STUDENT TRUSTEES WORKSHOP

Donna Miller

Former Trustee, North Orange County Community College District

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WHAT IS A STUDENT TRUSTEE??

ED CODE 72023.5

- One or more students who are enrolled in the district
- Enrolled in at least 5 units
- Chosen in manner determined by the Board of Trustees
- Most are elected by the student body

Preview

I. Rights of Student Trustees

II. Privileges of Student Trustees

III. Responsibilities of Student Trustees

IV. The Role of the Board of Trustees

V. Govern through policy making vs. micromanagement

VI. Understanding the agenda

VII. Guidelines and expectations for Student Trustees

I. Rights of Student Trustees

- Attend all meetings except closed sessions
- Receive all materials except closed sessions
- Participate in discussions
- Receive mileage reimbursement to the same extent and under the same policies as other governing board members
- Is not a voting member
- May not attend executive sessions on personnel and collective bargaining

II. Privileges of Student Trustees

- Board may grant
  - Making and seconding motions
  - Compensation for service
  - Advisory vote
  - Attending closed sessions other than personnel & collective bargaining

- Privileges are approved annually

III. Responsibilities of Student Trustees

- Meet with CEO and Board Chair for orientation
- Regularly attend meetings
- Be prepared for meetings by reading agendas and materials
- Learn Board Protocols/ground rules
- Fulfill both roles as a student representative and a trustee

Student Trustee Responsibilities cont.

- You are a member of the Board team
- Allocate appropriate time for the Board
- Ask questions of Board members/seek a mentor/talk with prior student trustees
- Contribute perspectives
- Serve as an advocate for the college
- Focus on the policy role
- Engage in trustee training
- Do not go off on your own path

Two Perspectives on the Role of the student Trustee

- Emphasis on "Student"
  - The Student Representative to the Board

  - Emphasis on "Trustee"
  - The emphasis as a public official
  - The CCLC's approach "emphasizes the responsibilities of the student trustee as a full member of the Board and student trustees are considered to have the same responsibility to deliberate for the good of the district as a whole as do other trustees."

Emphasis on "Student"

- Strong link with A.S.
- Represent a limited constituency
- Advice, support, and contact is with student services
- Major focus and sources of information are A.S. students
- Support likely comes from A.S. funds

Student Trustees and the A.S.

- Student member of the Board, not a representative of A.S.

- A.S. is the official designated student voice in collegial consultation

- A clear relationship and expectations are created between the A.S. and the student trustee

Emphasis on "Trustee"

- Entrusted with the interests of the general public

- Advice, support and contact is with the CEO's office

- Sources of information are the same as other trustees

- Expectation and support are the same as other trustees

Discussion Questions

1. What idea from the presentation did you find most useful? Why?

2. What is an example of a behavior/problem/or positive example that relates to this idea?

3. What question do you have about anything that was part of the presentation? (Discuss/brainstorm with your group)

IV. The Role of the Board of Trustees

- Represent the general citizenry for whom they hold the colleges in trust

- Act as a unit

- Govern through policy

- Employ and support the CEO

- Act as a community bridge

- Create a climate for student success

- Define legal, ethical and prudent standards for college operations

Role of the Board cont.

- Assures fiscal health and stability
- Maintains standards for good personnel relations
- Monitors institutional performance
- Leads as a thoughtful, educated team

Follow the Brown Act

- Provide public notice of meetings
- Provide opportunity for public input
- Determine what are appropriate open and closed session items
- Only discuss what is on the agenda
- Only discuss appropriate items in closed session

V. What is policy making vs. micromanagement?

- Policy decisions are general questions. Should the District implement a policy on a certain issue?

- Management questions: How should the policy be implemented?

Purposes of Policy

- Establish overall direction for the District
- Define expectations for quality
- Define parameters for wise use of college resources
- Define legal and ethical parameters for college operations
- Guide and frame college procedures

Examples of Policy vs. Management

- Issue: Food Service
  - Policy Decision: Contractor or district employees
  - Management decision: Contractor selection or specific staff hiring decisions & food offering decisions
  - Issue: Campus safety
  - Policy decision: Arming campus police
  - Management decision: Implementation of policy
  - Issue: Student Assessment
  - Policy: To require common assessment at all colleges in a district
  - Management & faculty: Decision on what instruments to use and appropriate cut scores

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3. What question do you have about anything that was part of the presentation? (Discuss/brainstorm with your group)

VI. Understanding the Agenda

- How is an item placed on the agenda?

- How do you initiate deliberation?

- What is the consent agenda/block vote items?

- How do we handle agenda questions?

- What are the guidelines for public comments?

- What should you know about parliamentary procedure?

1. How is an item placed on the agenda?

- Each District has a process for developing the agenda. For example, at North Orange, "The agenda for Board meetings is compiled by the Chancellor's staff."

- Following approved processes, appropriate campus groups and the public may place items on the agenda

- Board members following approved processes may place an item on the agenda

2. How Do You Bring Something to the Table?

- Begin with a motion and a second
- The maker of the motion must be recognized by the Board Chair
- A main motion may not interrupt a speaker
- A main motion requires a second
- A main motion is debatable
- A main motion can be amended
- A main motion requires a majority
- A main motion can be reconsidered

What is the consent agenda/block vote items?

- Agenda items designated as block-vote items with { } are considered by the Board to be either routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.

Consent/block vote items

- An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote.

