Code. No candidate shall be permitted to supply additional materials for inclusion with the sample ballot.
2. Each candidate for office shall pay for all costs associated with each statement of qualifications printed.
 - a. Each candidate filing a statement shall pay in advance to the College his or her pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event of overpayment, the clerk shall prorate the excess amount among the candidates and refund the excess amount paid within thirty (30) days.

Candidates shall comply with all election filing dates and no reversals or modifications shall occur "after the seventh day prior to the opening of the nomination period."

The Registrar of Voters shall provide all candidates with a written statement setting forth the Board resolution and policy with regard to Section 10012 and all other related statements.

Candidates desiring to visit college classrooms may do so by following established visitor procedures. If a candidate is invited to speak on campus, in the interests of fairness, all candidates shall be invited to speak.

Legal Reference: Elections Code 10012

Adopted: February 1, 1988

STUDENT MEMBER OF THE GOVERNING BOARD

BP 1060

In accordance with the requirements of Education Code Section 72023.5 the Cabrillo College Governing Board shall include in its membership one (1) non-voting student. Such member shall be chosen by currently enrolled students at the annual spring student elections, the results of which shall be made public no later than May 31 of each academic year.

The student member so elected shall be a resident of the Cabrillo College District and a currently-enrolled student of the District. Upon election, the student member shall also become a qualified member of the Student Senate. The member shall maintain all qualifications as set forth in the Associated Students of Cabrillo College (A.S.C.C.) Constitution, revised.

The student member shall be seated with the members of the Governing Board and shall be recognized as an actively participating member of the Board at its regular and special meetings including receiving all materials presented to the Board members and participating in the questioning of witnesses and the discussion of issues, except that the student member shall not have the right or be afforded the opportunity to attend executive sessions.

The student member may make and second motions pursuant to Education Code Section 72023.7. The student member shall have a vote in open session which is advisory in nature, however this vote shall not be included in determining the vote required to carry any measure before the Board.

The term of the student member shall be one year, commencing on July 1 of each year. In the event of a tie vote in the annual student election, the winner shall be determined by lot consistent with the procedure for at-large regular voting board members, as described in Board Policy 1040.

In the event the student member is unable to fill out his/her term of office, the Student Senate shall nominate one or more of its members to fill out the remaining term of office, and such nomination is subject to ratification by the Governing Board.

The student member shall be subject to recall upon presentation of a petition signed by the students of the District equal in number to at least 20 percent of the Cabrillo Community College District as of the time of filing the petition for verification of signatures.

Legal Reference: *Education Code Sections 72023.5 - 72023.7; Elections Code Sections 27211 and 27344; and (Also see A.S.C.C. Constitution).*

Adopted: February 1, 1988

Revised: December 5, 1988

BOARD VACANCIES**BP 1070**

Vacancies on the Board are filled in accordance with the Education Code Sections 5090, 5091, 5092, and Government Code Section 1170.

A vacancy in the student Board member's seat shall be filled by the Governing Board upon the Student Senate's recommendation of a qualified student. A vacancy exists in the student Board position when the student Board member resigns from the Board or because of a successful recall (See BP 1060). A vacancy shall also occur if the student Board member misses three(3) consecutive Board meetings without authorization by the Board Chair.

Legal Reference: Education Code Sections 5090, 5091 and 5092; and Government Code Section 1170.

Adopted: February 1, 1988

**REMUNERATION, PAYMENT OF EXPENSES, AND
BENEFITS**

BP 1080

Elected Regular voting Board members' expenses incurred in carrying out the duties and responsibilities of the Board may be paid by the District. Approval by the Board Chair or the Superintendent/President is necessary for all such expenditures.

Board members are not reimbursed for traveling to or attending Board meetings.

Legal Reference: Education Code Sections 72233, 72423 and 72425.

Adopted: February 1, 1988

**REMUNERATION, PAYMENT OF EXPENSES
AND BENEFITS**

AR 1080

Reimbursement for Professional Meeting Expenses and Other Professional Development Expenses

Governing Board members may be reimbursed by the District for the cost of attendance at professional development activities, conferences, and other meetings relevant to the trustee role. Board members may also be reimbursed for other trustee-related professional development expenses such as the purchase of books or periodicals. Board members will follow the same reimbursement procedures and guidelines applicable to college staff. While the Student Board member is eligible for reimbursement for professional development expenses, it is expected that he/she will first determine if funding is available through the Student Senate budget.

Any professional meeting or professional development expense to be reimbursed by completing the appropriate District form, and pre-approved by the Chair of the Board. A Board member may appeal a disapproval to the full Board. Reimbursement is subject to the availability of budgeted funds.

Governing Board members who attend professional meetings at District expense are expected to provide a brief report on the meeting at the next Governing Board meeting.

Adopted: August 1, 1994

CONFLICT OF INTEREST

BP 1090

No member of the Board of Trustees shall have any financial interest in any contract or purchase order made by the Board. A Board member shall not be deemed interested if the member's interests is remote as defined by the Government Code, the interest is disclosed to the Board, and the Board ratifies such interested transaction without the vote of the interested members.

Relevant provisions of the Government Code, including Sections 87300, et seq., Sections 1090 et seq. and the regulations and related appendices set forth in the California Code of Regulations and California Code of Regulations Sections 18730 et seq., are incorporated by reference and constitute the Conflict of Interest Code of the Cabrillo 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 Cabrillo Community College District.

***Legal Reference:** Education Code Section 72533; Government Code Sections 1090 et seq., 82041, 87300 et seq.; and 2 California Code of Regulations Sections 18730 et seq.*

Adopted: February 1, 1988

Revised: November 7, 1994

**CONFLICT OF INTEREST CODE FOR THE
CABRILLO COMMUNITY COLLEGE DISTRICT**

AR 1090

Administrative Regulation 1090 incorporates the Content of Title 2, Division 6, section 18730 of the California Code of Regulations, “Provisions of Conflict of Interest Codes.” As dictated by the Code, the District has designated positions within the College that make or participate in making governmental decisions that may foreseeably have a material effect on any financial interest. The corresponding disclosure categories are also listed below for each designated position and a description of these categories is listed on the following page.

