LOS RIOS COMMUNITY COLLEGE DISTRICT

Student Trustee Handbook
2015-2016
(rev. April 1, 2013; 4/24/13, 2/25/14)

Los Rios District Office
1919 Spanos Court
Sacramento, CA 95825
The Student Trustee Handbook is updated annually by the Los Rios Community College District, Office of Student Services. Copies are posted at the District website, and copies are provided to all newly-elected trustees.

This handbook was reviewed and edited by the Student Advisory Committee (SAC), chaired by the Student Trustee and ratified by SAC at its January 2009 meeting. It is updated annually in consultation with SAC members.
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THE DISTRICT

The Los Rios Community College District is a public institution of higher education and offers the first two years of a four-year degree as well as AA/AS degrees and certificates in over 70 career fields. The District is comprised of American River, Cosumnes River, Folsom Lake, and Sacramento City colleges; educational center in Placerville; and outreach centers located throughout the greater Sacramento area including Rancho Cordova, Davis, Natomas, and West Sacramento.

Folsom Lake College received its initial accreditation in 2004 and is the newest college in the Los Rios District.

The District also operates a Small Business Development Center; a Center for International Trade; and the Training Source division which provides employee training to business, government, and industry in the Sacramento metropolitan area.

Los Rios serves 1.8 million residents living in Sacramento County and parts of Yolo, Solano, Placer and El Dorado counties. The District enrolls nearly 82,000 students; employs 7,000 people; and has an annual operating budget in excess of $280 million.

DISTRICT GOVERNANCE PUBLICATIONS

The Board of Trustees of the Los Rios Community College District exercises the legal authority for its governance and operation pursuant to California Education Code and Title 5 of the California Code of Regulations. The District has an extensive governance publication system. Copies of these codes can be found in the office of the Vice Chancellor Education and Technology, as well as the office of the Vice President Student Services on each campus.

The governance publication system contains several documents:

1. Policy: A formal statement of intent that provides clear direction in a specific program. Policies are established by the Board of Trustees to implement the District’s operation and programs. Policies are adopted, amended, superseded, repealed, and suspended at regular or special meetings of the Board.

2. Administrative Regulations: Administrative regulations are established to provide procedures as set forth in District policies. Administrative Regulations are developed and implemented at the shared governance level, which includes constituency representatives at all districtwide levels, at regular meetings of the Chancellor’s Cabinet.

3. Student Trustee Rights and Responsibilities: These guidelines are located in the Board Policies (copy included in this handbook) and at http://www.losrios.edu/legal/GCpolreg.htm
PREPARING FOR THE POSITION OF STUDENT TRUSTEE

It is the responsibility of the Student Trustee to be well informed about various aspects of the Los Rios Community College District and represent the students districtwide. In order to become acquainted with the position and the expectations of others, the following is recommended:

1. After the election, meet with the Chancellor. In addition, meet with other District staff for employee processing (health services; payroll; parking permit, conflict of interest; business cards).

2. After the election and before taking office, attend a District-led orientation with the Student Life/Activities Advisor, Vice Chancellor of Education and Technology, Associate Vice Chancellor of Student Services, and the General Counsel.

3. Obtain and carefully read the following:
   - The District’s policies and administrative procedures pertaining to students (available on the District’s website).
   - Each college’s Student Senate’s constitution and bylaws.

4. Attend meetings and conferences related to the position:
   - Board meetings (prior to taking office)
   - Student Senate and CAEB meetings
   - College-wide committee meetings (if permitted by chairpersons)
   - Monthly meetings with the Associate Vice Chancellor, Student Services prior to each Board of Trustees meeting
   - Regular meetings with the Student Advisory Committee (SAC) Advisor
   - Various regional, statewide and national conferences, including but not limited to the annual Community College League of California Student Trustee Workshop, League Conference, Capitol Days, Lobby Day.

5. Budget: Prior to taking office meet with the Associate Vice Chancellor, Student Services to discuss the Student Trustee budget.
STUDENT TRUSTEE ROLE AND RESPONSIBILITIES

Role:
To represent the Student voice on the Board of Trustees. The Student Trustee, who has an advisory vote, shall be seated with the members of the governing board as the student representative.

Length of Office: June 1 - May 31

Responsibilities:
- Serve as a student leader of the District.
- Attend all scheduled regular Board meetings during the regular academic year.
- Work with advisor on all matters pertaining to students.
- Report information to the Board of Trustees (see attached report form).
- Serve as lead on projects as needed.
- Encourage, promote and nominate a student representative from each campus to serve on the following District-wide committees; Academic Calendar, Budget, Curriculum, and Matriculation.
- Attend at least one regularly scheduled Student Senate and CAEB meeting at each of the campuses per semester.
- Chair regular monthly meetings of the Student Advisory Committee (SAC) and any special meetings as needed.

Compensation/Benefits:
- The Student Trustee stipend is approximately 75% of the elected Board of Trustees compensation.
- The Student Trustee stipend is based on attendance at regular Board meetings.
- The Student Trustee receives all health benefits provided to other members of the Board of Trustees.
- The Student Trustee is reimbursed for mileage to attend the Board of Trustee meetings.
- The Student Trustee may request reimbursement for all pre-approved related travel and conferences. Requests are made to the Associate Vice Chancellor of Student Services.
- The Student Trustee is paid on the 10th of the month (i.e., for the period June 1-30; payment is received on July 10th).

Business Cards:
The Student Trustee will be provided with business cards reflecting his/her role as Student Trustee for the Los Rios Community College District.

