

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

0000 ORGANIZATION, PHILOSOPHY AND GOALS

0300 Board of Trustees Organization

R 0321 Board Officers

R 0342 Nepotism, Conflict of Interest and Financial Disclosure

0400 Meetings

R 0410 Trustee Meetings

R 0411 Meeting Agenda

R 0412 Procedures for Public Participation

0500 Policy and Regulation Development, and Review

R 0510 Regulation Development, Adoption, Implementation and Review

Board of Trustees

Board Officers

President

It shall be the duty of the President to

1. Preside when present at all Board meetings;
2. Appoint special committees of the Board. There shall be no standing committees;
3. Sign all contracts or documents as appropriate by virtue of approval of the Board or by virtue of holder of the office of President;
4. Call special meetings of the Board when in the President's judgment meetings are necessary; and
5. Perform any other duties authorized by the Board or by state law.

Vice-President

It shall be the duty of the Vice-President to perform all the duties of the President in case of the absence or disability of the President, and to serve as Parliamentarian for the Board.

Secretary

It shall be the duty of the Secretary to

1. Keep a complete, accurate and regular record of all proceedings of all regular and special meetings of the Board of Trustees;
2. Be present at all regular and special meetings of the Board;
3. Sign all documents, orders, and reports required by law or as appropriate after approval of the Board;
4. Preside at meeting of the Board if both President and Vice-President are absent until a president Pro Tem can be chosen, or if a quorum is present;
5. Perform all other duties as authorized by the Board or by state law.

Recording Secretary

It shall be the duty of the Recording Secretary to

1. Record and prepare minutes of meetings for signature by the Secretary to the Board;
2. Post all notices required by law when duly ordered by the Board;
3. Make and file all reports as required by law; and
4. Receive and acknowledge official correspondence of the Board.

Treasurer

It shall be the duty of the Treasurer to

1. Act as custodian of all moneys belonging to the College;
2. Sign or cause to be signed all checks paid by the Board of Trustees; and,
3. Approve the cash position log.

(Approved 2/24/04)

Board of Trustees Organization

Nepotism, Conflict of Interest and Financial Disclosure

Contractual and Business Relationships

No Board member of a District located wholly or partially in a first-class county shall

1. Perform any service for the College for any consideration;
2. Provide, sell, rent, or lease any personal property or any property **other than** real property to the College;
3. Sell, rent or lease any real property to the College for consideration in excess of five hundred dollars (\$500) per transaction, or \$5,000 per annum unless the transaction is made pursuant to an award or a contract let or a sale made after public notice, provided that the bid or offer accepted is the lowest received; or
4. Attempt, for any compensation other than the compensation provided for the performance of his/her official duties, to influence the decision of the Board or the College on any matter.

Business Entities

No partnership, joint venture, corporation, or sole proprietorship in which any Board member is a partner having the lesser of a 10% interest or a ten thousand dollar (\$10,000) value partnership interest, or a co-participant or owner of outstanding shares of any class of stock with a fair market value equal to the lesser of 10% of the outstanding shares or \$10,000, shall

1. Perform any service for the College for any consideration in excess of five hundred (\$500) per transaction, or \$5,000 per annum unless the transaction is made pursuant to an award on a contract let after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received; or
2. Sell, rent or lease any property to the College where the consideration is in excess of five hundred dollars (\$500) per transaction, or \$5,000 per annum unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

Use of Confidential Information

A Board member shall not use or disclose confidential information obtained in his official capacity in any manner with the intent to cause financial gain for himself/herself, any other person, or any business. This also precludes the use of mailing lists or the school mail for any communication other than that directly related to school matters. The term “Confidential Information” shall mean all information whether transmitted orally or in writing which is of such a nature that it is not, at that time, a matter of public record or public knowledge.

Acceptance of Gifts

A Board member shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group or entity doing business or desiring to do business with the College.

Financial Interest Statement

All Board members will disclose to the public all potential Board member and employee conflicts of interest including

1. Transactions in excess of five hundred (\$500) per calendar year between a Board member, President, chief purchasing officer, or general counsel employed full time, and any person related within first degree consanguinity to such persons and the College, excluding compensation received as an employee or payment of any tax, fee or penalty due to the College. Disclosure will include the dates and identities of the parties in the transaction; or
2. Transactions between any business entity in which such individuals have a substantial interest¹ with a total in excess of \$500, and the College, excluding any payment of tax, fee or penalty due to the College or payment for providing utility service to the College. Disclosure will include the dates and identities of the parties in the transactions.

The President and chief purchasing officer will make written disclosure of the following:

1. The name and address of each employer who provided income of one thousand dollars (\$1,000) or more to the President or chief purchasing officer;

¹ “Substantial Interest” is defined as ownership by the individual, his/her spouse, or dependent children, either singularly or collectively, of ten percent (10%) or more of any business entity, or an interest having a value of ten thousand dollars (\$10,000) or more, or receipt of a salary, gratuity or other compensation of five thousand dollars (\$5,000) or more from any individual, partnership, organization or association within any calendar year.

2. The name and address of each sole proprietorship which the individual owned; the name, address and general nature of business conducted by each general partnership or joint venture in which he/she was a partner or participant; the name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the Secretary of State; the name, address, and general nature of business or any closely held corporation or limited partnership in which the individual owned 10% or more of any class of the outstanding stock or limited partner's units; and the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system which the individual owned 2% or more of any class of outstanding stock, limited partnership units, or other equity interests; and/or
3. The names and addresses of each corporation for which the individual served as director, officer, or receiver.