<u>Designated Employees</u> <u>Categories</u>	<u>Disclosure</u>
Members of the Governing Board	All
Student Trustee	All
Superintendent/President	All
Assistant Superintendent/Vice President, Business Services	All
Assistant Superintendent/Vice President, Instruction	All
Assistant Superintendent/Vice President, Student Services	All
Associate Vice President, Information Technology	All
Director, Facilities, Planning and Purchasing	All
Division Dean	3, 4
Dean, Instructional Development	3, 4
Dean of Instruction, Career Education and Economic Development	3, 4
Dean of Student Services	3, 4
Athletic Director	3
Director, Business Services	3
Director, Maintenance & Operations	3
Director, Marketing & Communications	2
Student Health Services Director	3
Program Chair, Culinary Arts & Hospitality Management	3
Bookstore Manager	2 & 3
Manager of Technology Applications	3

The following are categories for designated employees:

- Category 1: All interests in real property in the State of California, as well as investments, business positions and sources of income, including gifts, loans and travel payments.
- Category 2: All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, construction, engineering, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the District.
- Category 3: All investments, business positions, and income, including gifts, loans and travel payments, from sources that provide leased facilities, construction, engineering, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.
- Category 4: All investments, business positions and income including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the District.

Consultant Disclosure Category

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The chief executive officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent of disclosure requirements. The chief executive officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Adopted: November 7, 1994

Revised: November 6, 2000

Revised: December 6, 2004

Revised: August 7, 2006

OFFICERS OF THE BOARD AND DUTIES OF OFFICERS

BP 1100

The officers elected by members of the Board are as follows:

1. Chair
2. Vice Chair
3. Clerk
4. Secretary

The duties of the Chair, Vice Chair, Clerk and Secretary are as follows:

Chair

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 perform such other duties as may be prescribed by law or by action of the Board.
5. To sign legal documents except those specifically authorized by the Board to be signed by an officer, agent, or employee of the District.

The Chair has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to *Robert's Rules of Order*.)

Vice Chair

1. To perform in the absence of the Chair.
2. To attest the signature of the Chair or other members of the Board on all other documents of the District when an attest is a legal requirement.
3. To certify copies of records of the District as required.

Clerk

1. Sign all official documents in the absence of secretary.
2. Attest to the signature of the Chair or other members of the Board on all documents of the District when an attest is a legal requirement.

Secretary

1. To notify members of the Board of all regular, special and adjourned meetings.
2. To attend all Board meetings or to appoint a designee.
3. To furnish Board members with an agenda of principal items of business, including back-up material, and to furnish an agenda which may include back-up material to others as determined by the Superintendent/President in advance of Board meetings.
4. To cause to be recorded the minutes of the meetings of the Board and, if possible, to transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
5. To have charge of all records, proceedings, and documents of the Board.
6. To file and post copies of financial and other reports as required by law.
7. To conduct under the direction of the Board the official correspondence of the Board.

8. To sign and execute all employee contracts, inter-district agreements, and any other official documents authorized by the Board.

Legal Reference: *Education Code Sections 72025, 72410, 72413, 72400, 72200 and 72233.*

Adopted: February 1, 1988

CABRILLO COLLEGE GOVERNING BOARD CODE OF ETHICS AND ENFORCEMENT

BP 1105

The following statements of ethical standards have been adopted by the Cabrillo College Governing Board.

Each member of the Board of Trustees will:

1. In all decisions, hold the educational welfare of the students of the District as his/her primary concern. Communicate the Board's interest in and respect for student accomplishments by attending student ceremonies and events.
2. Ensure the District maintains equality of opportunity for all students regardless of race, creed, sex, sexual preference, marital status, religion, age, physical ability or national origin.
3. As an agent of the public — entrusted with public funds — protect, advance and promote the interest of all citizens. Maintain independent judgment unbiased by private interest, partisan political groups, or in any other way. Set an example for the entire institution; therefore, act with integrity and reflect the values of trustworthiness, respect, fairness and caring at all times when performing trustee responsibilities.
4. Bear in mind under all circumstances that the Board is legally responsible for the effective operation of the district. Its primary function is to establish the policies by which the Cabrillo Community College District is to be administered. The Board shall hold the Superintendent/President and his/her staff accountable for the administration of the educational program and the conduct of college business.
5. Act as an instigator and promoter of change through legal and ethical procedures.
6. Remember at all times that individual Board members have no legal authority outside the meetings of the board, and should conduct their relationships with college staff, students, the local citizenry, and the media on that basis.
7. Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials. Base personal decisions upon all available facts in each situation, vote one's honest conviction in every case, and abide by and uphold the final majority decision of the board.
8. Maintain confidentiality of privileged information and executive session information.
9. Avoid any situation that may constitute a conflict of interest. Inform the entire Board and the public when a matter under consideration involves such a conflict.
10. Enhance his/her ability to function effectively as a trustee through devotion of time to study of contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.
11. Promote and maintain good relations with fellow Board members by:
 - a. Recognizing the importance of keeping an open mind and promoting the opportunity to think through other facts and points of view which may be presented at the legally constituted session of the Board.
 - b. Respectfully working with other Board members in the spirit of harmony and cooperation. Giving each member courteous consideration of his/her opinion.
12. Promote a healthy working relationship with the Superintendent/President and his or her staff by:

- a. Appointing and nurturing an excellent Superintendent/President and supporting his or her administrative recommendations by maintaining a climate of “no surprises.”
 - b. Supporting the District personnel in the appropriate performance of their duties and ensuring that they have the requisite responsibility and necessary authority to perform effectively.
 - c. Refer complaints, criticisms through the appropriate channels as previously agreed with the Superintendent/President and the Board.
 - d. Delegate authority to the president as the board executive officer and confine board action to policy determination, planning, performance evaluation, and maintaining the fiscal stability of the district.
13. Be an advocate of the District in the community by encouraging support for and interest in Cabrillo College.

Enforcement:

All board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board Code of Ethics. The board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. A board member may be subject to a resolution of censure by the governing board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the governing board.

A complaint of trustee misconduct will be referred to an ad hoc committee composed of two trustees not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a sixty day period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in this Code of Ethics. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a sixty day period of time, make a report of its findings to the governing board for action. If the chair of the board is perceived to have violated the code, the vice chair of the board is authorized to pursue resolution.