Board of Trustees Report
The Student Trustee may make a brief oral report during the Board Member Reports agenda item.
In addition, the Student Trustee will work with the four colleges to prepare a brief report that will be presented in writing to the Board of Trustees at Board of Trustees meetings. Once the campus reports have been approved by each college and submitted to the Student Trustee, the compiled report is due to the SAC advisor the Wednesday prior to each Board of Trustees meeting. This report will serve as the talking points for the student speaker during the Reports and Comments agenda item. See appendices for sample Board Agenda and Board of Trustees Report form.

Student reports are provided during the months of September, October, November and December; and February, March, April, and May. A rotation of student speakers will be scheduled by SAC in consultation with the Student Trustee.

**Code of Conduct:**
The Student Trustee shall be expected to follow District and college protocols at all times and use proper channels to obtain information; and represent the needs of students to the Board of Trustees and the needs of the District to the students.

**Conflict of Interest:**
The Student Trustee must complete a Conflict of Interest Form 700 upon taking office, in January of the following year, and at the conclusion of their office.

**Expenses:**
The Student Trustee shall be expected to follow all District policies and procedures.

**Email and Voice Mail:**
The Student Trustee shall be provided an email address [student.trustee@losrios.edu] and a voice message telephone line [tel: (916) 286-3604] for District business purposes.

**Parking Permit:**
The Student Trustee will be provided with a District parking permit that can be utilized at all Los Rios Community College District campuses.

**Reporting Relationship:**
The Associate Vice Chancellor, Student Services will be responsible for advising and monitoring the performance level of the Student Trustee, in collaboration with the Student Life/Activities Advisor assigned to advise SAC and the Student Trustee. The Student Trustee will also work directly with SAC and the SAC advisor. The person advising SAC in any given year may or may not be from the Student Trustee’s home campus.

**Work Experience**
The position of Student Trustee shall not be used for work experience.
STUDENT TRUSTEE ELECTION PACKET & CAMPAIGNING

Application:
- Application packets and nominating petition forms for the position of student trustee will be available each year six (6) weeks prior to the first election day.
- An application packet consists of 2 items: a) Student Trustee Application; and b) Petition.
- The application packet and nomination petition forms will be available at the Los Rios Community College District website at: http://www.losrios.edu/lrc/lrc_studenttrustee.php
- Upon review of the materials, and upon deciding that you would like to be considered, please contact the Student Life/Activities Advisor at your campus.

College Contacts:

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC</td>
<td>Manuel Perez</td>
<td>484-8925</td>
<td><a href="mailto:perezm@arc.losrios.edu">perezm@arc.losrios.edu</a></td>
</tr>
<tr>
<td>CRC</td>
<td>Winnie Moore LaNier</td>
<td>691-7669</td>
<td><a href="mailto:lamierw@crc.losrios.edu">lamierw@crc.losrios.edu</a></td>
</tr>
<tr>
<td>FLC</td>
<td>Genevieve Siwabessy</td>
<td>608-6603</td>
<td><a href="mailto:SiwabeG@flc.losrios.edu">SiwabeG@flc.losrios.edu</a></td>
</tr>
<tr>
<td>SCC</td>
<td>Kim Beyrer</td>
<td>558-2607</td>
<td><a href="mailto:beyrerk@scc.losrios.edu">beyrerk@scc.losrios.edu</a></td>
</tr>
</tbody>
</table>

Submission Deadline:
- The deadline for submitting application packets and nominating petition forms shall be 5:00 p.m., three (3) weeks prior to the first election day.
- Applicant Biographical Statement and Declaration of Candidacy
  - Upon completion of this form, click submit and it will be sent to the Student Life/Activities Advisor at your campus.
- Petition
  - Upon obtaining a minimum of fifty (50) signatures from students enrolled in the spring semester of the election, hand carry the Petition with original signatures to the Student Life/Activities Advisor at your campus.

Verification Process:
- Application packet and nominating petition forms will be verified at the primary college of attendance.
- Verified packets will be sent electronically to the District Office.
- Candidates will be notified by the District Office that their candidacy forms have been received and that they will be added to the ballot for the Student Trustee Election.

Election and Campaign Rules:
- Candidates are expected to be familiar with the policies and regulations governing election procedures and campaign guidelines, as well as the information contained in the Student Trustee Handbook.
- Any questions should be directed to the Student Life/Activities Advisor at your campus.

Notifications:
- All candidates will be notified by the District Office of the results of the election.
Student Trustee Election Campaign Guidelines:

In order to ensure that student elections are fair, candidates must follow these election campaign guidelines. Please note there may be individual differences at each college. It is your responsibility to contact each college’s Student Development/Campus Life Office in a timely manner for additional details. Breaking any of the following rules may result in termination of your candidacy and/or other action.

Campaign Rules:

- Campaigning and the posting of all materials may begin one week (7 calendar days) prior to elections and will end 24 hours after the close of elections when all materials must be removed. You are responsible for removing all of your own campaign materials.
- Your campaign should be positive and focus on you. You are discouraged from using negative campaigning. Negative campaigning includes foul language, slander, covering up or removing other candidate’s postings or anything that may be considered illegal.
- No Student Senate or CAEB supplies, office equipment or funds may be used at any time for campaigning.
- While personal funds may be utilized, candidates are encouraged to use resources available from each college’s Student Development/Campus Life Office. Check with each individual college for details.
- Campaigning is not permitted within 100 feet of any polling booth.

