

**RULES AND REGULATIONS
OF THE
GOVERNING BOARD
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
CONTRA COSTA COUNTY
MARTINEZ, CALIFORNIA**

AUTHORITY

1. The Contra Costa Community College District is governed by the five elected members of the Governing Board. The Governing Board has full legislative authority in the operation of the Contra Costa Community College District, in accordance with the Education Code, rules of the Board of Governors of the California Community Colleges and Statutes of the State of California. The Governing Board governs on behalf of the citizens of the Contra Costa Community College District in accordance with the authority granted and duties defined in Education Code Section 70902. The Governing Board is committed to fulfilling its responsibilities to:

- represent the public interest;
- establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations;
- assures it operates in an open, accessible, welcoming spirit, and maintains an anti-racist culture; and
- establishes policies that ensure the District operates in an anti-racist manner.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board. An employee of the District may not be sworn into office as an elected or appointed member of the governing board unless they resign as an employee. No member of the Governing Board shall, during the term for which they are elected, hold an incompatible office. No member of the Governing Board shall, during the term for which they are elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

The Governing Board may delegate to the Chancellor authority over all personnel, educational, financial and business matters pertaining to the operation of the District. All actions by the Chancellor are subject to review by the Governing Board.

2. The authority of the Governing Board shall be as a whole, acting in accordance with the following Rules. No Governing Board member acting outside these Rules shall commit the Governing Board or District in any way.

ORGANIZATION

3. The officers of the Governing Board shall be elected by action of the Governing Board and shall consist of a President, a Vice President, and a Secretary, elected from among the members of the Governing Board.
4. Officers shall be elected at the annual organization meeting of the Governing Board in December to hold their respective offices for the period of one year, or until their successors are elected. In years when Trustees are elected, the annual organizational meeting of the Board will be held within 15 days after the second Friday in December. The purpose of the annual organizational meeting is to elect a Board president, a Board vice president and a Board secretary and conduct any other business as required by law or determined by the Board.
5. Any of the Governing Board offices provided in paragraph 3, when vacated for any cause, shall be filled by the Governing Board at its next meeting by the election of a successor for the unexpired

term. Such elections shall be roll call vote and the vote of at least three members of the Governing Board shall be necessary to elect.

6. In case of temporary absence or disability of both the President and Vice President, a President pro tem shall be chosen by a majority vote of Governing Board members present.
7. At any regular meeting, or at any special meeting for which such action is specified when the meeting is called, the Governing Board may, by affirmative vote of at least three of its members, remove from any appointed office any officer, and declare the office vacant, and elect a successor to the officer so removed. Members of the Governing Board may be removed only in accordance with Government Code Section 1770.

STUDENT REPRESENTATION

8. On September 30, 1977, the Governor approved Assembly Bill No. 591 which provides for the inclusion of a nonvoting student within the membership of the Governing Board, in addition to the number of members otherwise prescribed. The student selected to serve on the Governing Board shall be enrolled and maintain a minimum of five (5) semester units in a community college of the District and must be a resident of the District as determined pursuant to Part 41 (commencing with Education Code Section 68000. Also see Education Code 72023.5.) The student shall meet and maintain the Standards of Scholarship, as noted in Board Policy 4001 and Curriculum and Instruction Procedure 4001. The student shall remain in good academic and disciplinary standing as defined in the Student Code of Conduct, Student Services Procedure 3027, throughout the duration of his/her term. The term of the Student Trustee commences on June 1 of each year and shall be limited to one year, irrespective of college affiliation. The Student Trustee is not required to give up employment with the District. The Student Trustee shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees. The Student Trustee is entitled to participate in the discussion of issues and receive all materials presented to members of the Governing Board, except for closed session. Under the provisions of the law, the Student Trustee shall not be liable for any acts of the Governing Board and shall not be included in determining the vote required to carry any measure before the Governing Board.
9. The nonvoting Student Trustee shall be selected and subject to recall by the students of the District for the term to be served in accordance with District procedures. In the event a nonvoting Student Trustee is unable to serve a full term, the vacancy on the Governing Board shall be filled by a student who is enrolled at the same college as the student who does not serve the full term and who is selected in accordance with District procedures.
10. The role of the Student Trustee is to:
 - a. In open session, express the student position with an advisory vote on matters that do not pertain to collective bargaining, confidential personnel and legal matters discussed in closed sessions. The advisory vote, which shall be given first, does not count in determining if an item passes, but is recorded in the official minutes. This privilege must be approved by the Governing Board for continuation on a year-to-year basis prior to May 15.
 - b. Represent attending students of the three colleges as a nonvoting member of the District Governing Board. Express the views of students to the Governing Board.
 - c. Meet monthly with the Chancellor to review the student government report prior to presentation at the Governing Board meeting; ask for recommendations for additional

items; and receive direction for long-range planning and discuss long-term implications of Governing Board decisions.

