YGOSMITE COMMUNITY COLLEGE DISTRICT

DISTRICT COUNCIL MEETING
January 27, 2016
3 p.m. – 5 p.m.
Gene Bianchi Community Center
110 South Second Avenue, Oakdale, CA

AGENDA

Facilitator: Joan Smith
Recorder: Graciela Molina

1. ★Approval of Minutes of the Meeting of October 28, 2015 – Joan Smith
2. Introduction of New Members – Joan Smith
3. YCCD Strategic Plan: Goals and Objectives Update – Marc Beam
4. ITS Updates – Marty Gang
5. Budget Update – Teresa Scott
6. Accreditation Updates – Joan Smith
7. ★Board Policy – Coni Chavez
8. Policy & Procedures Committee Link – Michelle Christopherson
9. ★Classified Employee Award Nominations – Joan Smith
10. Other Business

11. Next Meeting: February 24, 2016 – 3 p.m. at Gene Bianchi Community Center, Oakdale

★ Attachments
Members Present: Errin Bass, Molly Boyatt, Angela Fairchilds, Baljinder Gill, Wendy Griffiths-Bender, Dorothy Pimentel, Jim Sahlman, Joan Smith, Jill Stearns, Michelle Christopherson

Members Absent: Curtis Martin

Other’s Present: Al Alt, Marc Beam, John Black, Coni Chavez, Marty Gang, Gina Leguria, Melissa Raby, James Todd, Brian Sanders, Graciela Molina (recorder)

Meeting called to order at 3 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of September 23, 2015

A motion to approve the minutes of the meeting of September 23, 2105, was made by Marty Gang and seconded by Dorothy Pimentel. District Council members approved the minutes with a vote all in favor.

Ayes: (9) Errin Bass, Molly Boyatt, Angela Fairchilds, Baljinder Gill, Wendy Griffiths-Bender, Dorothy Pimentel, Joan Smith, Jill Stearns, Michelle Christopherson

Nayes: (0)

Abstention: (1) Jim Sahlman

2. Board Policy

Interim District Director of Public Affairs Coni Chavez provided the following Policies and Procedures for DC review. These policies will be forwarded to the Board in January; any recommendation for changes can be routed to Coni Chavez.

1. 2200 Board Duties and Responsibilities
2. 2340 Agendas
3. 2345 Public Participation at Board Meetings
4. 2350 Speakers
5. 2355 Decorum
6. 2365 Recording
7. 2410 Board Policies and Administrative Procedures
8. 2430 Delegation of Authority to the Chancellor
9. 2430.1 Delegation of Authority to the Presidents
10. 2431 CEO Selection
11. 2432 District Chief Executive Officer (CEO) Succession
12. 2435 Evaluation of the Chancellor
13. 2510 Participation in Local Decision-Making
14. 2610 Presentation of Initial Collective Bargaining Proposals
15. 2-8007 Administrative Leeway in Absence of Policy
3. **YCCD Strategic Plan: Goals and Objectives (Nov/Dec)**
   Chancellor Joan Smith announced due to scheduling conflicts in November the DC meeting will be cancelled. The YCCD Strategic Planning will continue on December 16th with an extended DC meeting from 2 p.m. to 5 p.m. in Oakdale. DC members can extend an invitation to two members of their constituency group to participate in the district-wide strategic planning discussion.

4. **Other Business**
   a. **Accreditation**
      Colleges will be forwarding standards so that District members can serve on those committees. Starting the January Board of Trustees meeting, there will be a standing item on the YCCD Board agenda – Accreditation Reports.

   b. **IT Notification**
      Assistant Vice Chancellor Marty Gang shared recent occurrences of firewall compromises to the YCCD system that have affected individual staff systems. IT is working on increasing security and will be looking into tightening processes that will secure the YCCD systems.

   c. **Columbia College Update**
      Columbia College is working on accreditation.

   d. **VP Student Services**
      Modesto Junior College is finalizing the SSSP Plan and moving forward with Ed Plans. SSSP plans are due Friday. MJC is hiring counselors, success specialists (coaches), support staff, and IT staff to assist in reporting data. Columbia College is meeting next Friday on their Student Equity Plan. The SSSP plan is also in progress.

