

Section Two

**Board
of
Trustees**

**Section Two
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**Section Two—Board of Trustees
Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates**

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies: None

Procedures: None

Appendices: None

Policy

SECTION TWO
BOARD OF TRUSTEES

2A **General Functions**

2A1 Authority--The Board of Trustees of the Kern Community College District is the governing body of the District.

The Board of Trustees exists by virtue of and derives its powers from the Constitution and the Acts of the Legislature of the State of California and the Rules and Regulations of the Board of Governors of the California Community Colleges.

The Board of Trustees as the controlling body of the District is charged with: (1) approving and adopting the policies for the operation of the District, (2) determining that adequate funds are available to enable the staff to execute these policies, and (3) acting as a board of appeals.

The Board shall exercise all the powers, duties, responsibilities and obligations given to it by law. Its primary function is the determination of general policies for and exercise of general supervision of the District. The details and administration thereof shall be carried out by its officers and employees.

2A2 Management of the District--The Board shall determine the administrative organization necessary to execute District policies. It shall elect a Chancellor and such other officers as may be required and fix their compensation and terms of office. The Board shall hold the Chancellor responsible for the efficient administration and supervision of the entire system and shall evaluate the Chancellor.

The administration of the Kern Community College District is that of line and staff. Employees should conduct College or District business according to this organizational arrangement.

The College President's administrative organization shall be the established authority on campus. Staff members should report to the designated administrator on specific problems. The College President is the final authority at the College level.

2A2A When a change in organizational structure is being considered at a College, discussions shall be held with Academic Senate and classified representatives. *(Added June 10, 1999)*

2A2B When a change in organizational structure is being considered at the District Office, discussions shall be held with representatives of the Academic Senates and classified representatives. *(Added June 10, 1999)*

2B **Organization of the Board of Trustees**

2B1 Composition--The Board of Trustees is composed of seven (7) members representing the District on the basis of trustee areas as follows. See [Appendix 2B1\(a\)](#) of this Manual for a map of the Kern Community College District trustee areas. [Appendix 2B1\(b\)](#) of this Manual includes a listing of the members of the Board of Trustees and term expiration date by trustee areas.

Trustee Area #1Two (2) Board members
Trustee Area #2One (1) Board member
Trustee Area #3Two (2) Board members
Trustee Area #4One (1) Board member
Trustee Area #5One (1) Board member

2B1A In accordance with Education Code Section 72023.5 one (1) student shall be a non-voting member of the Board of Trustees. Upon request, the student member's advisory position on measures before the Board shall be noted in the official minutes of the meeting. The procedures for selection are prescribed by the governing board and are outlined in [Procedure 2B1A](#) of this Manual. *(Revised January 19, 1995)*

2B1A1 The student member shall serve for a one-year (1-year) term as provided by law. A student member may be afforded the opportunity to attend closed sessions at the invitation of the Board of Trustees except for matters dealing with personnel and collective bargaining.

2B1A2 Student members are entitled to the same travel allowance as voting members and shall be compensated for attendance at Board meetings at the same rate as regular members.

2B1A3 In accordance with Education Code Section 72023.7(c), the Board shall, by May 15 of each year, review and adopt rules and regulations implementing this section.

2B2 Election of Members of the Board of Trustees--A candidate must be an elector residing in and registered to vote in the area to be represented. Members of the Board of Trustees shall be elected by the electors of the area in which the member(s) resides.

2B2A A statement filed by a candidate for inclusion in the sample ballot for distribution to the voters shall be limited to two hundred (200) words. A charge for such statement shall be levied against the candidate by the County Clerk.

2B2B If a tie vote occurs, the candidates who have received the tie votes shall be notified to appear before the Board either personally or by a representative at a designated time and place. The Board of Trustees shall at that time and place determine the winner or winners by lot.

2B3 Election of Officers--The Board of Trustees, at its annual organization meeting on a day within the period December 1 to December 31, inclusive, shall organize by electing from among its members a President, Vice President, and Clerk. Said officers shall hold office for one (1) year, or until their successors shall have been elected and qualified. Newly elected members shall be seated on the Board at a scheduled meeting after the election is certified. *(Revised July 1, 1999)*

2B4 Secretary to the Board--The Chancellor shall serve as Secretary to the Board of Trustees.