- d. Provide leadership to the Student Trustee Advisory Council (STAC), composed of the Chancellor, the ASU President or designee from each campus and the ASU Advisors, by performing the following tasks:
 - (1) chairing the meetings of the Advisory Council.
 - (2) reporting District Governing Board deliberations and decisions.
 - (3) improving communication among the three student government organizations and assisting the student governments in understanding District Governing Board operations and decisions; and
 - (4) implementing the Districtwide Student Trustee Election Procedure.
 - e. Provide general information to the Governing Board regarding student government activities on the three campuses in the form of a report presented at the monthly Governing Board meeting. Prepare monthly report to the Governing Board as follows.
 - (1) ASU President or designee meet with respective college Presidents monthly to review recommendations for the Student Trustee's report to the Governing Board.
 - (2) Advisory Council members meet with Student Trustee in order to:
 - (a) Share information on issues being discussed by student governments on the three campuses.
 - (b) Share written report (i.e., minutes, agenda, etc.) of material from each campus for developing the presentation to District Governing Board.
 - (c) Discuss Governing Board issues of particular significance to students.
 - (d) Design preliminary report to the Governing Board.
 - f. Represent the District as Student Trustee at statewide conferences.
 - g. At the completion of his or her term, provide a full oral report to the Governing Board summarizing student government accomplishments of the academic year and setting priorities for the next Student Trustee. At the option of the Student Trustee, a written report may also be provided.
11. An Associate Student Trustee may serve from January 1 to May 31 (spring semester) under the guidance of the Student Trustee. The rotation of colleges shall remain the same; however, the election of the Associate Student Trustee may take place during the fall semester prior to coming into office in the following spring. In the event that the election takes place in the spring semester rather than in the fall semester, the newly elected Associate Student Trustee shall take office at the next Governing Board meeting immediately following the election and shall complete the remainder of his or her term as an Associate Student Trustee until his or her term as the Student Trustee commences. The Associate Student Trustee position would serve as a training ground to allow the Associate Student Trustee to familiarize him or herself with the responsibilities of the full Student Trustee position. Then on June 1 of the same year, the Associate Student Trustee will

automatically become the Student Trustee and will serve the full term through May 31 of the next year. Thus, the elected student representative may serve for a total of one and one-half years (half a year as the Associate Student Trustee and one year as the Student Trustee). The Associate Student Trustee shall be encouraged to attend all Governing Board meetings and all Student Trustee Advisory Council meetings. The Associate Student Trustee may also be encouraged to serve on at least one committee in which the Student Trustee is a member. The Associate Student Trustee shall not have an advisory vote but will be able to express his or her input to the Student Trustee for further consideration. The Associate Student Trustee shall not receive compensation until his or her term as Student Trustee commences.

OFFICERS

12. The President shall preside at all sessions of the Governing Board, preserve order, enforce the rules, and when so authorized sign contracts, agreements, deeds, leases and other regular documents ordered to be executed by the Governing Board or required by law.
13. During any period of absence or other disability of the President, the Vice President shall perform all the duties of the President.
14. When both the President and Vice President are absent or otherwise disabled, the President pro tem shall perform all the duties of the President.
15. The Secretary shall record all minutes of the Governing Board, and shall sign the minutes of the Governing Board on approval when so authorized, and other contracts, agreements, deeds, leases and other legal documents ordered to be executed by the Governing Board or required by law.
16. The Assistant Secretaries shall perform such functions as the Governing Board directs, including service as Acting Secretary in the absence or other disability of the Secretary.

ADMINISTRATIVE OFFICERS

17. The Governing Board shall employ a full-time Chancellor to serve as chief administrative and executive officer of the Contra Costa Community College District.
18. The Governing Board of the Contra Costa Community College District shall delegate to the Chancellor of the District the executive responsibility for administering the policies adopted by the Governing Board and executing all decisions of the Governing Board requiring administrative action. In the initiation and formulation of District policies, the Chancellor shall act as the professional advisor to the Governing Board.
19. In the case of a temporary absence or disability of the Chancellor, a member of the Chancellor's Cabinet shall be delegated "Acting Chancellor." The Chancellor may delegate to authorized personnel of the District any powers and duties entrusted to the Chancellor by the Governing Board, but the responsibility to the Governing Board for the execution of such delegated powers and duties shall remain with the Chancellor.
20. In situations for which the Governing Board has provided no policy for administrative action, the Chancellor shall have the power to act, but those decisions shall be subject to review by the Governing Board. It shall be the duty of the Chancellor to inform the Governing Board promptly of such action and to recommend a written Governing Board policy if one is desirable.
21. The Chancellor shall perform all duties specifically required of or assigned to the Chancellor by the Statutes of the State of California.