   e. **Academic Senate**
      Academic Senate is working on getting teams together.

   f. **California School Employees Association (CSEA)**
      Engaged in organizing fundraisers.

   g. **Yosemite Faculty Association (YFA)**
      Negotiations are in progress. A class size committee is being formed and currently working with HR on various processes. Jim Sahlman reported he took part in new faculty orientation.

   h. **Leadership Team Advisory Council (LTAC)**
      The LT handbook is very close to being finalized. Four members will be termed out and the council is seeking members to serve.

   i. **Thanks/Kudos**
      The offices of Human Resources and Payroll were acknowledged for their efforts in ensuring YCCD staff received their 1% increase. Many staff worked long hours in order to get the project completed.
j. **Modesto Junior College**
   President Jill Stearns reported that the SSSP has come out of the Student Success Taskforce; she noted that the resources through these plans have changed and thanked the college Vice Presidents for their hard work. President Stearns provided insight on how the accreditation process will flow at the college noting the work will be determined by what fulfills the standards – developing lists and gathering evidence.

k. **Safety and Security Presentations**
   Chancellor Smith discussed notifications to YCCD regarding recent incidents. John Black and a counselor will be providing safety and security presentations at all campuses within the District. Presentations will begin in January.

l. **Student Trustee**
   Participating in various student conferences.

5. **Next Meeting**
   The next meeting of the Extended District Council is scheduled for December 16, 2015 at 2 p.m. at Gene Bianchi Community Center, Oakdale.

The District Council meeting adjourned at 4:18 p.m.
Yosemite Community College District • Policies and Administrative Procedures

Policy Change ☒ Procedure Change ☒ New Policy ☐ New Procedure ☐

KEY:
BOLD = new language
strikethrough = delete language

Subject Matter Area Review ☒ Constituency Group Review ☒ District Council ☒ Board 1st Reading ☒ Board 2nd Reading ☐

Comments:
Ed Code section 72023.5 addresses student trustees. The Chancellor’s Office issued a legal opinion in 2001, concluding that a District cannot require more stringent requirements than what is set out in the Code. Section 72023.5 requires that the student be enrolled in a community college of the District. It does not require that a student trustee be a “legal” resident of YCCD. (It doesn’t even require that the student trustee be a resident of the District, only that he/she be enrolled.) Therefore the District cannot require that a student trustee be a “legal” resident.

Regarding a student living in a county not encompassed in a CCD, the only requirement the Ed Code has is that the student trustee be enrolled in a community college of the District. Residency in the District is not a requirement.

Policy

Election of Student Member

In compliance with Board Policy 2015, one (1) non-voting student representative shall serve on the Yosemite Community College District Board of Trustees subject to the following provisions:

Criteria for Service

I. The student representative shall meet all the following criteria for service on the Board of Trustees:

A. Be a legal resident of the Yosemite Community College District at the time of application and during the time of service on the Board.

A. Be enrolled in at least five (5) units in a college of the Yosemite Community College District during the semester or quarter of application and during each semester or quarter of service.
B. C. Be in good academic standing (not on probation) and have earned a cumulative grade point average of 2.0 or more in at least twelve (12) units completed at either Columbia College or Modesto Junior College prior to May 15 of the year of service on the Board. In the absence of an established GPA based on prior academic work, the most recent mid-term GPA or average of grades to date will be acceptable.

Selection of the student representative will alternate between Columbia College and Modesto Junior College annually.

Cross References (see also):
YCCD Policy 2015 – Student Member

References:
Education Code Sections 72023.5 and 72103

Adopted: May 7, 2002
Last Reviewed:
2105 Election of Student Member

The student member shall be chosen by the students enrolled in the District as follows:

Election:
The student member shall be elected by the students enrolled in the District in a general election held for that purpose. Normally, an election will be held in the spring semester so that the office is filled by May 15. The student member shall serve a term of one year commencing May 15 and ending May 14 of the following year. Student members will alternate between Modesto Junior College and Columbia College every other year.

An election will be conducted at each college in accordance with the administrative procedures adopted by each respective associated student organization, except that all members of the student body of the District shall be permitted to vote for the student member. Each qualified candidate shall be listed on the ballot at each college. The successful candidate must receive a plurality of all votes cast.