Adopted: March 7, 1994

Revised: April 9, 2007

Approved: May 7, 2007

Revised and Adopted: November 5, 2007

ORIENTATION FOR NEW BOARD MEMBERS**BP 1110**

The Superintendent/President and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. Such assistance shall include, but shall not be limited to, providing written materials and invitations to attend Board meetings and/or conferences with the Superintendent/President. New board members shall be encouraged to attend meetings on a regional and/or statewide basis held as training/information sessions by other organizations.

Legal Reference: None

Adopted: February 1, 1988

MEETINGS OF THE BOARD

BP 1120

Annual Organization Meeting

In a year in which a regular election for Governing Board members is conducted, an annual organizational meeting shall be held within fifteen (15) days of the last Friday in November following Board member elections. Organizational meetings in years in which no regular election for Governing Board members is conducted shall be held within the same fifteen (15) day period following the last Friday in November. The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the last Friday in November, and the Board shall notify the County Superintendent of Schools of the day and time selected. Within fifteen (15) days prior to the date of the annual meeting the Secretary of the Board shall notify in writing all members and members-elect of the date and time selected for the meeting.

Regular Meetings

Regular meeting dates and times of the Governing Board shall be determined at the annual organization meeting or as specifically amended by Board action.

At least ten (10) days prior to a regular meeting, the Board shall post a notice identifying the location, date and time of the meeting. The Board shall give mailed notice of every regular meeting and any special meeting called at least one week prior to the date set for the meeting to any property owner located in the District who requests such notice. In case the date, time or place of any regular meeting is changed, the Secretary shall take appropriate steps to notify Board members and the public of the change. At least 72 hours before a regular meeting, the Board shall post an agenda listing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed. No action shall be taken on any item not appearing on the posted agenda unless:

1. Two-thirds of the Board, or all members present (if less than two-thirds are present), determine that there is an immediate need to take action which arose after the agenda was posted.

Special Meetings

Special meetings may be called by the Chair of the Board, or upon an issuance in writing signed by a majority of Board members. A notice of the meeting shall be posted at least 24 hours prior to the special meeting and shall specify the time, place and business to be transacted. No business may be transacted in special meetings other than that listed in the notice. Each Board member and any media entity which has requested in writing notice of special meetings shall be notified at least 24 hours in advance of the special meeting. Any Board member may file a written waiver with the Secretary at any time prior to the meeting to dispense with the notice requirements.

Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both the notice and posting requirements.

For purposes of this section, "emergency situation" means any of the following:

- (a) work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

(b) Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

However, each local newspaper of general circulation and radio or television station which has requested notice of special meetings pursuant to Government Code Section 54956 shall be notified by the Chair of the Board or the Chair's designee one (1) hour prior to the emergency meeting by telephone, and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirement of this section shall be deemed waived, and the Board designee shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting as soon after the meeting as possible. The minutes of the emergency meeting, persons notified or attempted to be notified, a copy of the roll call vote, and any action taken at the meeting shall be posted for a minimum of ten (10) days in a public place as soon after the meeting as possible.

Adjournment and Continuance of Meeting

The Board may adjourn any regular or special meeting to a time and place specified in the order of adjournment. Within 24 hours after the time of the adjournment, a copy of the order of notice of adjournment shall be posted on or near the door of the place where the regular or special meeting was held. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified by the Board for regular meetings.

Any meeting may be continued or reconvened to any subsequent meeting in the same manner and to the same extent as adjourned meetings. Provided that if the hearing is continued to a time period within 24 hours, a copy of a notice of continuance shall be posted immediately following the meeting.

Hearings on The Budget

A public hearing of the budget shall be held prior to the adoption of the budget as required by law.

Legal Reference: *Education Code Sections 72028, 72120, 72121, 72121.5, 72122, 72125, 72126, 72129, 72132 and 72413; and Government Code Sections 54954, 54954.1, 54954.2, 54955, 54955.1, 54956, 54956.5, 54956.8, 54956.9, 54957 and 54957.1.*

Adopted: February 1, 1988

Revised: May 2, 1994

CLOSED SESSION**BP 1130**

Closed sessions of the Board shall be held only for discussion of personnel matters; pending, proposed, or anticipated litigation; for instruction to agents relative to negotiation processes; or to meet with its negotiator prior to the purchase, sale, exchange or lease of real property.

Closed Sessions may be conducted as required subject to applicable Education Code and Government Code provision. The agenda for closed session shall also be made available and contain sufficient detail to comply with Government Code section 54954.5. Minutes may be kept; however, such minutes shall be available only to the extent allowed by the Government Code. Official action taken in closed session shall be reported out as required by the Government Code.

The student Board member shall not attend closed sessions.

Legal Reference: Education Code Sections 72112 and 72023.5; and Government Code Sections 54956.8, 54956.9, 54957, 54957.2, and 54957.6.

Adopted: February 1, 1988

Revised: May 2, 1994

MEETINGS OPEN TO THE PUBLIC

BP 1140

Regular meetings of the Governing Board are meetings of the elected Board members assisted by staff personnel, conducted in public, for the purpose of carrying out District business.

Agenda and Public Notice

An agenda for each meeting shall be prepared and posed as prescribed by law by the Superintendent/President at least seventy-two (72) hours in advance of the meeting.

The agenda for closed session shall also be made available and contain sufficient detail to comply with Government Code section 54954.5.

The agenda shall be mailed or delivered to the Board within the foregoing time limits and shall be accompanied by such other materials as the Superintendent/President believes will assist the Board in arriving at decisions. The Chair of the Board, however, may rearrange the agenda during the meeting of the Board if there is no objection from a majority of Board members present. The agenda for regular meetings shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the regular meeting and be posted in a location freely accessible to members of the public and employees.

No action shall be taken on any item not appearing on the agenda except under any of these conditions:

- 1) Upon a determination by majority vote of the Board that an emergency situation exists; an emergency situation means:
 - a) work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of members of the Board, or
 - b) crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board;
- 2) upon a determination by a two-thirds vote of the Board, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that the need to take action arose subsequent to the agenda being posted;
- 3) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item continued to the meeting at which action is being taken.