Posting Rules:

- Banners may be up to 3 x 6 feet in size.
- Use only masking or painters tape to post materials, or push pins where applicable
- You are responsible for removing all of your campaign materials within 24 hours of the close of elections.
- Contact each Student Development/Campus Life Office for additional posting details.

Candidate Forums:

Candidate forums will be held from 12:00 noon-1:00 p.m. at each college during the campaign period. Candidates are invited to participate in the Student Trustee Forums at each college as indicated below. Contact each college’s Student Development/Campus Life office to confirm participation.

ARC: Tuesday preceding the elections
CRC: Wednesday preceding the elections
FLC: Monday before elections
SCC: Thursday preceding the elections
POLICIES AND REGULATIONS

Student Trustee P-3122

1.0 Student Trustee (Ed. Code, § 72023.5)

1.1 In accordance with the Education Code, the Los Rios Community College District Board of Trustees shall include within its membership, in addition to the number of members otherwise prescribed, a non-voting student as Student Trustee.

1.2 The term of the Student Trustee shall be one (1) year commencing on June 1 of each year.

2.0 Qualifications for Student Trustee (Ed. Code, § 72023.5)

2.1 A Student Trustee shall be required at the time he or she submits his or her petition for nomination and throughout the term of his or her appointment to:

2.1.1 Be a California resident;

2.1.2 Be enrolled in and maintain at least five (5) semester units at one or more of the Colleges of the Los Rios Community College District;

2.1.3 Be a student in good standing and not be on academic probation.

2.2 During his or her lifetime, no student shall serve more than a single term as the Student Trustee.

2.3 The position of Student Trustee shall not be used for Cooperative Work Experience Education.

3.0 Election

3.1 A District-wide student election shall be held to select the Student Trustee.

3.2 It is the intent of the Board of Trustees that the election for the Student Trustee shall be held in accordance with all of the following principles:

3.2.1 The election shall be a learning experience about representative democracy, free and fair elections and voting.

3.2.2 The election shall be fundamentally fair.

3.2.3 The election shall uniformly enfranchise eligible voters with elections open to students.

3.2.4 The election shall be based on the universal suffrage principle of “one person - one vote.”
3.2.5 The election shall preserve the confidentiality of the ballot.

3.2.6 The election process shall provide for the adequate distribution and display of comprehensive campaign information to all eligible voters.

3.3 This election will be run and paid for by the student associations at each College and coordinated by the Student Advisory Committee and the Vice President of Student Services, or designee, at each campus. The elections shall be subject to the direction and supervision of the Vice Chancellor of Education and Technology, or designee.

3.4 The Student Trustee shall be elected at large by plurality vote of the voting students in all Colleges of the District.

3.5 The Board of Trustees retains oversight over the Student Trustee election and may direct the Chancellor, or designee, to investigate any election irregularities. In the event the Chancellor or designee concludes there was a material irregularity in the election, the Chancellor or designee may:

3.5.1 Validate the election;

3.5.2 Invalidate the election and require a re-election;

3.5.3 Validate the election by excluding votes from a polling place where the irregularity occurred; or

3.5.4 Make any other determination that fairness requires.

4.0 Recall

4.1 A majority of Student Body Association Senates (at least 3 out of 4) that have each recorded a three-quarter (3/4) majority vote within their respective bodies shall be required to enact a recall election for the position of Student Trustee.

4.2 Recall shall be initiated for just cause only, including but not limited to illegal or unethical behavior while acting as a representative of the students of the Los Rios Community College District; being unresponsive, or acting contrary to the interests and welfare of the students of the District; disregarding the expressed intentions of the Student Body Association and each of its components and the District Student Advisory Committee; or not maintaining the qualifications of the Student Trustee.

4.3 The recall election shall begin no later than fourteen (14) days after the Vice Chancellor of Education and Technology declares the requirements to enact the recall have been fulfilled and shall comply with the requirements of Section 3.0 above.

5.0 Student Trustee Vacancy

5.1 Definition of Vacancy

5.1.1 If no student trustee has been elected as of May 31 of each year, the Student Trustee seat shall become vacant on June 1 of that year.

5.1.2 If a Student Trustee has two (2) consecutive unexcused absences from Board meetings, the Student Trustee seat shall become vacant. Absences may be excused using the same procedure applicable to other trustees.
5.1.3 In the event that a Student Trustee is unable to complete his/her term, the Student Trustee seat shall become vacant.

5.1.4 If the Student Trustee fails to meet the qualifications to hold office at any time, the Student Trustee seat shall immediately become vacant.

5.1.5 If the Student Trustee is recalled, the Student Trustee seat shall become vacant.

5.2 Procedures for Filling Vacancies

5.2.1 If the Student Advisory Committee is required to select the Student Trustee in the event of a vacancy, the Student Advisory Committee shall elect the new Student Trustee according to the following procedures:

5.2.2 Voting members of the Student Advisory Committee for this purpose shall consist of the College student association Student Senate presidents, or designees. In the event that a voting member of the Student Advisory Committee is also a candidate for Student Trustee, the College’s respective student association Student Senate officers shall select a designee to replace this individual for the purposes of the Student Trustee election.

5.2.3 In the event of an election that has been invalidated, the pool of qualified and vetted candidates from which the Student Advisory Committee may elect the Student Trustee shall be those candidates who qualified for the Student Trustee election and appeared in the ballot, excluding any subsequently disqualified candidate.