The student trustee may be recalled by the students of the District in an election held for that purpose. All members of the student body of the District shall be permitted to vote in the recall election.

Vacancies:
A special election will be held by both ASMJC and ASCC if the office becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other reasons. A resignation must be in writing.

The process of the special election will be determined by both ASMJC and ASCC.

The Chancellor will formally notify both ASMJC and ASCC of the need to fill the student member vacancy. Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Chancellor. The vacancy shall be filled within 45 days of the formal notification of the vacancy.

Exception:
No special election will be called if the vacancy occurs within 30 days of a regularly scheduled election. Candidates for the position may nominate themselves or be nominated by others by the filing of an application at their campus of residence certifying that the candidate is eligible for service under the criteria set forth in California law and these policies.

Removal from Office:
The student member may be removed from office for cause by the Board of Trustees in consultation with the Chancellor, student government advisor, ASMJC, ASCC and Vice President for Student Services or equivalent administrator at the respective appropriate college.

References:
Education Code Section 72023.5

Last Reviewed:
The Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board and include actionable concerns. The minutes shall be public records and shall be available to the public according to established Public Records Requesting Procedures. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

References:
Education Code Section 72121(a); Government Code Section 54957.5, 54954, et seq.

Adopted: May 7, 2002
Revision Adopted: September 2, 2003
Last Reviewed:
 Requests for copies of the Board meeting minutes should be made in writing and addressed or faxed to the District Office of the Chancellor. The District will provide a response to all requests within 10 days.

Board minutes will be available for review or purchase at the District’s Office of External Affairs. Photo copies of the Board meeting minutes may be purchased at a cost of $0.10 per page.

References:
Education Code Section 72121(a)

Procedure Last Revised: April 11, 2007
Last Reviewed:
2710 Conflict of Interest

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. The Board member further shall leave the Board room during discussion and vote.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible.

Upon leaving the Board, former members shall not, for a period of one year act as an attorney, agent or otherwise represent for compensation others appearing before the Board.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest (typically the Form 700) with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the District’s legal advisor in every case where any question arises.
Cross References (see also):
YCCD Policy 2712 – Conflict of Interest Code

References:
Government Code Sections 1090, et seq., 1126, and 87200, et seq.; Title 2, Sections 18730 et seq.

Adopted: August 6, 2002
Revision Adopted: October 14, 2009
Last Reviewed: 
2710 Conflict of Interest

**Incompatible Activities (Government Code Sections 1126 and 1099)**

Board members and designated employees shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with or inimical to the Board member’s duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Reference:
Incompatible Activities Government Code Section 87200-872210; Title 2, Section 18700 et seq.

**Financial Interest** (Government Code Sections 1090 et seq.)

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as designated employees.

A Board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

Reference:
Government Code Section 1091.5.

A Board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of her or his minor child.

**No Employment Allowed (Education Code Section 72103(b))**

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual’s occupation (Education Code Section 72103(b)).

Reference:
Education Code Section 72103(b).

**Financial Interest in a Decision (Government Code Sections 87100 et seq.)**
If a Board member or designated employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board’s official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board. **A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter:**

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters/consent agenda. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

**Reference:**

**Gifts (Government Code Section 89503)**

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interest.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering **(Government Code Sections 89501 and 89502).**

**Reference:**

**Government Code Sections 89501, 89502.**

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interest. The term “honorarium” does not include:

A. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
B. Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code Section 87406.3)

Elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

I. Conflict of Interest Code

A. (Pursuant to Section 18730) of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix—referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state and local laws pertaining to conflicts of interest.

II. Definitions

A. The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. Sections 18100, et seq), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

III. Designated Employees

A. The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

IV. Disclosure Categories

A. This code does not establish any disclosure obligations for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interest pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq. In addition, this code does not establish any disclosure obligation for any
designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

1. The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

2. The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

3. The filing officer is the same for both agencies. Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interest those financial interest he or she has which are of the kind described in the disclose categories to which he or she is assigned in the Appendix. It has been determined that the financial interest set forth in a designated employee’s disclosure categories are the kinds of financial interest which he or she foreseeably can affect materially through the conduct of his or her office.