2B5 Duties of Officers--It shall be the duty of the President of the Board to preside at all meetings of the Board, to enforce the usual parliamentary rules and to appoint all special committees not otherwise provided for. The President shall sign all papers and documents as required by law or as authorized by action of the Board. The President shall be authorized and it shall be his/her duty to call special meetings of the Board as provided by the California Education Code. In the absence of the President, these duties shall be performed by the Vice President. *(Revised July 1, 1999)*

The Clerk shall sign all papers and documents as required by law or as authorized by action of the Board.

2B6 Committees--The Board shall not appoint standing committees, but shall act as a committee of the whole in all matters. The President of the Board shall appoint such ad hoc committees as are deemed necessary from time to time. Such committees shall not have executive power but shall serve in an investigative and advisory capacity only, reporting all findings and recommendations to the Board for action.

2C Meetings *(Revised August 3, 2006)*

2C1 Schedule--Unless there is Board action to the contrary, regular meetings of the Board of Trustees shall be held twice each month. Dates, time and place shall be determined at the annual organization meeting. Special meetings may be called as provided by law. See [Appendix 2C1](#) of this Manual for a schedule of meetings of the Board of Trustees.

2C2 Quorum and Rules of Proceedings--A majority of all the members shall constitute a quorum for the transaction of business. If less than a majority is in attendance at any regular meeting they shall have the power to adjourn. The Board may determine the rules of its proceedings; the ayes and noes shall be taken and recorded upon the call of any member. Any matter of procedure not governed by law or covered by this section shall be governed by Roberts Rules of Order.

2C3 Agendas—An agenda shall be posted adjacent to the place of meeting at least seventy-two (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. Upon request, 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 (1) or more of the following apply:

2C3A A majority decides there is an “emergency situation” as defined for emergency meetings.

2C3B Two-thirds (2/3) of the members [or all members if less than two-thirds (2/3) 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.

2C3C An item appeared on the Board of Trustees agenda and was continued from a meeting held not more than five (5) days earlier.

2C4 Order of Business--The order of business at all regular meetings shall be

as follows: (1) Preliminary and Communications, (2) Hearing of Citizens, (3) Work Study Session, (4) Business Services, (5) Educational Services, (6) Human Resources, (7) Reports, and (8) Adjournment. Closed Sessions may be called in accordance with the provisions of the California Education Code. The order of business may be changed by consent of the Board.

2C5 Securing Board Action-- The Board shall provide opportunities for members of the general public to participate in the business of the Board. Procedures and forms for securing Board action are included in [Procedure 2C5](#) of this Manual.

2C5A 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:

2C5A1 There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the 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.

2C5A2 Members of the public may place items that are within the jurisdiction of the Board on the prepared agenda in accordance with **Policy 2C5**.

A written summary of the item must be submitted to the Chancellor at least fourteen (14) days prior to the Board meeting. The summary must be typed and signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

2C5A3 Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.

2C5B 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.

2C5C The Board may direct the Chancellor to refer the matter to staff for response.

2C5D The Chancellor may make a recommendation to the Board, as appropriate.

2C6 Speakers

2C6A 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.

2C6B 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.

2C6C Persons wishing to speak to matters not on the agenda shall do so at the time designed at the meeting for public comment.

2C6D Those wishing to speak to the Board are subject to the following:

2C6D1 A speaker shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.

2C6D2 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.

2C6D3 No member of the public may speak without being recognized by the President of the Board.

- 2C6D4** Each speaker will be allowed a maximum of five (5) minutes per topic. Twenty minutes shall be the maximum time allotment for public speakers on any one (1) subject regardless of the number of speakers at any one (1) Board meeting. At the discretion of a majority of the Board, these times limits may be extended.
- 2C6D5** Each speaker coming before the Board is limited to one (1) presentation per specific agenda item before the Board, and to one (1) presentation per meeting on non-agenda matters.
- 2C6D6** 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.
- 2C6E** 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 communications regarding items on the Board's agenda should reach the office of the Chancellor not later than three (3) 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.
- 2C6F** Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.
- 2C6G** In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meetings unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session.
- 2C6G1** Only matters appearing on the agenda may be considered in such a session.
- 2C6G2** Duly accredited 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 section
- 2C6G3** At the discretion of the Board, an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting shall be readmitted.