5.2.4 In all cases not concerning invalidated elections, the pool of qualified and vetted candidates from which the Student Advisory Committee may elect the Student Trustee shall be the candidates that (a) meet the qualifications for Student Trustee described in Policy P-3122, Section 2.1; and (b) have filed a valid, recent nominating petition with either (i) at least fifty (50) signatures of currently enrolled Los Rios students, or (ii) a resolution endorsing the candidate by a College’s student association Student Senate. Each College student association Student Senate may endorse only a single candidate. A petition will be considered recent if it has been filed within six (6) months of the announced election date.

5.2.5 The Student Advisory Committee in collaboration with the Vice Chancellor of Education and Technology, or designee, shall select a student trustee vacancy election date between two and three weeks after a declared vacancy.

5.2.6 Upon the declaration of a vacancy, a request for candidates, an explanation of the qualifications and vetting process, and the date of the Student Trustee vacancy election will be widely distributed to all Los Rios students. Petitions shall be available at each campus at the Student Activities Office immediately upon the announcement of a vacancy.

5.2.7 On the day of the election, each qualified and vetted candidate shall be given an opportunity to present their qualifications to the Student Advisory Committee. The Student Advisory Committee shall have the right to fix such time limits on presentations as it deems appropriate.
5.2.8 Voting shall be accomplished by a series of ballots during a meeting open to the public.

5.2.9 In the first ballot, each Student Advisory Committee member shall vote for a single candidate. If a candidate secures a majority of the votes in this initial ballot, that candidate shall be selected as the Student Trustee.

5.2.10 If no candidate receives a majority of the votes after the first ballot, then any candidate who received no votes shall be excluded from further consideration and a second ballot shall be cast in accordance with section 5.2.9.

5.2.11 If no candidate receives a majority after the second ballot, then preference voting shall be used. In this case, each voting Student Advisory Committee member shall rank each of the remaining candidates on his or her ballot. When counted, the top candidate on each ballot receives four votes, the second candidate receives three votes, the third candidate receives two votes, and the fourth candidate receives one vote. The votes are then totaled and the candidate with the highest weighted ranking (i.e. the most total votes) shall be selected as the Student Trustee.

5.2.12 In the event of a tie after the preference vote, the Student Trustee shall be selected as the Student Trustee by lot from the candidates involved in the tie.

6.0 Regulations

6.1 The Chancellor shall develop Administrative Regulations to implement this policy.

Policy Adopted: 3/29/78
Policy Revised: 1/14/81; 1/28/81; 2/17/82; 9/5/90; 3/6/91; 9/18/91; 10/4/95; 6/4/97; 8/21/02; 11/18/09; 12/14/11; 12/11/13
1.0 Candidate Eligibility

1.1 Each candidate must file with the Vice President of Student Services, or designee, a nominating petition containing signatures of at least fifty (50) students enrolled in the current spring semester. At the time the candidate files the petition, the candidate must meet the qualifications to serve as the Student Trustee.

1.2 Petitions shall be available six (6) weeks prior to election day at each campus at the Student Activities Office. A copy of Administrative Regulation R-3122, shall be given to each person requesting a petition. Spring Break shall not be counted as part of this six (6) weeks.

1.3 The deadline for submitting petitions shall be 5:00 p.m., three (3) weeks prior to the first election day. Verification that signers of the petition are enrolled students at a Los Rios Community College District College shall be conducted on each campus under the supervision of the Vice President of Student Services, or designee. Spring Break shall not be counted as part of this three (3) weeks.

2.0 Election

2.1 Election for Student Trustee will take place under the direction and supervision of the Vice Chancellor of Education and Technology, or designee. This election shall be held in April on the same days at each College on the same dates and times as the Student Body Association elections. The election dates shall be scheduled by the month of September preceding the election.

2.2 The polling hours and the manner in which students are determined to be eligible to vote in the Student Trustee election shall be uniform across the Los Rios Community College District. Only students who are enrolled in the Colleges of the District may vote in this election. A student may only cast a single vote in any Student Trustee election.

2.3 Polling places may be made available at various locations on the main campuses of the Colleges as established by the Vice President of Student Services, or designee, at each College, in his or her discretion, and the Vice President of Student Services, or designee, may make polling places available at the educational centers in his or her discretion.

2.4 Where the use of Student Records (as defined in Administrative Regulation R-2265) is necessary to verify voter eligibility, College administrators, faculty or staff shall participate in the verification process to protect the confidentiality of student records.

2.5 The Associate Vice Chancellor of Student Services, or designee, shall ensure that candidate biographies and statements are publically displayed at each of the campuses, and posted prior to the election and shall be distributed widely prior to the election.
2.6 There shall be at least one (1) public candidate forum held at each College at which all candidates are invited to participate.

2.7 Students shall be provided with appropriate space to cast their vote privately and without assistance unless a student needs assistance due to a disability. No posting, campaigning or distribution of campaign materials may occur within one hundred (100) feet of the polling place.

2.8 Student Trustee election ballots shall be distinguishable from the general election ballots and shall be kept separate from any other ballots.

2.9 Candidates will be listed on the ballot in an order determined by a random selection process.

2.10 Where paper ballots are used, Student Trustee ballots will be collected in separate locked boxes and sealed at the end of each voting day. Ballots will be counted at the District Office at the close of the election by the Student Life/Activities Advisors and a student from each College chosen in collaboration between the Student Life/Activities Advisor, or designee, and the College Student Senate President. The incumbent Student Trustee and/or any candidates for the position shall not participate in the counting of votes. In the event of a recall election, the same procedure will be followed.