VI. Statement of Economic Interest

A. Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency’s conflict of interest code.

VII. Statements of Economic Interests

A. Time of Filing

1. Initial Statements.

All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.


All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

3. Annual Statements.

All designated employees shall file statements no later than April 1.

4. Leaving Office Statements.

All persons who leave designated positions shall file statements within 30 days after leaving office.
VIII. Statements for Persons Who Resign Prior to Assuming Office

A. Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence an decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

B. Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and

2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

IX. Contents of and Period Covered by Statements of Economic Interests:

A. Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

B. Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

C. Contents of Annual Statements.

Annual statements shall disclose any reportable investments, interest in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee’s first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

D. Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

X. Manner of Reporting
A. Statements of economic interest shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

B. Investments and Real Property Disclosure. When an investment or an interest in real property is required to be reported, the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000), or exceeds one million dollars ($1,000,000).

References:
Government Code Sections 87105, and 87200-87210; Title 2, Sections 18700 et seq.; and as listed above.

Procedure Last Revised: April 11, 2007
Last Reviewed:
2712 Conflict of Interest Code

The Chancellor shall ensure the District complies with conflicts of interest reporting requirements for designated employees per Title 2 Sections 18730 et seq.

Cross References (see also):
YCCD Policy 2710 – Conflict of Interest

References:
Title 2 Sections 18730 et seq.

Adopted:
Last Reviewed:
2712 Conflict of Interest Code

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in Section 13 below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees

The persons holding positions listed in Section 13 are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economics interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and

(C) The filing officer is the same for both agencies.\(^1\) Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure

\(^1\) Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement

2712 Conflict of Interest Code
categories set forth in Section 13 specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in Section 13. It has been determined that the economic interests set forth in a designated employee’s disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

Section 4. Statements of Economic Interests

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.\(^2\)

Section 5. Statements of Economic Interests

Time of Filing

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and

2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make or participate in the making of, or use his or her position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

\(^2\) See Government Code Section 81010 and 2 Cal. Code ofRegs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.
Section 6. Contents of and Period Covered by Statements of Economic Interests

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in real property is required to be reported, the statement shall contain the following:
   1. A statement of the nature of the investment or interest;
   2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
   3. The address or other precise location of the real property;
   4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000), or exceeds one million dollars ($1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported, the statement shall contain:
   1. The name and address of each source of income aggregating five hundred dollars ($500) or more in value, or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

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3 For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.
4 Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
5 A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), greater than ten thousand dollars ($10,000), or greater than one hundred thousand dollars ($100,000);

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer’s pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee’s position with the business entity.

(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of $460

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $460 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall
not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials

(A) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars ($500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his/her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4. Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
   a. The date the loan was made.
   b. The date the last payment of one hundred dollars ($100) or more was made on the loan.
   c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
Section 9. Disqualification
No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $460 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation
No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees
In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars ($1,000) or more.

Section 10. Disclosure of Disqualifying Interest
When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.
Section 11. Assistance of the Commission and Counsel
Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations
This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Section 13. Designated Positions and Disclosure Requirements
1. The persons occupying following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:
   - Governing Board Members
   - Chief Executive Officer
   - Chief Business Officer

2. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he/she is assigned.

Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.
Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee’s Department.

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

- Accountant: Categories 4,5
- Assistant Deans: Category 6
- Assistant Directors: Category 6
- Chief Human Resources Officer: Category 6
- Chief Instructional Officer: Categories 5,6
- Chief Student Services Officer: Categories 5,6
- Deans: Category 6
- Director of Bookstore: Category 6
- Director of Budget: Categories 4,5
- Director of Food Services: Category 6
- Director of Purchasing: Categories 1,4,5
- Director of Facilities: Categories 1,2,3,4
- Director of Maintenance & Operations: Categories 2,3,6
- General Counsel: Categories 1,2
- Personnel Director (Merit Systems): Category 6
- Personnel Commission Members: Categories 1,2
- Police Chief: Categories 5,6
- Consultant: Categories 1,2,3,4,5,6

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The CEO or designee may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The CEO’s or designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

References:
Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Section 18730 et seq.

