

**Ivan De Los Santos**  
**Student Trustee Orientation Meeting**  
**June 18, 2013, 10:30 a.m.**

**1. First Board Meeting – June 26, 2013**

Official introduction and Oath of Office (copy **attached**) by Board President Grilli will take place. This meeting will be held at the District Office.

**2. Role of Students in Governance Per AB 1725**

Copy of Title 5 regulations **attached**.

**3. Board Policies and Administrative Procedures**

All policies and procedures can be accessed on the District's web site: [www.4cd.edu](http://www.4cd.edu).

**Attached** is a copy of the Rules and Regulations of the Governing Board which includes a section on student representation.

**4. Student Trustee Privileges**

**Attached** is Board action approving the following student trustee privileges for the year: advisory vote and compensation of \$400 per month. **Attached** is the "script" for the student trustee advisory vote.

**5. Business Cards**

Once you have confirmed your phone number, etc., your business cards will be ordered and ready by late summer. Please fill out the attached form and return to Pat Kaya in the Chancellor's office.

**6. Reimbursement for Expenses and Conference Attendance**

**Mileage:** You will be reimbursed for round-trip mileage to attend Board meetings with the Chancellor, and conferences attended as a Board member. Our practice is to prepare an expense claim twice yearly, in December and June. At each Board meeting, a mileage claim form will be placed next to you on the Board table. Indicate your round-trip mileage, initial the form and pass it along to the Board member next to you.

**Meals:** You will be reimbursed for dinner expenses for you and your student trustee advisory committee (one representative per location) immediately preceding the monthly Board meeting. Receipts are **required** for reimbursement. Business Procedure 9.22 (**attached**) indicates the maximum allowable amount per person. Also **included** in Business Procedure 9.22 is a copy of an expense claim form (Exhibit A) that you will fill out after returning from conferences, etc.

**Conferences:** Contact the Chancellor for authorization to attend conferences related to duties as the student Board member. Reimbursement may be claimed according to Business Procedure 9.22. For assistance with arrangements, contact Pat Kaya at 925.229.6821. Expenses for attendance at activities representing the college (not as a student Board member) must be paid by the college.

**7. Communication Process**

The Chancellor will review the communication process should you have questions, concerns, etc., about anything related to your role as student Board member and Board meeting protocol.

**8. Regular Meetings with Chancellor**

The Chancellor is available to meet on a regular basis and encourages a monthly meeting prior to the Board meeting to review the agenda.

**9. Governing Board Meeting Dates**

**Attached** is a listing of Governing Board meeting dates for 2013-14. For regular meetings, open session starts at 6:00 p.m. and typically lasts until approximately 10:00 p.m. For study sessions (normally three times a year), open session typically begins at 4:00 p.m.

**10. Board Agenda**

Unless otherwise indicated, your Board Agenda will be sent to your home. The normal delivery schedule is the Thursday prior to the next Wednesday Board meeting.

**11. Official Photograph/Parking Permit/District Office ID Badge**

You will make arrangements with Stahlberg Photography in Martinez (925.229.2939) to take your official photo. Your photo will be placed in the lobby of the District Office. You will make arrangements with the Police Services Aide at the District Office (925.229.6898) to have your photo taken for your identification badge to access District Office elevators.

**12. Miscellaneous Documents Attached For Your Information**

- a. Ward Map of CCCC
- b. Confidential Listing of Governing Board names, addresses, phone numbers
- c. History of Governing Board by Wards
- d. History of Student Members of the Governing Board
- e. Code of Ethics for Governing Board
- f. CCCC Mission Statement
- g. CCLC document ("The Student Trustee")
- h. Welcome to a Governing Board Meeting (**in binder pocket**)
- i. Request to Address the Governing Board - Speaker Card (**in binder pocket**)