2C7 Minutes of Meetings--The Secretary to the Board shall keep minutes of all Board meetings and shall maintain a journal of its proceedings by recording every official action taken.

2C7A The names of Board members who make and second motions shall be recorded.

2C7B Minutes shall be written in unadopted form, duplicated and mailed to Board members before the next meeting.

2C7C Minutes shall be copied in the official minutes book only after they have been approved as written or as corrected.

2C7D The minutes shall be indexed to facilitate finding actions that have been taken at previous meetings.

2C7E Each action shall have headings for quick reference.

2C8 Public Access to Materials to be Discussed at Public Board Meeting (Government Code Section 54957.5) --The Board of Trustees shall provide, upon request, agendas of public meetings and copies of public records to be discussed at public meetings to members of the general public including representatives of newspapers, television and radio. Procedures governing public requests for copies of written material discussed at Board meetings are outlined in **Procedure 2C8** of this Manual.

2C8A 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.

2D **Board Meetings, Employee Representatives, Personnel Negotiations, Public Notice**

2D1 Procedures for Public Notice and Negotiations

2D1A The Board of Trustees shall adhere to the requirement of Public Notice as set forth in Article 8, Section 3547, of Chapter 10.7 of the Government Code.

2D1B The Chancellor shall notify the exclusive representative organization(s) of the District that the Board of Trustees is prepared at any regular meeting of the Board scheduled in the months of February or March to hear the initial proposal(s) of the exclusive representative organization(s) relating to the scope of representation in Chapter 10.7 of the Government Code and to include the proposal(s) by title as a published agenda item.

2D1C The Board of Trustees shall at the meeting selected by the exclusive representative organization(s), receive the proposal(s) and shall make it available to public review and study at a known and designated place in the District [Government Code 3547(a)]. These places are the Chancellor's Office and the President's Office at each College.

In order to comply with the above section, the Chancellor shall request that the exclusive representative organization(s) furnish the Board of Trustees an appropriate number of copies of the proposal(s) at the time of the public presentation.

2D1D After the passage of not less than seven (7) calendar days following the public presentation by the exclusive representative organization(s), the Board shall then, at a regular meeting or at a called special meeting, provide the public with an opportunity to express itself regarding the proposal(s) [Government Code 3547(b)].

2D1E The Board shall then make a public presentation of its initial proposal(s) and make it available for public review and study at a known and designated place (or places) in the District [Government Code 3547(a)].

After the passage of not less than seven (7) calendar days, the Board shall provide an opportunity for public input at a regular or called special meeting.

The Board shall then adopt its initial proposal [Government Code 3547(c)].

2D1F Then the Board or its designated representatives shall begin meeting and negotiating with the exclusive representative organization(s) [Government Code 3547(b)].

2D1G Within twenty-four (24) hours of its presentation, the Board shall make any new subject matter proposal(s) within the scope of negotiations made by either party during meeting and negotiating available in printed form for public study and review at a known and designated place (or places) in the District [Government Code 3547(d)].

The Board shall request from the exclusive representative organization(s) sufficient copies of its proposal(s) to be able to comply with this section.

2D1H If any vote is taken by the Board on a new subject of negotiations, the Board shall make the roll call vote available as a matter of public record within twenty-four (24) hours of the time of the vote [Government Code 3547(d)].

2E **Board Self-Evaluation** (*Added October 4, 2007*)

2E1 The evaluation process is designed to provide constructive feedback to individual Board members about the performance of the Board as a whole, not individual Board members. It is the evaluation process of the overall effectiveness of the Board as a group making decisions and the results of those decisions. During the evaluation process, the integrity and rights of individuals must be respected and as such, the product of this evaluation process and all instruments attendant thereto shall be confidential.

2E2 To this end, the Board has established the following process:

2E2A The Board shall review and approve procedures for self-evaluation every five (5) years in the fall of every odd numbered year.

2E2B In the month of October, in each odd numbered year, the Secretary of the Board shall provide an agreed upon evaluation instrument.

2E2C All Board members will be asked to complete the evaluation instrument and submit responses to the Secretary of the Board.

2E2D A summary of the evaluations will be presented to the Board in a written communication by December of each odd numbered year.

2E2E The Board shall take appropriate action in response to the evaluation summary, during a public meeting.