- Members of the public completing a card entitled "Request to Address the Board" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in June

DATE: Tuesday, June 9, 2015, at 5:30 p.m.

PLACE: Anaheim Campus Board Room
              1830 W. Romneya Drive, Anaheim, CA 92801

Welcome to this meeting of the North Orange County Community College District Board of Trustees. If you wish to address the Board, please complete a yellow card entitled, "Request to Address the Board of Trustees" and submit it to the Board's Recording Secretary. These cards are available at the podium outside the Board Room.

Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board, according to rules of the Board. Members of the public wishing to address matters not on the agenda will be invited to do so under "Comments: Members of the Audience" at the beginning of the meeting.

AGENDA:
1.   a.   **Pledge of Allegiance to the Flag**
        b.   **Board of Trustees Roll Call**
        c.   **Comments: Members of the Audience** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
        d.   **Consider Non-Personnel block-vote items indicated by [ ] in Sections 4 and 5**
        e.   **Consider Personnel block-vote items indicated by [ ] in Section 6**

Agenda items designated as block-vote items with [ ] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.
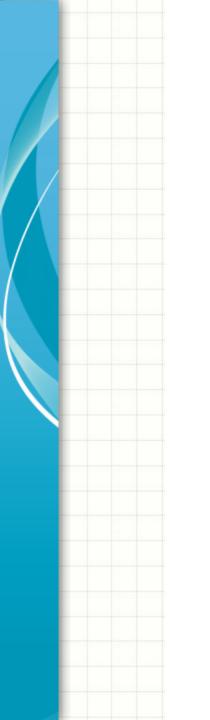
An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote. Members of the public completing a card entitled, "Request to Address Board of Trustees" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item.

Public records related to the public session agenda that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public at the Chancellor's Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).

        f.   **Reports:**

                Chancellor
                    * Seating of New Student Trustees

4. **FINANCE & FACILITIES**

    [a]   It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**

    [b]   Authorization is requested for the 2014-2015 General Fund, Bond Building Fund, and Capital Outlay Fund budget transfers and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307. **(The Resolutions are available for review in the District's Business Office.)**

    [c]   It is recommended that the Board adopt the resolution authorizing the County Superintendent of Schools to make any necessary transfers between contingencies and expenditure classifications. **(The Resolution is available for review in the District's Business Office.)**

    [d]   Authorization is requested for the Institutional Memberships for the 2015-2016 school year for the organizations listed.

    [e]   It is recommended that the Board adopt a resolution establishing the named persons be authorized to sign Payroll Notices of employment/change of status, time sheets, vendor orders for payment, and warrant registers as indicated, and that all previous authorization of signatures be rescinded, as authorized by §85232 of the Education Code. **(The Resolution is available for review in the District's Business Office.)**

    [f]   It is recommended that the individuals listed be appointed to serve for a term of two years, and for a maximum of two consecutive terms, without compensation, on the Citizens Oversight Committee for the North Orange County Community College District bond projects.

    [g]   Authorization is requested to award Bid #2015-08, Cypress College – Humanities Building, Mass Notification System Upgrade, to Amazing Electric Inc. as the lowest overall responsive and responsible bidder.

5. **INSTRUCTIONAL RESOURCES**

    [a]   To satisfy accreditation requirements, it is recommended that the Board of Trustees formally accept and approve the revised Cypress College mission statement and core values statements previously approved by the College's Leadership Team and President's Advisory Cabinet.

    [b]   Authorization is requested for the Cypress College summary of curriculum deactivations, additions, and revisions, effective fall 2015. The curricula have been signed by the Campus Curriculum Committee Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

How do we handle agenda questions?

- Board members with questions should first be recognized by the Board Chair

- Questions should be asked when a motion has been made

- Questions should be directed to the Chancellor/President

- Questions should try to focus on policy perspective vs. micro-management

What are the Guidelines for Public Comments?

- Members of the public wishing to address the Board should complete a card prior to the meeting to the Board's recording secretary
- Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board
- Members of the public wishing to address the Board on matters not on the agenda will be invited to do so under "Comments: Members of the Audience at the beginning of the meeting"
- Board members should listen to public comments but not respond regarding content. The Board may request the President/Chancellor to follow up on the item.

What Do You Need to Know About Parliamentary Procedure??

- Parliamentary procedure helps prevent and address meeting problems.

- Keep the parliamentary procedures chart with you at all meetings.

- Parliamentary procedure ensures that appropriate debate and discussion will occur

- Parliamentary procedure ensures that all voices will be heard

VII. Ethical Guidelines & Expectations for Student Trustees

- Fulfill the public trust
- Avoid conflicts of interest
- Don't represent single interests
- Follow the Brown Act
- Avoid partisan politics
- Maintain confidentiality
- Use appropriate channels to communicate

Expectations for Appropriate Behavior

- You have no authority as an individual Board member
- Consider diverse points of view
- Work in a spirit of cooperation
- Support decisions of the Board
- Support the CEO, other trustees, faculty and staff
- Communicate in a professional manner

Discussion Questions

1. What idea from the presentation did you find most useful? Why?

2. What is an example of a behavior/problem/or positive example that relates to this idea?

3. What question do you have about anything that was part of the presentation? (Discuss/brainstorm with your group)

What Do You Want to Accomplish as a Student Trustee??

What are your goals?

How do you want to grow personally?

What do you want to contribute as a

student trustee?

Questions???