2.11 Where electronic voting is used, the results shall be viewable at each College by at least the Student Life/Activities Advisor and a student from the College chosen in collaboration between the Student Life/Activities Advisor, or designee, and the College Student Senate President and the District Office. The incumbent Student Trustee and/or any candidates for the position shall not participate. Paper ballots may be used as back up to the electronic system as needed.

2.12 The Chancellor will be notified of the election results as soon as they are available and shall certify the results of the election, and the information shall be disseminated through the District Office of the Vice Chancellor of Education and Technology as soon as possible.

3.0 Campaigning

3.1 Campaigning is defined as any activity which promotes the candidacy of one or more individuals for an office in the Student Trustee election. This includes, but is not necessarily limited to: scheduling appearances; lobbying a voter; posting, publication or distribution of advertisements, correspondence or literature. Campaigning does not include nomination petition signing. Campaign expenditures include all funds and/or donations used in campaigning and include money used to purchase goods or services related to campaigning, and the fair-market value of goods or services given or donated to a candidate. Campaign expenditures do not include the provision of goods or services by a College or a Student Body Association to all candidates on an equal basis.

3.2 Posting signs for place-holding before the start of campaigning is not permitted.

3.3 Campaigning is permitted in the open areas of the College campus in compliance with District Policy and Administrative Regulation R-1411. Campaigning is permitted in classrooms only with permission of the Student Life/Activities Advisor. Campaign messages should be focused on subjects within the purview of the Student Body Association. Colleges are encouraged to provide candidates with access to computers,
equipment, and office supplies to produce campaign materials as space and budgets allow.

3.4 Posters may be placed on the College campuses only on appropriate areas subject to approval by appropriate College officials in compliance with District Policy and Administrative Regulation R-1313.

3.5 A candidate for Student Trustee shall not form a slate with any candidate for any other office. A slate is the listing of multiple names by candidates on a single piece of campaign literature, campaign publication or other document whether paper or electronic.

3.6 Each candidate is limited to expending $80 per 10,000 students in the District for campaign expenditures in any single election.

3.7 All campaign contributions to Student Trustee candidates must be from individuals. Individual candidates may not solicit campaign contributions in excess of the maximum amounts listed in Section 3.6 above. Money from corporations and political action committees is prohibited.

3.8 Each candidate must document campaign expenditures to the Office of Student Life and file an expenditure form, complete with receipts, by 3:00 p.m., two (2) business days prior to the first day of the election. Receipts can be requested at any time. Expenditure forms must be filed even if there are no expenditures. Supplemental final reports are due by 3:00 p.m. the day after the election closes. Each candidate is subject to disqualification, as determined by the Student Life/Activities Advisor, if expenditure reports are filed late or if total expenditures exceed the limits of Section 3.6 above. All campaign materials must be accounted for on the expenditure form, including but not limited to: posting and publishing materials, advertisements, holding charity events such as concerts, rallies or other social gatherings, and distributing literature.

3.9 The Office of Student Trustee shall be nonpartisan.

3.10 No College or District sponsored organization shall be allowed to finance the campaign of any candidate for a Student Trustee office, nor may any individual finance the campaign of a candidate in the name of a District or College sponsored organization.

3.11 The District, Colleges and the Student Body Association may utilize incentives to encourage students to vote in elections, but not for or against any particular candidate. As part of campaigning, candidates and individuals who support or oppose any candidates may not use food, money, gifts, or alcohol.

4.0 Election Challenges

4.1 Any challenges to the validity of the election of the Student Trustee shall be submitted to the Chancellor’s Office in writing as soon as they are discovered, but no later than two (2) calendar days after the date of the conclusion of the election. The Chancellor, or designee, shall respond to those challenges in writing. The Chancellor’s determination of those challenges shall be final.

4.2 In the event the Chancellor, or designee, concludes there was a material irregularity in the election, the Chancellor, or designee, may make any determination that fairness requires, including, but not limited to, invalidating the election and calling for a new election. The Chancellor’s or designee's determination shall be disseminated through the Vice Chancellor of Education and Technology as soon as possible.
4.3 Election irregularities may include, but are not limited to, the following:

4.3.1 The polling place workers were guilty of misconduct;

4.3.2 A candidate was not at the time of election eligible to hold office;

4.3.3 A candidate gave or offered a bribe or reward or conspired with someone else to do so, for the purpose of procuring the election;

4.3.4 The polling hours or eligibility determinations deviated from those specified by the Vice Chancellor of Education and Technology;

4.3.5 Illegal votes were cast;

4.3.6 The individuals conducting the election made errors sufficient to change the result of the election;

4.3.7 There was an error in vote counting or summaries of ballot counts; or

4.3.8 Any other issue that affected the fundamental fairness of the election.

5.0 Student Advisory Committee

5.1 The Los Rios Community College District Student Advisory Committee shall be formed to nominate candidates for appointment to District-wide committees and to provide a forum for communications and exchange of ideas, information and concerns between the Student Trustee, the College Student Body Association and the students of the District.

5.2 The Committee shall consist of the following: The Student Trustee and one (1) representative from American River College; one (1) representative from Cosumnes River College; one (1) representative from Sacramento City College; and one (1) representative from Folsom Lake College; each to be selected by the respective Student Senate. The Student Advisory Committee appointments are to be elected or appointed officers from their respective campus Student Senate and meet the minimum qualification requirements identified in Section 2.0 of District Policy, P-3122 except that they do not have to be a California resident.