2E3 Goals of the evaluation process are to:

- Identify past accomplishments

- Identify annual goals
- Clarify roles
- Enhance harmony and understanding
- Improve effectiveness and efficiency of Board meetings
- Set policies for the benefit of students, employees, institutions, and citizens of the Kern Community College District

2F **Standards of Good Practice** *(Added October 4, 2007)*

2F1 In support of effective community college governance, the Board believes that:

- It derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- It must clearly define and articulate its role;
- It is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- It always strives to differentiate between external and internal processes in the exercise of its authority;
- Its Trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- Its Trustee members come to each meeting prepared and ready to debate issues fully and openly;
- Its Trustee members vote their conscience and support the decision or policy made;
- Its behavior, and that of its members exemplify ethical behavior and conduct that is above reproach;
- It endeavors to remain always accountable to the community; and
- It honestly debates the issues affecting its community and speaks with one (1) voice once a decision or policy is made.

2G **Statement of Ethics** *(Revised October 4, 2007)*

2G1 Standards of Practice--The members of the Board of Trustees shall comply with the legal and ethical requirements of the State of California. In fulfilling their roles as members of the Board, they shall: *(Added April 20, 1995)*

- Hold the educational welfare of the students of the District as their primary concern,
- Maintain confidentiality on District matters as appropriate,
- Base individual decisions on available facts, and uphold the final decisions of the Board,
- Take no action as a member of the Board for personal gain, and
- Conduct personal relationships with District staff and members of the

community based on the fact that they have no legal authority outside the meetings of the Board.

2G2 Violations of Standards (*Added October 4, 2007*)

2G2A Charges by any person that a Board Member has violated laws and regulations governing Board behavior or the Board's Statement of Ethics will be directed to the Chancellor. The Chancellor shall deliver the charges to the Board President or Vice President for appropriate action.

2G2B Charges filed will be investigated in a manner that provides professional assessment and confidentiality.

2G2C If the alleged behavior violates Board Policy on ethical conduct the Board President or Vice President shall alert the Board Member in question regarding the violation of policy and seek corrective action.

2G2D If further action is deemed necessary, the Board President or Vice President may appoint an ad-hoc committee of the Board officers to examine the matter and recommend a course of action to the Board.

The Board may discuss the violation at the Board meeting and affirm its policy expectations, and/or the Board may move to censure the Trustee.

2G2E If alleged behavior violates laws governing Board behavior, the President or Vice President of the Board and Chancellor are authorized to consult with legal counsel and refer the matter to appropriate authorities as provided by law.

2H **Conflict of Interest Statement**--Each member of the Board of Trustees must file a conflict of interest statement as determined by law and the Board of Trustees' Policy. Members of the Board should avoid any situation that may constitute a conflict of interest and should inform the Board when a matter under consideration might involve or appear to involve a conflict of interest.

2I **Benefits for Members of the Board of Trustees** *(Revised December 12, 2002)*

- 2I1** Members of the Board of Trustees and dependents are eligible for and shall receive the District comprehensive health, dental, and vision plans. Eligible members of the Board of Trustees shall be enrolled in a life insurance plan. The District's contribution for the health, dental, vision, and life insurance plans shall be determined annually by the Board of Trustees.

- 2I2** Members of the Board of Trustees and dependents are eligible for and shall receive the District comprehensive health plan and dental plan upon retirement from the Board of Trustees until age sixty-five (65) with the following provisions.

 - 2I2A** The retired member of the Board of Trustees must have reached age sixty (60).
 - 2I2B** The retiree must exceed twelve (12) years of service on the Kern Community College District Board.
 - 2I2C** The retired member of the Board of Trustees must have been first elected to a term of office that began prior to January 1, 1995.
 - 2I2D** The level of benefits and the District's contribution for the health and dental plans shall be the same as for active confidential and management employees.

- 2I3** For Board Members elected prior to July 1, 1991, health insurance, excluding dental will be provided Board retirees beyond age sixty-five (65) and dependents with the following provisions in addition to **Policies 2I2A** and **2I2B**.