Every agenda for regular meetings shall provide an opportunity for the public to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the District. No action shall be taken on any item not appearing on the agenda when raised by the public unless the action is otherwise authorized under one or more of the three conditions listed above. The public may also address the Board on items on the agenda as the items are taken up.

A Board member may, on their own initiative, or in response to questions posed by the public, ask for clarification, provide a reference to staff or other resources for factual information, or request staff to report back, at a subsequent meeting concerning the matter.

Requests by the public to place matters on the agenda directly related to District business may be made by submitting in writing to the Superintendent/President such requests no later than 10:00 a.m., six (6) working days preceding the meeting. The public may at any meeting, however, request that items be placed on future agendas if related to District business.

Although the agenda of any regular meeting shall include an opportunity for the public to address the Board on any item of business or other issue related to District business, the Board does not oblige itself to act upon any request unless submitted in writing to the Superintendent/President at least six (6) working days prior to the scheduled date of the meeting, and such item is included on the agenda.

Participation by Employees

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

Participation By Students

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

Rules of Procedure for Conduct of Meeting

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

Order of Business and Procedure

The Governing Board shall act by majority vote of the regular voting membership constituting the Governing Board.

The agenda of the meetings will be prepared and presented by the Superintendent/President. The order of business at a regular meeting will be:

- Closed Session
- Call to Order
- Minutes of the Previous Meeting and Consent Agenda
- Oral Communications
- Board Members' Report
- Oral Reports
- Action Items
- Information Reports
- Closed Session (if necessary)

Legal Reference: *Education Code Sections 72121 and 72121.5; and Government Code Sections 54950, et seq.*

Adopted: February 1, 1988

Revised: May 2, 1994

BOARD ACTION**BP 1150**

The Governing Board shall act by majority vote of all the membership constituting the Governing Board. If no more than two vacancies occur, the vacant position(s) shall not be counted for purposes of how many members constitute a majority. When a unanimous vote is required by law, the vacant position(s) shall be excluded.

Legal Reference: Education Code Sections 72203 and 72204.

Adopted: February 1, 1988

QUORUM**BP 1160**

No official Board action may be taken in the absence of a quorum. A quorum shall consist of no less than four regular voting members of the Governing Board.

Legal Reference: Education Code Sections 72203 and 72204.

Adopted: February 1, 1988

TEMPORARY COMMITTEES**BP 1170**

At the request of the District Governing Board, the Chair of the Board shall appoint temporary committees, comprised of less than a quorum of the membership, for special purposes. These committees shall be discharged upon completion of the assignments. These committees shall not have the power to act for the Board.

Legal Reference: Education Code Sections 72203, 72200 and 72233.

Adopted: February 1, 1988

LEGAL SERVICES**BP 1180**

The Superintendent/President on behalf of the Governing Board may contract for the services of an attorney in private practice. In the event that the nature of these legal services is to be ongoing or anticipated to exceed an amount of \$10,000, employment shall first be approved by the Governing Board. Written views furnished by such attorney shall not be binding upon the Governing Board, but shall be advisory only.

Legal Reference: Education Code Sections 72413, 72420, 72421 and 81655.

Adopted: February 1, 1988

Revised: April 3, 1989

MINUTES OF BOARD MEETINGS

BP 1190

A record of all actions taken by the Board shall be set forth in the official minutes of the Board except as otherwise permitted by law. The minutes of public meetings shall be kept by the Secretary of the Board as a permanent official record and shall be open to inspection by the public. The minutes, if any, of executive sessions shall be kept in accordance with the Government Code.

The minutes shall record the name of the person making a motion, the name of the person seconding it, and the vote. A member voting for or against a proposition or abstaining from voting may state his/her reasons and may have them recorded in the minutes if he/she so requests at the time of the voting.

Legal Reference: Education Code Section 72121; and Government Code Section 54957.2.

Adopted: February 1, 1988

PROCEDURE FOR DEVELOPING BOARD POLICIES**BP 1200**

Suggestions for additions to or modifications of District policies may be initiated by members of the Board, the Faculty Senate, employee organizations (through the consultative process), management personnel, or members of the public.

Suggestions for new policies or policy revisions will be available for review and comment by the Board, the Faculty Senate, employee organizations, and management personnel through an internal process established by the Superintendent/President. Every attempt shall be made to provide new policies or policy revisions to the above groups not less than 30 days prior to final adoption by the Governing Board. This internal procedure for review and comment will not apply to any policies subject to negotiation under collective bargaining, nor will it apply to any policies in the Board Bylaws.

Legal Reference: Education Code Sections 72231 and 72282.

Adopted: February 1, 1988

ADOPTION OF AND CHANGES IN<R>BOARD POLICIES

BP 1210

The Superintendent/President or designee, under the direction of the Governing Board, shall be responsible for developing and updating the Policy Manual on a continuing bases. The Governing Board shall periodically review its policy manual based upon reports from the Superintendent/President on the content and effectiveness of the policies.

Participation In Policy Determination

The Board welcomes the advice and assistance of all interested individuals and groups during consideration of both educational and financial matters. However, the Board alone will make final policy determination. Special attention shall be given to involvement of employees and students in considering policies which directly affect them.

First and Second Reading Procedure for Establishment of or Change In Policies

Proposals to establish or change Board Policies shall appear on the published agenda at least two Board meetings prior to Board action on the matter. The first appearance on the Board meeting agenda will be designated in writing "First Reading." The second appearance on a Board meeting agenda will be designated in writing "Second Reading." Action to approve policies shall be taken only after "Second Reading" appears on the agenda or any subsequent meeting.

Effective Date of Policies

All policies established by the Board become effective immediately upon their adoption unless an effective date is specified at the time of passage.

Responsibilities of Staff

The policies and procedures adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All staff will be held responsible for observing provisions of law pertinent to their activities.

Suspension of Policy

Any policy or procedure may be suspended by a majority vote of the Board except as otherwise provided by law. Such vote shall be taken by roll call and shall be entered in the minutes of the meeting.

Distribution of Policy Manuals

The Superintendent/President shall furnish a copy of Board policies and procedures and a copy of any amendments to each department, division, Vice President, Dean, Division Chair, President of Faculty Senate, President of CCFT, President of SEIU, and President of Student Senate.