Procedure Last Revised:  
Last Reviewed:
Policy

Distribution of Tickets or Passes

The Chancellor shall ensure the District complies with California Fair Political Practices Commission ("FPCC") Regulation 18944.1 regarding distribution by the District of tickets and passes to facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose.

References:
Title 2 Section 18944.1

Adopted:
Last Reviewed:
Administrative Procedure

2714 Distribution of Tickets or Passes

From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District’s mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees. This does not pertain to tickets generated by the colleges.

The District will distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, event, show, or performance. If more than one person would benefit equally or their role relates equally to the facility, event, show, or performance, the District will select one person to receive the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this procedure may not transfer the ticket or pass to any other person.

When the District provides a ticket or pass to an official of the District, the ticket or pass is not subject to the gift reporting provisions of AP 2710 titled Conflict of Interest, so long as the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income to the official and on its website as set forth below.

For each ticket or pass distributed, including those which the recipient treats the ticket or pass as income consistent with applicable state and federal income tax laws according to the paragraph above, the District will complete the California Fair Political Practices Commission (FPPC) Form 802. The District will post these completed forms on its website.

References:
Title 2 Section 18944.1

Procedure Last Revised:
Last Reviewed:
Policy 2715  

Code of Ethics/Standards of Practice

In carrying out the mission of the Yosemite Community College District, the Board of Trustees is committed to the following standards of ethics. Trustees shall:

- Act only in the best interests of the entire District community.
- Ensure public input at Board meetings; adhering to the law and spirit of the open meeting laws and regulations.
- Act as a whole in legal meetings and not as individuals, as each member is only one member of the Board. Exercise authority only as a Board by majority vote.
- Take actions, as a Board, only in official meetings.
- Maintain confidentiality of privileged information.
- Delegate administrative authority to the Chancellor of the District and limit the Board’s actions to policy decisions.
- Respect the office and in no way misuse the power inherent in the office.
- Fulfill all duties and responsibilities of the office in accordance with Board Policy 2200: Board Duties and Responsibilities.
- Avail themselves of educational opportunities in order to become more effective Trustees.
- Maintain a collegial atmosphere in all activities.
- Prevent conflicts of interest and the perception of conflicts of interest.
- Use appropriate channels of communication.
- Devote sufficient time to Board work.

References:

ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, & h)

Adopted: August 6, 2002

Last Reviewed:
In an effort to support the mission and goals of the District, the YCCD Board of Trustees promote and secure the Board’s commitment to quality education.

Understanding that the Board can legally function only as a group, each member should exercise appropriate care to speak as a member of the Board and accurately represent Board policy to the community. Personal opinions should be identified as such.

It is recognized that Trustees may from time to time have to balance the special needs and desired advantages of their own areas with the good of the entire community college district and its student population. Each Trustee shall, as to such matters, make a particular effort to consider all of the facts and arrive at a sound and fair conclusion.

Board members should recognize that the Board makes policy and employs the Chancellor to administer the policies. When dealing directly with staff the Board members should keep the Chancellor informed of those discussions. The Board should always keep in mind, when requesting information, and should take extreme care that requests do not detract from staff’s primary responsibilities. Trustees should be sensitive cautious when initiating contact with employees dealing with staff below the cabinet level as they may be are easily intimidated by the Board.

Trustees should understand that while each Board member has the right, if not the duty, to speak strongly as to issues, a demonstration of respect and consideration for each other, the District staff, and members of the community, will facilitate positive decision making at the District.

Trustees should commit appropriate and reasonable time to District governance; support the District in the community; and make reasonable attempts to maintain and upgrade their governance skills and to this end, should willingly participate in such educational conferences and workshops as will be appropriate for the respective Trustees.

Board members shall maintain confidentiality as to closed sessions. While most of what the Board does is and should be public, closed session confidentiality is required. Of prime importance are such closed session matters as the hiring and dismissing of personnel, collective bargaining with employee groups, real property sales and purchases, and liability claims against the District, and other closed session items. Further the Board will be deprived of a frank exchange of views if Board members breach confidentiality with the result that other Board members will thereafter refrain from such exchanges.

The Board Chair and the Chancellor are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations by a member of the Board of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations may be referred to the District Attorney or Attorney General by a majority vote of the Board.