 - 2I3A** The retiree [and eligible dependent(s), if dependent coverage is taken] must be eligible for Medicare Part A or purchase Medicare Part A as a condition of continuing with the District health plan.
 - 2I3B** At age sixty-five (65), the retiree [and eligible dependent(s), if dependent coverage is taken] must apply for and purchase Medicare Part B.
 - 2I3C** Medicare must provide primary coverage.
 - 2I3D** A surviving eligible dependent(s) of a Board retiree may continue the District health plan at his/her expense. Failure to make timely payments for two (2) consecutive months shall cause the right to continue coverage under this provision to cease.

2I3E The level of benefits and the District's monthly contribution for the health plan shall be the same as for active confidential and management employees.

2I4 Board members elected after July 1, 1991, who retire, may continue the health plan at his/her expense under the following conditions.

2I4A At age sixty-five (65), the retiree (and spouse, if dependent coverage is taken) must be qualified through Social Security eligibility for Medicare Part A and shall apply for and accept Medicare Part A.

2I4B At age sixty-five (65), the retiree (and spouse, if dependent coverage is taken) must apply for and purchase Medicare Part B.

2I4C Medicare must provide primary coverage.

2J **Compensation/Travel Allowance for Members of the Board of Trustees**
(Revised February 3, 2005)

2J1 Members of the Board of Trustees will be compensated for services rendered, not to exceed four hundred dollars (\$400) per month, according to Education Code Section 72425.

2J1A A Trustee who does not attend all regular, special, or annual meetings held by the Board in any month may receive, as compensation for his or her services, an amount not greater than a pro rata share of the number of meetings actually attended based upon the maximum compensation authorized. Participation by a Board member by telephone/videoconference does not constitute an absence.

2J1B A Trustee may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill, or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. The resolution will either be acted upon at the meeting missed by the Trustee, or the subsequent meeting depending upon the timeliness of the notification of absence.

2J1B1 The following hardships have been deemed acceptable:

- Death of a family member and/or close acquaintance
- Serious illness of a family member
- Serious accident involving self or a family member

- Accident involving property
- Any appearance in any court or before any administrative tribunal as a litigant, party, or witness
- Religious activities

2J2 Members of the Board of Trustees are entitled to receive a travel allowance at the Board approved rate.

2J3 The student member is entitled to a travel allowance and shall be compensated as provided for in **Policy 2J1**, above.

Procedure

Student Member of the Board of Trustees

Section 72023.5 of the Education Code provides for a student to be a non-voting member of the Board of Trustees. The procedures for selection are to be prescribed by the governing board. The following are included in the Board Policy Manual procedures.

- (1) One (1) student will serve as the member of the Board of Trustees. Membership will be rotated annually as follows: Cerro Coso Community College, Porterville College, and Bakersfield College, beginning with Cerro Coso Community College in 1994-95.
- (2) The College student body shall designate the student representative to be the official member of the Board of Trustees during the College's year of representation after an appropriate election.
- (3) In the event an associated student body does not select a student member of the Board of Trustees, the next College in alphabetical order will be asked to provide a student board member and the annual rotation will continue.
- (4) The Student Board member shall be selected during March and commence the term of office at a Board meeting in June.
- (5) Should the student board member resign or be ineligible for office prior to the expiration of the term of office, the associate student body at the campus being represented shall select a replacement.
- (6) The associated student body of each College may select students to serve as members of a Student Trustee Advisory Committee. The Student Trustee Advisory Committee may consider issues and concerns of students at the campuses and advise the student member of the Board of Trustees who will chair the Student Trustee Advisory Committee. The Chancellor's Office will provide an advisor to the committee for the purpose of liaison.

Procedure 2B1A (continued)

- (7) Bakersfield College may select five (5) students, Cerro Coso College may select two (2) students, and Porterville College may select two (2) students for the Student Trustee Advisory Committee. Replacements for student representatives who resign or are ineligible to serve on the Student Trustee Advisory Committee, shall be selected by the students at their respective campuses.
- (8) Students must be in good standing (enrolled in a minimum of six (6) semester units and not on academic probation) at their respective Colleges to be eligible as representatives to the Student Trustee Advisory Committee. Procedures for checking eligibility will be the responsibility of each campus. Employees of the District, other than student employees, are not eligible to serve as student representatives.

Approved by Chancellor's Cabinet
September 9, 1981

Revised 11/11/86
Revised 3/06/91
Revised 10/08/91
Revised 7/26/94
Revised 10/27/98

Procedure 2C5

See Following Pages for Request for Board Action and Formatting Guidelines.