Further, upon written request, a copy of Board policies and procedures will be provided to any other interested person. In lieu of the distribution of the complete Policy Manual, the Superintendent/President may prepare a special edition for any specific group of employees and omit therefrom those policies which do not have a direct bearing upon the activities of that group of employees, provided, however, that a copy of the complete policies and procedures is made readily accessible to all employees and to members of the public. Copies of the policies and procedures shall be on file in the Office of the Superintendent/President of the District and in the College Library. A fee covering the costs incurred by the District in furnishing the copies may be charged.

Policy Provisions Required by Law

If any provisions of the Board policies are held contrary to law by a court of competent jurisdiction,

such provisions will not be deemed valid and subsisting to the extent provided by law, but all other provisions will continue in force and effect.

Legal Reference: *Education Code Section 72200; and Government Code Sections 6252 and 6253.*

Adopted: February 1, 1988

Revised: November 7, 1994

**PROCESS FOR REVISIONS OF POLICIES AND
ADMINISTRATIVE REGULATIONS**

AR 1210

The following outlines the process for revisions of polices and administrative regulations.

- A. Upon the request of a Board member or the President, an addition or revision to a policy or administrative regulation will be placed on the Board agenda for review and/or approval. Revisions in policies will be indicated by:
 1. "Strike-out" of changed or deleted sections
 2. "Bold" type to indicate additions or changes in policies
- B. After Board approval, the President's Office will notify responsible division of any changes made by the Board. The division/department makes necessary changes, eliminating strike-outs and bold print, and sends a final copy to the President's Office.
- C. The final copy of the policy is then sent to the Marketing and Communications Office through the network or on a computer disk to be converted into the standard policy book format. The Marketing and Communications Office sends the final copy to the President's Office.
- D. The President's Office will have the policy duplicated. The policy will then be distributed to all policy book holders, with a cover sheet explaining that the policy is new, was revised, or was rescinded.

Adopted: November 7, 1994

BOARD ACTION ON ISSUES

NOT DIRECTLY AFFECTING THE COLLEGE

BP 1220

Except in those cases resulting from specific action by the Board to consider a matter, positions shall be taken only on matters directly affecting the operation of the college.

A vote of the Board shall be taken and recorded in the minutes.

Legal Reference: Education Code 72233.

Adopted: February 1, 1988

AUTHORIZED SIGNATURES**BP 1230**

The Chair and the Vice Chair of the Board (in case of the Chair's absence), the Superintendent/President, and the Vice President of Business Services are authorized to sign contracts, documents, and reports on behalf of the Board after approval of such items by the Board.

The Chair and the Vice Chair of the Board (in case of the Chair's absence), and the Superintendent/President or designee are authorized to sign notices of employment for academic employees; however, the employment of any person by the District is subject to and contingent upon approval and ratification by the Board.

Legal Reference: Education Code Sections 72400, 72200, 81655, 81656 and 87600 et. seq.

Adopted: February 1, 1988

Revised: February 6, 1995

DELEGATION OF AUTHORITY TO SUPERINTENDENT/PRESIDENT BP 1240

Maintenance of Records

The Superintendent/President is delegated the authority and directed to maintain accurate and complete records required by state law, federal and state agencies or departments, or the Office of the County Superintendent of Schools, including the proper accounting of any and all funds that come under the control of the Governing Board and the proper accounting of student attendance.

Action in Emergency

The Superintendent/President is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.

Power to Contract

The Superintendent/President or such persons as the Superintendent/President may designate are delegated the power to enter into contracts for and on behalf of the District whenever the power to so contract is invested in the Board by the Education Code. Such contracts include, but are not limited to, purchase of supplies and equipment, personal service contracts, leases and rentals, banking agreements, vendor service agreements, and personnel matters when such contracts do not exceed the dollar or time limits established in the Education Code or other laws pertaining to the taking of competitive bids. The Superintendent/President or such persons as the Superintendent/President may designate are further delegated the power to amend the terms and conditions of any contractual arrangement provided the total expenditure of funds and period of the contract shall be valid or constitute an enforceable obligation against the District unless and until such contract has been approved and ratified by the Board. Said approval or ratification shall be evidenced by a motion of the Board duly passed and adopted. All transactions herein authorized involving an expenditure by the District for the purchase of supplies, materials, apparatus, and equipment shall be reviewed by the Board every sixty (60) days.

Accept Resignations

The Superintendent/President is delegated the authority to accept written resignations from any employee of the District and to fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Superintendent/President.

Legal Reference: Education Code Sections 72400, 72413, 81655, 81656, 81658 and 87730.

Adopted: February 1, 1988

RATIFICATION OF ADMINISTRATIVE PROCEDURES**BP 1250**

The Superintendent/President and/or such persons as the Superintendent/President designates are delegated the authority and responsibility for developing administrative rules or regulations to implement Board policies. Administrative rules and regulations shall be submitted to the Governing Board for review and comment prior to implementation.

Legal Reference: Education Code Sections 72200 and 72282.

Adopted: February 1, 1988

TAPE RECORDINGS OF REGULAR BOARD MEETINGS**BP 1260**

Regular meetings of the Governing Board shall be tape recorded and copies of the tape made available to members of the Board and to the Superintendent/President of the District upon request. Other release of these tapes shall be allowed only by Board Action and, if approved, at the expense of the requesting party. Meeting tapes will be retained by the Secretary of the Board for a period of six months after the approval of the minutes of the meeting being recorded.

Tape recording devices by regular meeting attendees may be used provided such use does not require special or extraordinary arrangements or result in a disruption of the proceedings.

Legal Reference: Education Code Section 72233; and Government Code Section 54953.5.

Adopted: February 1, 1988

Definitions of Records

1. The term “records” means all records, maps, books, papers, data processing output, and documents of Cabrillo Community College District required by law to be prepared or retained or which are prepared or retained as necessary or convenient to the discharge of official duty. Records include “student records” as defined in Section 76210 of the Education Code.

2. The following documents are not “records” and may be destroyed at any time:

- (a) Mimeographed, otherwise duplicated, or carbon copies, except the original or one copy. (A person receiving a duplicated copy need not retain it.)
- (b) An individual memorandum, other than one relating to personnel matters, or other than a student record, between one employee and another employee of the District.
- (c) Advertisements and other sales material received.
- (d) Textbooks, maps used for instruction, and other instructional materials, including library books, pamphlets and magazines.