22. The Chancellor shall serve as First Assistant Secretary to the Governing Board, and in such capacity perform the duties **listed below**.
- a. Prepare Governing Board meeting agendas and cause them to be posted as required by law.
 - b. Prepare minutes of Governing Board meetings for approval.
 - c. Attend all Governing Board meetings except the personnel session to consider the contract of the Chancellor.
 - d. Sign, where legally possible, all documents which otherwise would require the signature of a Secretary of the Governing Board.
23. The District is a large one and the diversity of the needs of the communities served by the colleges has resulted in differences in the colleges. The Governing Board is committed to the philosophy that each present and future campus can best serve by having a uniqueness which relates to its service area. To assure this development, the Governing Board recognizes the desirability of a high degree of decentralization--with the Presidents of each of the respective campuses having a large role in the planning and development of the educational program and of the internal organization of the college, and in staff selection and development. In these matters, the President shall involve the faculty. Further, it should be recognized that since uniformity in program is not sought, the Chancellor as chief executive officer of the District must provide the leadership necessary to assure this individuality and a high standard of performance on all campuses. The Chancellor is responsible for the development of proposed policies and for the application of Governing Board policies. In the development of proposed policies, the Chancellor must work closely with the Presidents and through them with various other staff members of the colleges.
24. The Governing Board is committed to proceed in an open, deliberate, and collegial manner as it develops and adopts policies that fix responsibilities and delegate authority. It recognizes that collegial decision making encourages all interested constituencies to participate in ways appropriate to their knowledge and responsibility. Actions to fix responsibilities and delegate authority will proceed in such a manner as to consider divergent opinions, engender a sense of mutual trust, and evidence a willingness to work together for the good of the District. While it is both necessary and appropriate that the Governing Board retain first authority on the nature and extent of any delegation of its responsibilities, the Governing Board will arrive at such decisions only after a sincere attempt to reach an accommodation that is sensitive to the concerns of interested constituencies.
25. The Chancellor, Presidents, and designated District Office staff will serve as a Chancellor's Cabinet, which reviews major policy questions before they are presented to the Governing Board for action. The Chancellor's Cabinet will also review procedures before they are issued.
26. The uniqueness of the respective campuses and the decentralization of responsibility for many matters should not suggest that each is its own master. It does suggest, however, that the Chancellor must value uniqueness and leadership on the respective campuses while achieving excellence in program and staff, implementing State law and Governing Board policies, and securing the effective allocation of certain curricula to the colleges. The Chancellor should recognize this as an opportunity for leadership in working with others to develop a system which encourages colleges of excellence, each with a distinctive flavor. The Governing Board also expects the colleges to cooperate fully with each other in managing Districtwide issues and policies

27. The President of each of the colleges shall be responsible to the Chancellor for the development of all aspects of the program on the campus, and for the administration of the college in accordance with State law, the policies adopted by the Governing Board, and administrative policies and procedures of the District. The Presidents shall serve as members of the Chancellor's Cabinet which shall consider policies to be recommended to the Governing Board, and shall review proposed administrative policies and procedures. Through service on the Chancellor's Cabinet, each President shall assume responsibility for service to the total District as well as to the college. The Presidents will normally be expected to attend meetings of the Governing Board, and at such meetings at the request of the Chancellor to make presentations or to supply additional data regarding issues under consideration. It is understood that the Governing Board will work with the Presidents only through the Chancellor.

SUSPENSION OF RULES AND REGULATIONS AND POLICIES/PROCEDURES OF THE GOVERNING BOARD

28. The Rules and Regulations and policies/procedures of the Governing Board may be suspended for any meeting of the Governing Board by an affirmative vote of all members present, except for those vote specifications as noted in Board Policy 1024, V.B and V.C, or any Rules and Regulations and/or policies/procedures based upon the California Education Code or other statutes.
29. The Rules and Regulations and the policies of the Governing Board may be amended at any regular meeting, or any special meeting, when properly placed on the agenda and approved by three affirmative votes.

Historical Annotation:

12/7/79

Revised 6/28/89, 6/30/93, 6/27/90, 6/30/93, 9/27/95, 7/21/99, 5/29/02,
4/28/04, 2/27/08, 12/8/10, 1/25/12, 12/12/12, 2/25/15, 12/4/17,
11/10/21, 11/13/24, **XX/XX/25**

Related Board Policies:

Authority: Board Policies 1008, 1010, 1022

Officers: Board Policy 5001

Student Representation: Board Policies 3021, 4001

Related Procedures and other References:

Student Representation: Curriculum and Instruction Procedure 4001

Student Representation: Student Services Procedures 3008, 3011, 3029

Education Code Sections 72023, 72023.5, 72103, 72104