A certified copy of this regulation will be sent to the Secretary of State's Office within ten (10) days of its adoption. Disclosure reports will be filed by May 1 for the preceding calendar year with the Secretary of State's Officer and the Board. Disclosure reports will be made available to the public during normal business hours.

The Board of Trustees shall readopt this policy biennially on or before September 15 of the calendar year.

(Approved 8/23/04)

Meetings

Trustee Meetings

The Board of Trustees permits its open sessions to be audio or video recorded subject to the following restrictions:

1. No additional artificial lighting may be used for a video recording;
2. Individuals wishing to video record an open session of the Board must locate themselves behind individuals attending the meeting;
3. No microphones may be placed on or near the tables where the Board and the administration are seated for purposes of individual audio recording; and
4. Board meetings will not be interrupted to respond to questions or requests from individuals recording the meeting.

These guidelines are adopted to minimize disruption of Board meetings and to minimize any inconvenience to individuals attending the Board meetings.

(Approved 8/23/04)

Meetings

Meeting Agenda

Order of Business

The President of the Board, upon taking the chair, shall call the members to order, on the appearance of a quorum. The order of business shall be as follows, unless changed by the President:

1. Call to Order
2. Approval of the Agenda
3. Citizen Comments
4. Approval of Previous Minutes
5. College President's Reports
6. Institutional Report
7. Warrant
8. Executive Session
9. Personnel Report
10. Other Items
11. Financial Report
12. Board Discussion
13. Next Meeting Date
13. Executive Session
12. Adjournment

Parliamentary Procedure

In all matters not covered by the Rules of the Board, parliamentary procedure shall be governed by *Robert's Rules of Order*.

Vote of Member

Unless excused every member present shall vote on all questions, and no member shall leave before the close of the session without permission of the President of the Board. Members participating electronically in a non-emergency meeting may not participate in a roll call vote. However, if the meeting is required due to a bona fide emergency, and if the nature of the emergency is stated on the record, members participating in the emergency meeting by electronic means, including telephone, may participate in a roll call vote.

(Approved 8/23/04)

ORGANIZATION, PHILOSOPHY AND GOALS

Regulation 0412

Meetings

Procedures for Public Participation

Citizens who wish to speak at the Board Meeting must notify the President one week prior to the date of the meeting. Citizens must provide the topic they wish to present when they give notice of their intent to speak.

(Approved 2/24/04)

Table of Contents

Policy and Regulation Development and Review

Regulation Development, Adoption, Implementation, and Review

Owner - President

Contact – Executive Assistant to the President

Development

The Board authorizes the President to develop or assign development of administrative regulations in order to implement Board policy.

Adding a New Regulation

1. A new college-wide regulation must be submitted by the “Contact.”
2. Ensure that all individuals who share responsibility for the regulation have been consulted, including your supervisor and/or “Owner.”
3. Ensure that any other regulations impacted by the proposed new regulation are addressed by the appropriate “Contact.”
4. The regulation needs to include the following:
 - a. Regulation name
 - b. Title of “Owner”
 - c. Title of “Contact”
 - d. The text of the regulation
 - e. References contained within the regulation, e.g., board policy, etc.
 - f. Copies of any referenced procedures or forms
5. Format for the regulation must be consistent with the general regulations format.
6. Submit the new regulation, including any referenced forms, to the President’s office.
7. Regulations deemed by administration to have institution-wide impact are subject to the institutional review, recommendation, feedback and consensus cycle process as defined in the Internal Communication Plan.

Revising an Existing Regulation

1. Revisions may be submitted only by the “Contact.”
2. Ensure that all individuals who share responsibility for the regulation have been consulted, including your supervisor and/or “Owner.”
3. Ensure that any other regulations impacted by the proposed change are addressed by the appropriate “Contact.”
4. Ensure that proposed changes are consistent with the format used in regulations.
5. Submit a printed copy of the original regulation, with changes marked on it, preferably in red ink, to the President's office. If there are substantial revisions, an electronic version is also required.
6. Changes in regulations deemed by administration to have institution-wide impact are subject to the institutional review, recommendation, feedback and consensus cycle process as defined in the Internal Communication Plan.

Deleting an Existing Regulation

1. Deletions must be submitted by the “Contact.”
2. Ensure that all individuals who share responsibility for the regulation have been consulted, including your supervisor and/or “Owner.”
3. Ensure that any other regulations impacted by the proposed deletion of the regulation are addressed by the appropriate “Contact.”
4. Identify the regulation to be deleted, and submit a brief statement explaining why the deletion is requested, the President's office.
5. Changes in regulations deemed by administration to have institution-wide impact are subject to the institutional review, recommendation, feedback and consensus cycle process as defined in the Internal Communication Plan.

Adoption

The adoption of regulations to govern operation of the College is the responsibility of the Executive Leadership Team, with the exception of Personnel Services regulations, which are also adopted by the Board of Trustees.

Implementation

The President is assigned the responsibility for insuring that all regulations are implemented. The President shall notify all employees and students of their need to abide by regulations. Administrators shall prepare staff and student handbooks that interpret regulations which affect each population set. The handbooks shall be revised annually and made available within the first month of the college term.

Review

The President shall review written regulations on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Regulations shall be reviewed and revised by “Contacts” as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as needed.

Posting Board Policies and Student Handbooks

Approved regulations will be posted on the College’s website.

(Approved 3/25/13)