3. Classification of Records

- (a) Each department head of the college will review documents of papers received or produced during the prior academic year and classify them as *Class 1 – Permanent*, *Class 2 – Optional*, or *Class 3 – Disposable*.
- (b) All records not classified prior to July 1, 1986, are subject to the same review and classification as in (1). If such records are three (3) or more years old and classified as Class 3 – Disposable, they may be destroyed without further delay, but in accordance with Article 3.
- (c) *Current Year Records*. Records originating during a current school year shall not be classified during that year.
- (d) *Continuing Records*. Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased.
- (e) *Microfilm Copy*. Whenever an original Class 1 – Permanent record is photographed, microphotographed, or otherwise reproduced on film, the copy thus made is hereby classified as Class 1 – Permanent. The original record, unless classified as Class 2 – Optional, may be classified as Class 3 – Disposable, and may then be destroyed in accordance with District policy and current legal requirements if the following conditions have been met:
 1. The reproduction was accurate in detail and on film of a type approved for permanent, photographic records by the United States Bureau of Standards.
 2. The administrator, division chairperson or department head has forwarded to the records officer or designee a signed and dated certificate of compliance, stating that the copy is a correct copy of the original. A copy of this certificate must be incorporated with or attached to the microfilm copy. The microfilm copy has been placed in an accessible location and provision has been made for its preservation, examination, and use.

4. Period of Retention

A. Class 1 – Permanent Records. The original of each of the records listed in this section, or one

exact copy thereof when the original is required by law to be filed with another agency, is a Class 1 – Permanent record and shall be retained indefinitely, unless microfilmed.

1. *Annual Reports*

- (a) Official budget.
- (b) Financial report of all funds.
- (c) Audit of all funds.
- (d) Average daily attendance, reports.
- (e) Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition, or transactions.
 - (2) Those declared by Board minutes to be permanent.

2. *Official Actions*

- (a) Minutes of the Board or Committees Thereof. Including the text of a rule, regulation, policy or resolution not set forth verbatim in the minutes but included therein by reference only.
- (b) Elections. Including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or canvassed by the Governing Board for a Board member, the Board member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or other purpose.
- (c) Records transmitted by another agency that pertain to that agency's action with respect to District reorganization.

3. *Personnel Records of Employees*

All detail records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detail records, a complete proven summary payroll record for every employee of the District containing the same data may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 – Disposable.

4. *Student Records*

- (a) The records of enrollment and scholarship for each student.
- (b) All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 – Permanent records, one (1) year after the claim has been settled or after the applicable statute of limitations has run.

5. *Property Records*

All detail records relating to land, building, and equipment. In lieu of such detail records, a complete property ledger may then be classified as Class 3 – Disposable, if the property ledger includes:

- (a) All fixed assets.
- (b) An equipment inventory.

- (c) For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale or otherwise.
- B. Class 2 – Optional Records. Any record worthy of further preservation but not classified as Class 1 – Permanent may be classified as Class 2 – Optional and shall then be retained until reclassified as Class 3 – Disposable. If the Superintendent/President, or division chairperson or department head, determines that classification should not be made by the time specified in Section 3, subdivision (a) of this policy, all records of the prior year may be classified as Class 2 – Optional, pending further review and classification within one year.
- C. Class 3 – Disposable Records. All records, other than continuing records, not classified as Class 1 – Permanent or Class 2 – Optional, shall be classified as Class 3 – Disposable, including, but not limited to, detail records relating to:
 - (a) Records Basic to audit, including those relating to attendance, average daily attendance, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria funds records, etc.), and detail records used in the preparation of any other report.
 - (b) Periodic Reports, such as daily, weekly, and monthly reports, bulletins, and instructions.
- D. Retention Period
 - (a) Generally, a Class 3 – Disposable record, unless otherwise specified in this policy, should be destroyed during the third school year after the year in which it originated (e.g., 1976-77 plus 3>1979-80).
 - (b) With respect to records basic to an audit, a Class 3 – Disposable record shall not be destroyed until after the second July 1 succeeding the completion of the audit required by Education Code Section 17206 or of any other legally required audit, or after the ending date of any retention period required by an agency other than the State of California, whichever date is later.
 - (c) Continuing Record. A continuing record shall not be destroyed until the third year after it has been classified as Class 3 – Disposable.
- E. Procedures for Destruction
 - (a) Superintendent/President Actions.
 - 1. The Superintendent/President or his/her designee shall:
 - a. personally supervise the classification of records;
 - b. mark each file or other container as to classification and the unit in which the records originated. If the records are classified as Class 3 – Disposable, the Superintendent/President shall also mark the school year in which such records are to be destroyed; and
 - c. supervise the destruction of records.
 - 2. The Superintendent/President shall submit to the Board a list of records recommended for destruction, and shall certify that no records are included in the list in conflict with these regulations.
 - 3. The Board Action will:
 - a. approve or disapprove the recommendation of the Superintendent/President.
 - b. order a reclassification when necessary or desirable; and (c) order by action recorded in the minutes (with lists attached) of records in accordance with this policy.

Legal Reference: *Education Code Sections 72600, 72603 and 72620; Government Code Sections 6252, 6253 and 6254; and CA. Adm. Code Sections 59020-59029 and 54608.*

Adopted: February 1, 1988

GIFTS**BP 1280**

The Board, at its discretion, may accept on behalf of, and in the name of the District, such gifts, donations, bequests and devises as are made to the District for community college purposes or to or for the benefit of Cabrillo College.

The Superintendent/President shall be designated to receive any gifts, donations, bequests, and devises offered to the District, student organizations, or any other affiliate organization of the District.

The Superintendent/President shall deliver to the donor an acknowledgment of acceptance from the Governing Board.

The Superintendent/President shall report to the Board all gifts received with an estimated value in excess of \$500. At its own discretion the Board reserves the right not to accept gifts.

Legal Reference: Education Code Section 72241.

Adopted: February 1, 1988

GIFTS

AR 1280

1. The Superintendent/President shall forward to the donor as soon as possible a notice of acceptance by the Board.
2. The notice shall be in substantially the following form:

I am pleased to notify you that the Board of Trustees of the Cabrillo Community College District, pursuant to Section 72241 of the California Education Code and Board Policy 1280 accepts the (list gift or gifts) which you made on or about (date) to Cabrillo College.