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099

- Business Services**
 - Educational Services**
 - Human Resources**
 - Administrative**
- Bakersfield College
 - Cerro Coso Community College
 - Porterville College
 - District Office

Request for Board Action

Board of Trustees		Date	
1. Action Requested			
2. Background/Purpose/Analysis			
3. Type of Agreement		4. Contractor or Grantee	
5. Contract or Grant Number	6. Term	7. Fund that financial activity will be accounted for/in:	8. Amount of Agreement <input type="checkbox"/> Income \$ _____ <input type="checkbox"/> Expense \$ _____
9. Bid Process			
Required Signatures			
Initiator's Signature		Date	
Initiator Supervisor's Signature		Date	
Vice President's Signature		Date	
Director, Business Services' Signature		Date	
College President's Signature		Date	
Director of Information Technology/Vice Chancellor, Educational Services (if applicable—See Format Instructions)		Date	

Recommended for Board Action _____
 Vice Chancellor/Chief Financial Officer

3/2009
 DO/BUS_SERVS

Document
 Format Instructions

□

**Format for Agenda Items for the Board of Trustees
Regarding Contractual Agreements**

In an effort to provide complete and accurate information to the members of the Board of Trustees regarding proposed agenda items for action, the following information elements must be included for each agreement and/or contract. **Incomplete Board actions will not be processed for approval and will be returned to the initiator. If returned to the initiator, the process of approvals must be re-done.**

1. **Action Requested:** (Statement stating what action you are asking to be taken.)
2. **Background/Purpose/Analysis:** (Statement indicating the purpose for the Board action and the analysis, i.e., bidding, etc., conducted with associated results.)
3. **Type of Agreement:** (Grant, Contract for Professional Services, MOU, Agreement, etc.)
4. **Contractor or Grantee:** (Name of Contractor, Grantee, or Agency)
5. **Contract or Grant No.:** (Please list contract or grant number if provided on contract or agreement.)
6. **Term:** (7/1/05 – 6/30/2010)
7. **Fund** that financial activity will be accounted for/in: (i.e. GU001, RP....)
8. **Amount of Agreement:** (\$\$\$) Indicate dollar amount and whether it is income or expense to the District.
9. **Bid Process:** (if utilized) Formal Request For Proposals; or Request For Qualifications, Informal, etc. See Purchasing Manual, Chapter 4, at www.kccd.edu, Business Services, Purchasing Manual.
10. **Required Signatures:** If agreements/contracts directly involve instructional activities then the Associate Chancellor, Educational Services' signature is also required. If agreements/contracts involve computer hardware/software, communications or tele/video equipment then the District IT Director's signature is also required.

SAMPLE

1. **Action Requested:** Authorization for the Chief Financial Officer to (approve, execute, enter into, renew) agreement between the Kern Community College District on behalf of Porterville College and the State of California, Department of Developmental Services.
2. **Background/Purpose/Analysis:** Porterville College to provide a program of instruction including, but not limited to, classrooms and instructors for six or seven individual classes. Three semester modules will run concurrently utilizing two instructors each for a total of six instructors per semester.
3. **Type of Agreement:** Program of Instruction for Psychiatric Technicians at Porterville College
4. **Contractor or Grantee:** State of California, Department of Developmental Services
5. **Contract or Grant No.:** Contract No. PR059012
6. **Term:** July 1, 2005 through June 30, 2006
7. **Fund that financial activity will be accounted for/in:** RP 527
8. **Amount of Agreement:** Income \$559,254
9. **Bid Process:** N/A

**Public Request for Copies of Written Information
To Be Discussed at Board Meetings**

- 1) Agendas of public meetings and copies of public records to be discussed at public meetings shall be provided, upon request, to members of the general public including representatives of newspapers, television and radio.
- 2) Copies of public records distributed to Trustees prior to a public meeting for consideration in that public meeting shall be available for public inspection at the District Office at the start of the next business day following such distribution.
- 3) Copies of public records distributed at a public meeting prior to their discussion shall be available for public inspection at the public meeting.
- 4) Copies of public records distributed at the time of their discussion shall be available for public inspection as soon as practicable.
- 5) A fee of five (5) cents per page, payable in advance, may be charged to all persons requesting copies of information pursuant to item one. In the event the requested material exceeds twenty-five (25) pages, an additional fee of five (5) cents per page may be charged for labor.
- 6) Written material to be discussed in closed session, or written memoranda or legal opinions from attorneys or labor negotiators retained by the Board of Trustees whether they are to be discussed in closed **or** open sessions, are not subject to the provisions of [Policy 2C8](#) of the Board Policy Manual. The Board of Trustees, at its discretion, **may** by majority vote provide to the public copies of material discussed in closed session or written memoranda or legal opinions from attorneys and labor negotiators.