5.3 The representative from each student association shall have one (1) vote. The Student Trustee shall have no vote except in the event of a tie.

5.4 One (1) member of the committee will be selected to be the secretary.

5.5 One (1) Student Life/Activities Advisor or designee of the Vice President of Student Services shall be selected to serve in an advisory capacity to the Student Advisory Committee. Commencing in the college year 2012-2013, the authority to select the Student Life/Activities Advisor rests with the Vice President of Student Services at each College pursuant to a rotation schedule in alphabetical order.

5.6 The Student Advisory Committee will hold regular monthly meetings during the year and special meetings, as needed.

5.6.1 If the meeting is to be held at the District Office, the Associate Vice Chancellor of Student Services will be advised.
5.6.2 If the meeting is to be held on a College campus, the Vice President of Student Services, or designee, will be advised.

Adm. Regulation Adopted: 2/29/78; 2/17/82; 9/28/09
Adm. Regulation Revised: 2/17/82; 3/5/91; 8/13/91; 8/21/02; 10/22/07; 11/18/09; 10/24/11; 10/28/13
1.0 Rights and Privileges of the Student Trustee (Ed. Code, § 72023.5.)

1.1 The Student Trustee shall be acknowledged to have the following rights:

1.1.1 The right to attend all meetings of the Los Rios Community College District Board of Trustees, except closed sessions.

1.1.2 The right to be seated with the members of the Board of Trustees and to be recognized as a full member of the Board of Trustees at the meetings, including receiving all materials presented to the Board of Trustees members, except confidential materials and to participate in the questioning of witnesses and the discussion of issues with all parliamentary rights, except for the right to cast a binding vote.

1.1.3 The right to make or second a motion to be acted upon by the Board of Trustees.

1.1.4 The right to place items on the agenda to the same extent as other Board of Trustees members.

1.1.5 The right to cast an advisory vote.

1.1.6 The right to receive all health benefits provided by the District to other members of the Board of Trustees.

1.2 The Student Trustee may serve on committees appointed by the Board of Trustees, and consisting of Board of Trustees members.

1.3 The Student Trustee shall not serve as president of the Board of Trustees.

1.4 The Student Trustee shall not be included in determining the vote required to carry any measure before the Board of Trustees.

1.5 The Student Trustee shall not be liable for any acts of the Board of Trustees.

1.6 The Board of Trustees, by majority vote, may on a case by case basis permit the Student Trustee to attend closed sessions where the Student Trustee’s input could be useful to the Board of Trustees.

1.7 The Student Trustee shall receive orientation and inservice regarding Board of Trustees procedures.

2.0 Responsibilities of the Student Trustee

2.1 The Student Trustee shall meet with the student association officers of the Colleges at the Student Advisory Committee meeting once each month. The Student Trustee will chair the Student Advisory Committee meetings.

2.1.1 If the Student Trustee is unable to attend the Student Advisory Committee meeting, the Student Trustee shall appoint a designee to chair the meeting.
2.2 The Student Trustee may make a brief report to the Board of Trustees at Board of Trustees meetings.

2.3 The Student Trustee shall keep the students informed through articles or a column in the various student newspapers on a regular basis.

2.4 The Student Trustee shall serve on committees as assigned by the Board of Trustees. (See P-3134.)

2.5 The Student Trustee is expected to read and become familiar with Los Rios Board Policies and Administrative Regulations.

3.0 Expenses

3.1 The Student Trustee shall receive reimbursement for mileage in the same manner and to the same extent as other Board of Trustees members.

3.2 When acting as a representative of the Board of Trustees or performing services directed by the Board of Trustees, the Student Trustee shall receive payment for travel expenses in accordance with the schedule for reimbursement, Administrative Regulation (R-8341), Section 3.0. Such travel assignments shall be limited to travel within the State of California.

3.3 The Student Trustee shall receive a monthly stipend equal to seventy-five percent (75%) of the stipend received by the members of the Board of Trustees elected through the general election processes in the State of California. This stipend shall be based on attendance at meetings as prescribed for the Board of Trustees in Board Policy (P-3221), Section 1.2. The Student Trustee does not attend closed sessions, and is not expected to attend Board of Trustees retreats or special Board of Trustees meetings which consist of only a closed session.

(Cross Reference P-3134)
1.0 Attributes and Conduct Guideline

1.1 Although representing their own area of residence, Los Rios Community College District Trustees are elected to a Board of Trustees which governs a multi-campus community college district. It is, therefore, incumbent on each Trustee to exhibit equal interest, loyalty and concern for all Los Rios Community College District Colleges and facilities, and not just for the College situated in the Trustee's area of residence.

1.2 Board of Trustees members shall exhibit:

1.2.1 A sincere and unselfish interest in public education and in the contribution it makes in the development of students.

1.2.2 A knowledge of the community which the District is designed to serve and a willingness to assume a role of leadership in education.

1.2.3 A sensitivity to the diversity of the residents of the District and a responsiveness to the needs and interests of students from all backgrounds.

1.2.4 An ability to think independently, to grow in knowledge and to rely on facts rather than prejudices, and a willingness to hear all sides of controversial questions.

1.2.5 A deep sense of loyalty to associates and respect for group decisions cooperatively reached.

1.2.6 A respect for and interest in people, and an ability to get along with them.

1.2.7 A willingness to work through defined channels of authority and responsibility.

1.2.8 A willingness to devote the necessary time to become an effective Board of Trustees member.

1.3 Board of Trustees members should be well informed on the problems to be considered.

1.4 An individual Board of Trustees member has no legal right to promise action or correction, and has a moral obligation to refrain from doing so.