On behalf of the Board and Cabrillo College, we express our gratitude to you for this gift (these gifts).

3. A copy of the notice shall be kept on file by the Superintendent/President. If the gift is an item of equipment (as classified in the *Community College Accounting Manual*), an asset number shall be affixed to and reported on the copy.
4. The Superintendent/President shall submit a report of all gifts accepted by the Board at the close of the fiscal year.

Not current version – newer one adopted March 3, 1997

Not available electronically

PUBLIC NOTICE FOR COLLECTIVE BARGAINING

BP 1290

It is the policy of the Cabrillo Community College District Governing Board to comply with the public notice provisions and requirements of Government Code Section 3547.

In accordance with California Administrative Code, Chapter 7, Section 37000, the Cabrillo Community College District sets forth the following policy to implement Government Code Section 3547. This policy is not intended to benefit the negotiating position of either the District or the exclusive representative.

1. Initial proposals of the exclusive representative regarding matters within the scope of meeting and negotiating shall be presented at a public meeting of the Governing Board and thereafter be made a public record. The District shall post copies of the proposal in a public place in the District administration offices. The District shall send copies of the proposal to the public libraries located within the District and request that they be posted in a public place. The District shall send copies of the proposals to interested third parties on request.
2. The District shall also post a notice with the initial proposals informing the public of the time and date a public hearing will be held on the proposals, and of the right of members of the public to file a complaint with the Public Employment Relations Board challenging the sufficiency of the information contained in the initial proposals. The address and telephone number of the Public Employees Relations Board (PERB) shall be included in such notice.
3. The public shall have a reasonable time to become informed of any such proposal and the opportunity to express itself at a public meeting regarding the proposal, before meeting and negotiating on such a proposal may take place.
4. The Cabrillo Community College District Governing Board shall adopt its initial proposal after the public has had the opportunity to express itself. In developing its own initial proposal, the Governing Board may meet in executive session for the purpose of instructing the Board's designated representative.
5. New subjects arising during the meet and negotiate process which were not presented in the initial proposals shall become a matter of public record within 24 hours. If a vote is taken by the Governing Board on the proposal or the new matter, the vote thereon by each voting trustee shall also become a matter of public record within 24 hours.

Legal Reference: Government Code Section 3547.

Adopted: February 1, 1988

BOARD SELF-EVALUATION**BP 1310**

On a periodic basis, at least annually, the Board will undergo a process of self-evaluation. The purpose of Board self-evaluation is to identify those areas of Board functioning which are working well and those which may need improvement.

Prior to the self-evaluation, members of the college community, including faculty, staff, students, and community members will be invited to provide written input to the evaluation process in the format developed for this purpose.

Adopted: June 6, 1994

BOARD SELF-EVALUATION

AR 1310

On at least an annual basis, normally during the regular meeting in July, the Board will review and discuss Board performance during the past year. Based on this review, the Board may develop goals for improvement. In addition to identifying specific issues, the discussion of the Board's roles and responsibilities can build communication and understanding among Board members of each others' values and strengths, and lead to a stronger, more cohesive, working group.

At least one month prior to the review and discussion meeting, evaluation forms will be distributed to Board members to assist in preparation for the collective review and discussion. The content and format of the form will be developed and revised as appropriate by the Superintendent/President in consultation with the Board.

The Superintendent/President's Office will also distribute evaluation forms to all members of the Cabrillo College College Council prior to the end of the spring semester. Forms will also be made available to any other member of the College community who wishes to provide input to the evaluation process. All forms will be submitted on an anonymous basis. Prior to the evaluation meeting, the Superintendent/President's Office will collect and compile forms for review by the Board.

Adopted: June 6, 1994

**NAMING OPPORTUNITIES IN RECOGNITION OF
FINANCIAL SUPPORT TO THE COLLEGE**

BP 1400

It is the policy of Cabrillo College that naming opportunities be available to recognize very significant monetary contributions to Cabrillo College and the Cabrillo College Foundation. The various types of recognition and level of financial contribution required are:

1. \$10,000 - \$99,999: Recognition plaques will be placed in appropriate locations. i.e.: in labs, classrooms, division offices, the library, administration building.
2. Scholarship endowments of \$10,000 or more will be listed on a permanent plaque in a prominent spot on the campus.
3. \$100,000 - \$999,999: Campus areas or parts of buildings such as classrooms, plazas, lounges, bookstore, cafeteria, and other similar type places will be named in recognition of the gift.
4. \$1,000,000 +: Existing buildings may be named for a donor contributing at this level.
5. 25% of projected construction cost: For the naming of new buildings on campus.

Determination of specific naming opportunities within these parameters will be made by the College president, in consultation with the Chair of the Governing Board and Chair of the Cabrillo College Foundation.

Adopted: January 10, 1994

Revised: September 13, 1999

HONORING MERITORIOUS SERVICE

BP 1410

It is the policy of Cabrillo College to recognize and honor individuals who give or have given extraordinary service to the success of Cabrillo College, its students and staff. A representative committee of college and community members is appointed by the College President to select honorees, in a manner somewhat similar to the scholarship award process. The committee sets a schedule for a nomination process for awards, and it evaluates nominations. Depending on the receipt of nominations and the results of its deliberations, the committee makes recommendations to the College President for his recommendation to the Governing Board no more frequently than once a year. Approval of the Governing Board is required to honor meritorious service.

Within the scope of this policy, recognition of individuals for meritorious service may take one or more of the following forms: 1) annual selection of individuals for inclusion on a prominently placed permanent display; this honor is given very selectively; 2) establishment of an annual award bestowed in the name of an individual, whose inspiration and contributions are thus perpetuated; this extremely prestigious award is established rarely; 3) naming of a campus site after an individual; this unique honor is bestowed only in unusual circumstances, and the award must benefit students through its positive and unifying effect.

