October 30, 2017

TO: President's Cabinet
    President's Council
    Administrative Council

FROM: Sandy Sandello

SUBJECT: CHAPTER 2 - REVISION OF ADMINISTRATIVE PROCEDURES

Attached are revisions to Chapter 2 Administrative Procedures with minor edits. I have included CCLC's suggested template (when there is one to include).

    AP 2105  Election of Student Members
    AP 2340  Agendas
    AP 2360  Minutes
    AP 2430  Delegation of Authority to the Superintendent/President
    AP 2431  CEO Selection Process
    AP 2435  Evaluation of CEO
    AP 2710  Conflict of Interest
    AP 2712  Conflict of Interest Code
    AP 2735  Board member travel

Please forward any suggested revisions/additions. This will begin the review process.
I. The student member shall be elected by a plurality vote of those voting in a regular election of the student body. Students may run for no more than one position per election. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.

II. Districts are mandated to have procedures to recall student trustees and to declare and fill vacancies. The following are suggested as good practice, although other procedures may be used.

III. The Student Member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/President of a petition signed by at least 20 percent of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within 30 days of a regularly scheduled election for student member.

IV. The office shall become vacant if the student member becomes ineligible for the office, resigns, is recalled, or dies. Upon notice to the Superintendent/President that a vacancy has occurred, the Superintendent/President shall arrange for a special election that provides for:

- Notice communicated to the student body of the result of the recall election, if the vacancy has occurred as the result of a recall election, and arrangements for a special election;

- An application period for students to submit an application to become a candidate for the open position that will be open for at least 5 days on which classes are regularly held;

- Following such application period, a period of time no less than 10 days upon which classes are regularly held for campaigning, and;

- Voting for the special election to be concluded within 30 school days following the date upon which the position became vacant.

V. No special election will be called if the vacancy occurs within 60 days of a regularly scheduled election for the Student Trustee.

VI. Reference:
Education Code Section 72023.5
AP 2105 Election of Student Member(s)

Reference:
Education Code Section 72023.5

**NOTE**: This procedure is legally required. Local practice may be inserted here.

The following paragraph is provided as language that complies with the requirement of the Education Code that all students enrolled be permitted to participate in the selection of the student member. (See 62 Ops. California Attorney General 126 (1979).) If Districts did not include similar language in Board Policy 2105, it is advised that it be included here:

The student member shall be elected by a plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on [insert date, either May 15 or June 1].

Districts are mandated to have procedures to recall student trustees and to declare and fill vacancies. The following are suggested as good practice, although other procedures may be used. Similar language was provided in BP 2105 as an option. If Districts included the language in policy, then they do not need to repeat it in these Administrative Procedures.

The Student Member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the [CEO] of a petition signed by at least [indicate percentage, such as 20%] of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within [indicate number of days, such as 30] days of a regularly scheduled election for student member.

The office shall become vacant if the student member becomes ineligible for the office, resigns, is recalled, or dies. If the seat of a student member becomes vacant during his/her term, the governing board may authorize the officers of student body associations established pursuant to Education Code Section 76060 at each community college in the District to appoint a student to serve the remainder of the term in accordance with procedures established by the governing board.

[OR]

Upon notice to the [CEO] that a vacancy has occurred, the [CEO] or designee may arrange for a special election that provides for:
• Notice communicated to the student body of the result of the recall election, if the vacancy has occurred as the result of a recall election, and arrangements for a special election;

• An application period for students to submit an application to become a candidate for the open position that will be open for at least [indicate number of days, such as 5] days on which classes are regularly held;

• Following such application period, a period of time no less than [indicate number of days, such as 5] days upon which classes are regularly held for campaigning, and;

• Voting for the special election to be concluded within [indicate number of days, such as 30] days following the date upon which the position became vacant.

No special election will be called if the vacancy occurs within [indicate number of days, such as 30] days of a regularly scheduled election for student member.

Revised 3/12, 4/14
I. The Board of Trustees is responsible for the hiring of the Superintendent/President. The Board will establish the calendar and approve the structure of the presidential hiring process. The Board of Trustees will communicate to all those that participate in the selection process to conduct themselves in the highest ethical standards throughout the entire selection process.

II. The Board of Trustees will establish a selection process for the consultant that ensures the consultant selected reflects the Board's expectations and values.

III. The Board of Trustees will craft and express a clear statement on the role of the consultant and ensure that this role is clearly communicated to all stakeholders so that this role is clearly understood by all.

IV. The Board of Trustees will clearly communicate the Board's expectations and values with respect to the hiring process to the members of the search committee before the hiring process begins. All members of the search committee will be provided training prior to the selection process on how to best reach consensus.

V. The Board of Trustees or designee oversees the development of the Presidential Search Brochure and approves its content.

VI. The Board of Trustees or designee approves all advertising for the presidential position.

VII. The Board of Trustees determines the number of representatives from each constituent group. The search consultant will serve as a non-voting chair of the committee.

VIII. The current composition of the search committee, which is merely a description of what has been used in the past and can be changed by the Board in the future, is as follows:

- Faculty
- Classified
- Management/Confidential
- ASB President/Representative
- Community Representatives

The following are not committee members, but serve specific functions in the selection process:

- The Human Resources Officer or designee shall review the composition of the applicant pool to determine if legal requirements relating to Title V, the District's Equal Opportunity Plan, and non-discrimination have been met.
• An EEO Monitor who is appointed by the Equal Employment/Staff Diversity Officer

IX. Persons serving on the search committee participate in both the application review and search committee interview phases of the search process. Search committee responsibilities include evaluation of candidate applications, development of interview questions, determination of candidates to be interviewed by the search committee and recommendation of finalists to the Board of Trustees.

X. The search committee will try to reach consensus on all committee decisions. If the search committee is unable to reach consensus after discussion of an issue, then the majority view of the committee shall prevail.

XI. Committee members must be willing to give search committee responsibilities their highest priority. To assure equity in the process, attendance at all committee meetings is required.

XII. The Board of Trustees requires four to six unranked finalists. Before the selection process begins, the Board will specify the minimum number of candidates to be advanced by the committee. The Board of Trustees interviews the finalists and selects and hires the new Superintendent/President.

XIII. Before the selection process begins, the Board of Trustees will clearly articulate to the members of the committee what options are available to the Board if the number of finalist candidates submitted does not fulfill the required minimum number of candidates as determined above. These options can include:

- Option 1: Ask the committee to forward additional finalists from the pool of candidates already interviewed;
- Option 2: Directly interview additional candidates from the candidate pool;
- Option 3: Cease the process and begin a new search;
- Option 4: Accept the candidate(s) that are forwarded as finalists and proceed; and
- Option 5: Ask the committee to interview additional candidates from the applicant pool who could potentially become finalists.

XIV. The Board will provide an opportunity for the search committee chair to submit a list of candidates along with narratives to the Board which could include the search committee members’ reasons for forwarding or not forwarding candidates and perceived strengths and weaknesses of each of the candidates.
XV. The Board of Trustees requires that a presidential forum be held for the finalists in conjunction with the Board of Trustees interviews. The Board of Trustees determines when the presidential forum is scheduled. The Board determines the structure and date(s) of the forum(s).

XVI. The Board of Trustees determines the efficacy of a site visit(s) and, if necessary, determines the participants for the visiting team. The Board of Trustees also determines the structure and schedule for the site visit(s).

XVII. The Board of Trustees will evaluate the effectiveness of the CEO Superintendent/President Selection Process and will provide an opportunity to the committee to submit an evaluation of the selection process.