1.5 Individual Board of Trustees members should inform the Chancellor of complaints and criticism even though no action is requested. In turn the Board of 3100 ORGANIZATIONAL PROCEDURES Attributes and Conduct P-3113 3110 Duties and Responsibilities 2 of 2
Trustees should be kept informed by the Chancellor.

1.6 Efforts should be made to seek agreement in the deliberate business of the District. Although differences of opinion may exist, both sides should examine their motives and objectives, and attempt to resolve public differences if split rolls frequently occur.

1.7 The Board of Trustees shall maintain an effective program for new member orientation and ongoing Board of Trustees member development.

1.7.1 The Board of Trustees President and the Chancellor shall conduct an orientation session for all new Board of Trustees members.

1.7.2 New Board of Trustees members shall be encouraged to attend the new Board of Trustees member orientation programs of the California Community College Trustees Association and the Association of Community College Trustees.

1.7.3 Board of Trustees members shall be encouraged to participate in professional activities designed for community college trustees.

Policy Adopted: 1/17/79 LRCCD
Policy Revised: 1/14/81; 2/17/82; 4/17/91; 6/4/97; 12/9/98; 9/3/03; 12/15/10

Adm. Regulation: None
1.0 Statement of Ethics

1.1 In providing educational opportunities for all who can benefit, the Los Rios Community College District is guided by the principles of access, excellence and values. The Board of Trustees' Statement of Ethics provides a framework for carrying out the mission and a model for behavior expected of the Board of Trustees and all District employees.

1.2 Each member of the Board of Trustees shall:

1.2.1 Keep access and quality education for all students as primary concern

1.2.2 Make decisions in the best interest of students and the District;

1.2.3 Be sensitive to the needs of the diverse population the Board of Trustees represent;

1.2.4 Take action only as a full Board of Trustees, not as individuals;

1.2.5 Focus on appropriate Board-level responsibilities;

1.2.6 Observe the requirements of the Open Meeting Act;

1.2.7 Devote adequate time and effort to Board of Trustees responsibilities;

1.2.8 Work through the Chancellor or the Board of Trustees to resolve issues and concerns;

1.2.9 Demonstrate the professional conduct expected of a public official;

1.2.10 Maintain confidentiality of privileged information;

1.2.11 Avoid conflicts of interest; and

1.2.12 Ensure an atmosphere in which controversial issues can be presented fairly and in which the dignity of each individual is maintained.

2.0 Violations

Violations of the Board of Trustees' Statement of Ethics and/or the Board of Trustees' Conflict of Interest Code shall be addressed by the Board of Trustees President, who shall first informally 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 of Trustees president may appoint an ad hoc committee of the Board to examine the matter and recommend further courses of action to the Board of Trustees. Sanctions may be proposed by the committee and may include a recommendation to the Board of Trustees to publicly or privately Reprimand or Censure the Trustee, and to require the repayment of District funds improperly expended. If the President of the Board is reported to have committed a violation, the Vice President of the Board of Trustees is authorized to pursue resolution under this section.

Policy Adopted: 4/1/92 LRCCD

Policy Revised: 9/2/92; 6/4/97; 12/15/10
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<th>Year</th>
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Complete electronic form found at
http://www.losrios.edu/lrc/lrc_studenttrustee.php

Los Rios District Office
1919 Spanos Court
Sacramento, CA 95825
The Student Trustee shall represent to the best of his/her ability, the needs and opinions of the students of all campuses of the Los Rios Community College District at meetings of the Board of Trustees of the Los Rios District.

The Student Trustee shall meet with the Student Advisory Committee for the exchange of ideas and information concerning the needs of the students. The Student Advisory Committee will advise and promulgate information to and from the Trustees and the student governments of the District.

The election of the Student Trustee will take place on April 14-15, 2015. Term of the office of the Trustee is June 1, 2015 through May 31, 2016.

The Los Rios CCD Board of Trustees Student Trustee Application and additional information can be found at: http://www.losrios.edu/lrc/lrc_trustee.php

To qualify for the position of Student Trustee, a student must be:

1. a California resident;
2. enrolled in and maintain a minimum of five (5) academic units at one or more of the Colleges of the Los Rios Community College District; and
3. in good standing at all college(s) of attendance (GPA is 2.0+) & not on academic probation.

- March 3 (Tuesday) - Student Trustee Election Packets available on-line
- March 24 (Tuesday) - Deadline to return Student Trustee Election Packets (5:00 p.m.)
- March 6 - Mandatory Pre-campaign Orientation
- April 7 (Tuesday) ARC Forum; April 8 (Wednesday) CRC Forum;
  April 9 (Thursday) SCC Forum; April 13 (Monday) FLC Forum
- April 14 (Tuesday) and April 15 (Wednesday) - Elections: 7:00 a.m. - 11:30 p.m.
- May 8 (Friday) - Mandatory Student Meeting with Chancellor & Orientation
- June 1 - Student Trustee assumes office

Please complete the Student Trustee Application. Limit your biographical statement to 250 words or less. The statement will be shared publicly as it was submitted. A digital copy will be sent to the designated college contact at your campus by clicking on the submit button.