Adopted: July 11, 1994

1. Establishment of Committee to Honor Meritorious Service

Committee composition: On a biennial basis, the College President appoints a committee of nine individuals, representing the following college constituencies: students nominated by the Student Senate (1) and the Interclub Council (1); faculty nominated by Faculty Senate (1) and the Cabrillo College Federation of Teachers (1); classified employees nominated by the Service Employees International Union (1); confidential employees nominated by a vote of those employees (1); the Cabrillo College Foundation, nominated by the Foundation's Board of Directors (1); management/administration selected by the President (1); an at-large community member, selected by the president (1). In selecting the community member and the representative of the Foundation, consideration will be given to balancing representation from the northern and southern parts of the college district.

Term of appointment: The College President appoints the committee by the middle of September, and members serve staggered terms up to two years, in order to ensure continuity. If a member resigns before the end of the term, s/he will be replaced by appointment of the College President from nomination(s) of the appropriate constituent group.

Scope of committee responsibility: The committee receives nominations in all categories of recognition; it decides whether or not any of the nominations should be confirmed; and it recommends the individual(s) and the type(s) of award to the College President who makes final recommendation to the Board. The President then makes a final recommendation to the Governing Board.

2. Eligibility to Receive Recognition for Meritorious Service

Value of inclusiveness: Any individual who provides or has provided exceptional meritorious service to the success of Cabrillo College students and/or faculty or staff is eligible for recognition.

General Criteria: The service recognized must be connected to achievement of the college's mission. At a minimum, the individual must have made exceptional contributions, s/he must have demonstrated extraordinary leadership; and s/he must have inspired significant positive change for the benefit of Cabrillo College students and/or staff and faculty.

3. Announcement of Awards for Meritorious Service

Annual event: Presentation of awards will be made at an appropriate public event to be selected by the committee in consultation with Administrative Council and the Cabrillo College Foundation.

4. Permanent Display of Names of Honorees

Description and location of display: Faculty, staff, students, alumni, retirees, past and present members of the Governing Board and administration, and community members may be honored by having their names engraved on a permanent display placed in a prominent public area. The display comprises a themed plaque with space for adding individual plates engraved with the names of honorees.

Criteria: Candidates must have demonstrated exceptional service of merit beyond the level warranting ordinary expressions of appreciation, such as certificates, letters of commendation or Governing Board resolutions.

Nomination process: In February of each year, the Committee to Honor Meritorious Service announces the opening of a one-month nomination period. Only Cabrillo College students or staff, or groups representing them, may nominate candidates for this honor. Nominations must be accompanied by a rationale for the award.

Selection Process: All members of the committee must review all applications for recognition. By a majority vote, the committee will select the candidate(s) who will be recommended to the College President.

5. Awards Named after Individuals

Description: This form of recognition comprises an award that is named after a person whose service represents exceptional benefit to the success of the college's students and/or staff. Once established, this award becomes a prestigious honor given only to others whose work embodies the spirit of service and achievement attributed to the award's namesake.

Creation of awards: In the fall of the first year of this award program, the Committee to Honor Meritorious Service will solicit nominations of individuals after whom an award can be named. The nomination period will be one month in duration. At the close of nominations, the committee will meet to evaluate the nominations and to decide within two weeks which, if any, of them should be accepted. A 2/3 vote of the committee is necessary in order for an award to be created. The committee may create a maximum of three such awards. Recommendations for establishment of the awards will be made to the College President for recommendation to the Governing Board, which gives final approval.

Nominations for named awards: Once named awards have been established, recipients of the award may be nominated through the same process as described for inclusion on the permanent display of names. Each nomination must include a rationale.

Selection Process: All nominations must be reviewed by all members of the committee. A majority vote of the committee is necessary in order for an individual to be recommended to the College President to receive the award.

Annual limit of the number of named awards and their recipients: A maximum of three (3) awards named after individuals may be established in the first year of the program. Once established, it is expected that no new awards will be created, unless extraordinary circumstances cause a subsequent committee to create a new award in future years. Annually, only one (1) award may be given for each of the named awards.

6. Honor by Naming Campus Areas after Individuals

Definition: Current Governing Board policy reserves the naming of buildings, other facilities or areas within facilities in recognition of significant financial contributions. However, naming a building, portion of a building or other site in honor of meritorious service may be considered under rare circumstances. This can be justified if such action results in significant positive and unifying benefits to students. Also, the benefits of naming a site for service must justify the loss of financial advantages to students that otherwise might have been gained if the building were named as a result of a significant donation.

Criteria: Individuals considered for this honor must give or have given exceptional and enduring service to students, faculty and/or staff. That service must be recognized as leading to the achievement in a significant way of one or more elements of the college's mission.

Nominations for creation of award: Only students, faculty and staff, or organizations representing them, may nominate an individual for recognition through naming of a facility. Nominations may be received during the same annual period in which nominations are received for the Public Display and the Named Recognition awards. Nominations must include a rationale.

Selection Process: All nominations must be reviewed by all members of the committee. A unanimous vote of the committee is necessary in order for a recommendation to be made to the College President, who will make the recommendation to the Governing Board for final decision.

Adopted: July 11, 1994

Adopted: March 6, 2006

PRIVATE GIFT FUND BP 1500 DEVELOPMENT POLICY

Role of the Cabrillo College Foundation in Private Gift Fund Development

The Cabrillo College Foundation's mission is to operate for the support and benefit of Cabrillo College: to solicit and raise private gift funds for scholarships, facilities, equipment, research, and projects. The Cabrillo College Foundation has college-wide responsibility to conduct and coordinate all private gift solicitations from individuals, corporations, foundations, and community organizations. The Cabrillo College Foundation has authorization to establish procedures and protocol to be followed by members of the college community for the identification, cultivation, and solicitation of prospective donors. The Cabrillo College Foundation accepts all private gifts, donations and bequests on behalf of Cabrillo College.

All private gift fund development activities are coordinated with the Cabrillo College Foundation in order to achieve an overall set of activities that are non-duplicative and appropriately conducted. Private gifts are from individuals, foundations, companies, and community organizations. Such coordination will also facilitate assistance from the foundation to those activities. Specifically, the foundation's duties are to:

1. Facilitate implementation of fund development policies.
2. Conduct a comprehensive, ongoing fundraising program.
3. Develop and administer a comprehensive donor recognition program.
4. Provide fundraising counsel to college staff and faculty.
5. Provide financial accountability to the college, the donors, and the public.
6. Develop and administer a financial investment program to maximize investment income commensurate with prudent management.

Adopted: May 6, 2002