Violation of the Board’s Policy 2715 (Code of Ethics/Standards of Practice) will be addressed by the Board Chair, who will first discuss the violation with the Trustee to seek to reach a resolution. If resolution is
not achieved and further action is deemed necessary, the Board Chair may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board Officers (Board Chair, Board Vice-Chair and Immediate Past Chair) and may include a recommendation to the Board to censure the Trustee. A formal censure will require a majority vote of the Board. The Board member who is up for censure shall not vote. If the Board Chair is perceived to have violated the Code of Ethics, the Board Vice-Chair is authorized to pursue resolution.

References:
ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, & h) IV.B.2

Procedure Last Revised: April 11, 2007
Last Reviewed:
Policy Change ☒ Subject Matter Area Review ☒
Procedure Change ☐ Constituency Group Review ☒
New Policy ☐ District Council ☒
New Procedure ☐ Board 1st Reading ☐
                      Board 2nd Reading ☐
                      Referred to: ☐

KEY:
BOLD= new language
strikethrough= delete language

Comments:
Referred to:
Edited:
11/18/15

Yosemite Community College District Policies and Administrative Procedures No. 2716

Policy

2716 Political Activity

Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any valid ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board’s position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

References:
Education Code Sections 7054, 7054.1, and 7056; Government Code Section 8314

Adopted: September 2, 2003
Last Reviewed:
Policy Change ☒ Subject Matter Area Review ☒
Procedure Change ☐ Constituency Group Review ☒
New Policy ☐ District Council ☒
New Procedure ☐ Board 1st Reading ☐
Comments:

| KEY: | BOLD= new language | strikethrough= delete language |

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law. “Personal purposes” include activities for which the purpose is for personal enjoyment, private gain or advantage, or an outside endeavor not related to District business. “Personal purposes” do not include incidental and minimal use of public resources such as equipment or office space for personal purposes, including an occasional telephone call or electricity usage to charge devices for educational purposes.

References:
Government Code Section 8314; Penal Code Section 424

Adopted: April 10, 2013
Last Reviewed:
| Policy Change | ☒ Subject Matter Area Review | ☒ |
| Procedure Change | ☐ Constituency Group Review | ☒ |
| New Policy | ☐ District Council | ☒ |
| New Procedure | ☐ Board 1st Reading | ☐ |
| | Board 2nd Reading | ☐ |
| Comments: | | |

KEY:
- **BOLD** = new language
- **strike-through** = delete language

**Policy**

### 2720 Communications Among Board Members

A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, reach a collective concurrence, or take action on any item of business that is within the subject matter jurisdiction of the Board. **This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.**

All communications among the Board Members shall be in compliance with the Ralph M. Brown Act, (Government Code Section 54950, et seq.)

**References:**
- Government Code Sections [54950 et seq.](#) and [54952.2](#)

**Adopted:** February 9, 2011

**Last Reviewed:**
2725  Board Member Compensation

According to Education Code, Board members may receive up to $400 in any month, however it is the current policy of the Board to serve without remuneration.

Board members shall receive District-paid health benefits in accordance with Policy 2730 – Board Member Health Benefits.

Cross References (see also):
YCCD Policy 2730 – Board Member Health Benefits

References:
Education Code Sections 72024, 35120, and 1090

Adopted: August 6, 2002
Revision Adopted: February 11, 2009
Last Reviewed:
Yosemite Community College District • Policies and Administrative Procedures

Policy Change ☒ Subject Matter Area Review ☒
Procedure Change ☐ Constituency Group Review ☒
New Policy ☐ District Council ☒
New Procedure ☐ Board 1st Reading ☐
Comments: Board 2nd Reading ☐

KEY:
BOLD = new language
strike through = delete language

Edited: 11/18/15

Yosemite Community College District Policies and Administrative Procedures No. 2730

Policy

2730 Board Member Health Benefits

Members of the Board shall be permitted to participate in the District’s health benefits program available to employees. The benefits of the members of the Board through the District’s health benefits program shall not be greater than the most generous schedule of benefits being received by any category of employee of the District.

Former members of the Board may continue to participate in the District’s health benefits program upon leaving the Board if the following criteria are met:

- The member must have begun service on the Board after January 1, 1981;
- The member must have been first elected to the Board before January 1, 1995; and
- The member must have served at least 12 years.