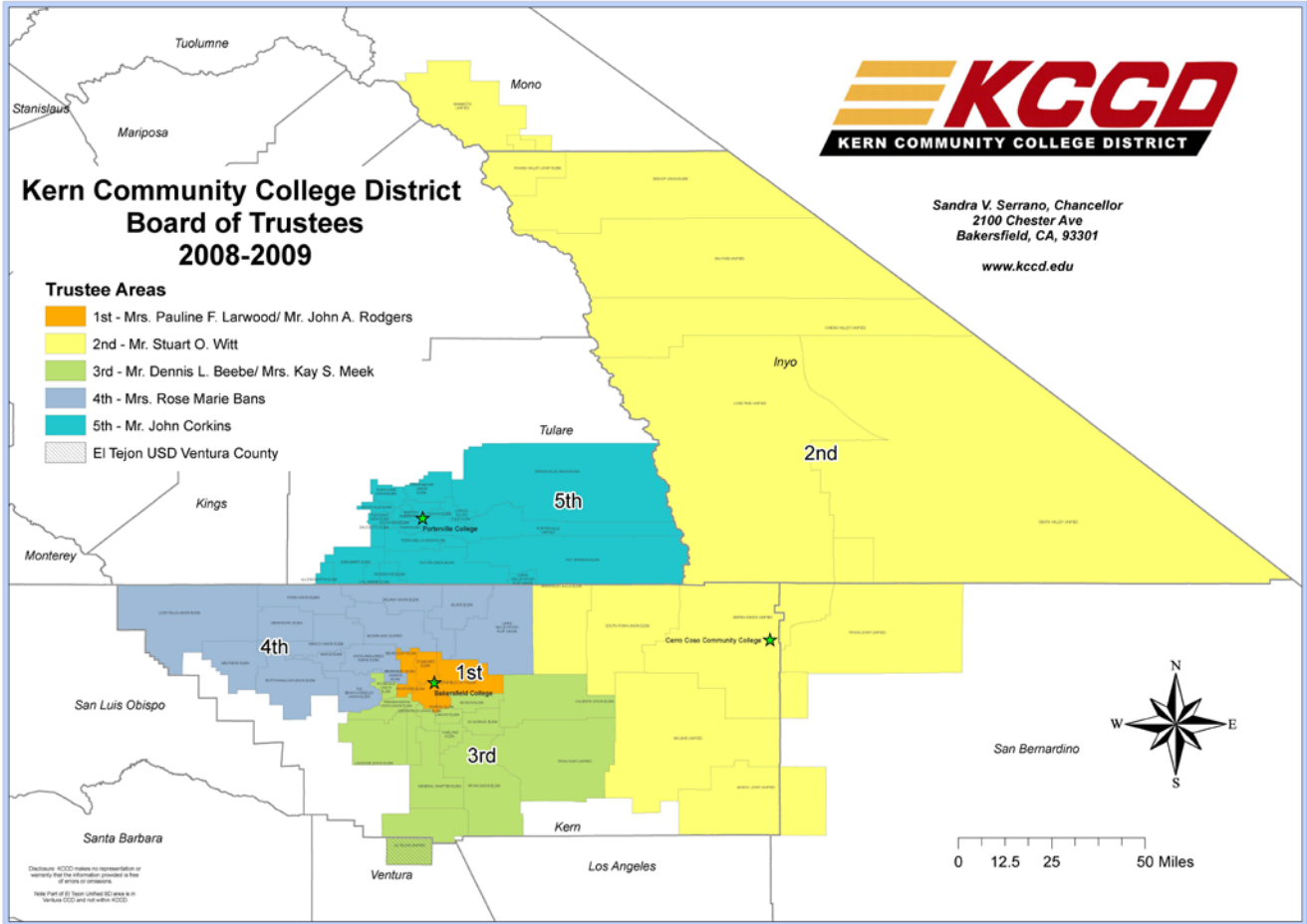
Approved by the Chancellor's Cabinet
May 12, 1981

Renumbered August 3, 2006

Appendix

Appendix 2B1(a)

**Kern Community College District
Trustee Area**



Appendix 2B1(b)

Board Of Trustees
Term Expiration

Trustee Area	Board Member	Term Expires
Area I	Pauline F. Larwood	2014
	John A. Rodgers	2014
Area II	Stuart O. Witt	2014
Area III	Kay S. Meek	2012
	Dennis L. Beebe	2012
Area IV	Rose Marie Bans	2012
Area V	John S. Corkins	2014

Revised 12/2010

Appendix 2C1

**KERN COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
CALENDAR OF MEETINGS
FISCAL YEAR 2008-09**

FIRST THURSDAY

FORUMS, WEILL INSTITUTE,
BAKERSFIELD COLLEGE
2101 "K" STREET MALL
BAKERSFIELD, CA 93301

REGULAR MEETING DATE	SPECIAL NOTES
JULY 10, 2008*	
AUGUST 7, 2008	
SEPTEMBER 4, 2008**	EASTERN SIERRA COLLEGE CENTER
OCTOBER 2, 2008**	PUBLIC HEARING AND ADOPTION, FINAL BUDGET, 2008-2009 MEETING TO BE HELD AT PORTERVILLE COLLEGE
NOVEMBER 6, 2008	
DECEMBER 11, 2008*	ORGANIZATIONAL AND REGULAR MEETING
JANUARY 8, 2009*	BOARD RETREAT
FEBRUARY 5, 2009**	MEETING TO BE HELD AT DELANO COLLEGE CENTER
MARCH 5, 2009	
APRIL 2, 2009**	MEETING TO BE HELD AT BAKERSFIELD COLLEGE
MAY 7, 2009**	MEETING TO BE HELD AT CERRO COSO COMMUNITY COLLEGE
JUNE 11, 2009*	WORK STUDY SESSION AND ADOPTION, TENTATIVE BUDGET, 2009-2010

*ALL MEETINGS ARE REGULARLY SCHEDULED ON THE FIRST THURSDAY OF EVERY MONTH UNLESS SO NOTED.
**EXCEPTION TO REGULAR MEETING PLACE AND/OR MEETING TIME/DATE.

Approved by the Board of Trustees
December 13, 2007

**KERN COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
CALENDAR OF MEETINGS
FISCAL YEAR 2009-10**

FIRST THURSDAY
2:00 P.M.

FORUMS, WEILL INSTITUTE,
2100 CHESTER AVENUE
BAKERSFIELD, CA 93301

REGULAR MEETING DATE	SPECIAL NOTES
JULY 9, 2009*	
AUGUST 13, 2009*	
SEPTEMBER 11, 2009**	EASTERN SIERRA COLLEGE CENTER
OCTOBER 8, 2009**	PUBLIC HEARING AND ADOPTION, FINAL BUDGET, 2008-2009 MEETING TO BE HELD AT PORTERVILLE COLLEGE
NOVEMBER 5, 2009	
DECEMBER 17, 2009*	ORGANIZATIONAL AND REGULAR MEETING
JANUARY 7, 2010	BOARD RETREAT
FEBRUARY 4, 2010**	MEETING TO BE HELD AT DELANO COLLEGE CENTER
MARCH 4, 2010	
APRIL 1, 2010**	MEETING TO BE HELD AT BAKERSFIELD COLLEGE
MAY 6, 2010**	MEETING TO BE HELD AT CERRO COSO COMMUNITY COLLEGE
JUNE 10, 2010*	WORK STUDY SESSION AND ADOPTION, TENTATIVE BUDGET, 2010-2011

*ALL MEETINGS ARE REGULARLY SCHEDULED ON THE FIRST THURSDAY OF EVERY MONTH UNLESS SO NOTED.
**EXCEPTION TO REGULAR MEETING PLACE AND/OR MEETING TIME/DATE.

Approved by the Board of Trustees
December 11, 2008