All other former Board members may continue to participate in the District’s health benefits program on a self-pay basis in accordance with Government Code Section 53201.

References:
Government Code Sections 53201 and 53208.5

Adopted: August 6, 2002
Last Reviewed:
Policy

2735 Board Member Travel

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board.

The Board of Trustees authorizes reimbursement to members of the Board for all intra-district travel to regular and special meetings of the Board at the rate prescribed for District personnel.

For out-of-district attendance at official meetings, workshops, and conferences, Trustees will be reimbursed for all necessary expenses in connection with those meetings, including lodging, meals, travel, registration fees, etc. Standard District travel procedures will be used.

References:
Education Code Section 72423.

Adopted: August 6, 2002

Last Reviewed:

Edited: 11/18/15
The Board is committed to its ongoing development as a Board and to a Trustee education program that includes new Trustee orientation.

To that end, the Board will engage in study sessions, be provided access to reading materials, and have support for conference attendance by Trustees and other activities that foster Trustee education.

References:

ACCJC Accreditation Standard IV.C.9 (formerly IV.B.1.f.)

Adopted: August 6, 2002

Last Reviewed:
Policy Change ☒ Subject Matter Area Review ☒
Procedure Change ☐ Constituency Group Review ☒
New Policy ☐ District Council ☒
New Procedure ☐ Board 1\textsuperscript{st} Reading ☐
                        Board 2\textsuperscript{nd} Reading ☐

Comments: 

KEY:
BOLD = new language 

strikethrough = delete language

Edited:
11/18/15

Yosemite Community College District Policies and Administrative Procedures No. 2745

Policy

2745 Board Self-Evaluation

The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

- Once a year, at the annual Board Retreat \textit{in August}, the Board will conduct a self-evaluation.
- The evaluation instrument incorporates criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.
- Board members will be asked \textit{by the Board Chair} to complete the evaluation instrument and submit them to the Secretary/Clerk of the Board prior to the retreat, \textit{no later than 14 calendar days in advance}.
- A summary of the evaluations will be presented and discussed at the Board retreat session scheduled for that purpose.
- The result will be used to identify accomplishments in the past year and goals for the following year.

References:
ACCJC Accreditation Standard \textbf{IV.C.10} (formerly IV.B.1.e. & g.)

Adopted: August 6, 2002

Last Reviewed:
The rules contained in the latest edition of *The Standard Code of Parliamentary Procedure* (revised by The American Institute of Parliamentarians, original edition by Alice Sturgis) governs the Board of Trustees in all parliamentary situations that are not provided for in law or in the adopted policies.

Adopted: May 7, 2002

Last Reviewed:
Policy Change ☒ Subject Matter Area Review ☒
Procedure Change ☐ Constituency Group Review ☒
New Policy ☐ District Council ☒
New Procedure ☐ Board 1st Reading ☐
                  Board 2nd Reading ☐
Comments: Referred to:

KEY:
BOLD= new language
strikethrough= delete language

Yosemite Community College District Policies and Administrative Procedures

Policy

2-8076 Legal Counsel

Private counsel may be retained for District business at the discretion of the Board of Trustees or Chancellor. The Chancellor will provide periodic reports to the Board regarding legal issues and expenditures.

Adopted: August 6, 2002

Edited: 11/18/15
YCCD Chancellor Joan E. Smith is pleased to announce that the Board of Governors along with the System Office and the Foundation for California Community Colleges is accepting nominations for the 8th Annual Classified Employees Award. The purpose of this award is to recognize outstanding classified employees throughout the community college system.

This is our time to Shine!!!!

To nominate a colleague for the award please complete the attached nomination form.

YCCD Board of Trustees will select one Classified Staff member at their March meeting and forward the nomination. The BOG and FCCC will honor up to six recipients at their May meeting.

To nominate your Classified colleague click below for the PDF documents

Guidelines and Instructions
Nomination Form

Submit nominations to YCCD Chancellor's Office by 5:00 p.m. Tuesday, February 23, 2016.

Visit the website below to get additional information for the California Community Colleges, Board of Governors

CLASSIFIED EMPLOYEE OF THE YEAR AWARDS