Each candidate must also file a Petition containing ORIGINAL signatures of at least FIFTY students enrolled in the current spring semester. The Petition Form is submitted to the designated college contact at your campus.
Student Trustee Application

Applicant Information

Student ID: [w]  Campus: [ARC, CRC, FLC, SCC]
Last Name: [ ]  First Name: [ ]
Street Address: [ ]
City: [ ]  State: [ ]  Zip: [ ]
Email: [ ]
Phone (Work): [ ]  (Home): [ ]  (Cell): [ ]

Candidate Qualifications

Are you a California resident?  
Yes ☐  No ☐
Will you be enrolled in and maintain a minimum of five (5) academic units?  
Yes ☐  No ☐
Are you in good standing (GPA is 2.0 +)?  
Yes ☐  No ☐
Are you on academic probation?  
Yes ☐  No ☐

Candidate Self Evaluation

Knowledge of Specific Job Skills

Poor ☐  Fair ☐  Satisfactory ☐  Good ☐  Excellent ☐

Related Job Experience

Poor ☐  Fair ☐  Satisfactory ☐  Good ☐  Excellent ☐

Related Education or Training

Poor ☐  Fair ☐  Satisfactory ☐  Good ☐  Excellent ☐

Initiative

Poor ☐  Fair ☐  Satisfactory ☐  Good ☐  Excellent ☐

Communication/Listening Skills

Poor ☐  Fair ☐  Satisfactory ☐  Good ☐  Excellent ☐

Attitude

Poor ☐  Fair ☐  Satisfactory ☐  Good ☐  Excellent ☐

Interest in Position

Poor ☐  Fair ☐  Satisfactory ☐  Good ☐  Excellent ☐
BIOGRAPHICAL STATEMENT

Please provide a typed personal statement of intent regarding your qualifications and interest to serve as the Student Trustee for the Los Rios CCD. Limit your statement to 250 words or less. This statement will be shared publicly.

DECLARATION OF CANDIDACY

Declaration of Candidacy

☐ By checking this box, I am declaring my candidacy for the position of Los Rios CCD Student Trustee. I have reviewed and meet all required qualifications.

Submit  Reset

A digital attachment of these two pages will be sent to the designated college contact at your campus.
I, _____________________________, am circulating this petition in order to run for Student Trustee of the Los Rios Community College District. The election will be held April 14 and April 15, 2015 (7:00 a.m. – 11:30 p.m.). The term of Trustee Office is June 1, 2015 through May 31, 2016. PETITION DEADLINE: March 24, 2015 at 5:00 p.m. Each candidate must file a nominating petition containing signatures of at least **FIFTY** students enrolled in the current spring semester. These names will be verified.

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Appendices

CCLC: On Being a Student Trustee
Sample Orientation Agenda
Sample Board Agenda
Travel and Conference Form
Conflict of Interest Form
Board of Trustees Report From
SAC Agenda
On Being a Student Trustee

Being a student member of a California community college board of trustees is an exciting and demanding position and there is much to learn. The Community College League of California has prepared the following general highlights of roles and responsibilities for new and potential student trustees. However, practices and assumptions vary greatly from district to district—those interested in the position should talk with past student trustees, the district president or chancellor, and the chair of the board about their expectations for the position.

Qualifications
The Education Code states that student trustees must be enrolled in a college of the district for at least five semester units. Beyond these basic eligibility requirements, desired qualities are: an open mind, a desire to learn, the ability to represent the district articulately and professionally, an interest in being a member of a governing team, and the time to devote to being a trustee.

Rights
The law grants certain rights to student trustees:
- Attend all meetings of the governing board except for closed sessions.
- Be seated with the board and participate in discussion.
- Receive same materials as other board members (except for closed session materials).
- Receive mileage reimbursement to the same extent and under the same policies as other governing board members.

Privileges
Each local board may grant certain privileges, including
- Make and second motions.
- Receive compensation for board meetings.
- Advisory vote, which does not count in determining if an item passes but is logged in the official minutes.

Responsibilities
The student trustee has the same general responsibilities as publicly elected trustees to be a contributing and ethical member of the board. The primary responsibility is to attend and participate in all open board meetings, which includes:
- Prepare for meetings by studying the issues and asking questions.
- Be a team member of the board unit (no trustee has authority as an individual).
- Influence decisions by wisely participating in discussions.
Some boards also expect student trustees to:
- Attend conferences to enhance their own learning and contributions to the board.
- Help represent the college at community events.
- Help advocate for the college at the state and national legislatures.

Learning about the Role
It is important to learn all you can about being a student trustee. Sources of information include:
- Local student trustee orientation sessions conducted by the CEO and members of the board
- Past student trustees.
- The CEO and other trustees on the board.
- The advisor for the student trustee.
- The League’s Student Trustee Workshop in August.
- League’s Trustee Handbook (provided to all district CEO offices and distributed at the August workshop).
What You Will Need to Know

You need to know about your community. What are the different needs in the community? Who are the different groups in the community that should be served by the college? What are the economic, social and demographic trends in your community that have implications for education?

You need to know about the college district. What are its mission and goals? What are the major issues facing the college? Are its educational programs meeting community needs? Is it a stable, growing organization with strong leadership?

You need to know about the district's students. What are the different needs of the wide variety of students that attend the college(s) in the district? Are students well-served by the college(s)? Are they succeeding?

You need to know the board’s responsibilities. As a member of a governing board, you help ensure that the colleges you govern add value to the community. Community colleges take pride in providing access to higher education to all and creating an environment that supports and produces student learning. The board's role is four-fold:

- Create strong community linkages in order to best represent broad community interests.
- Make policies that establish the general direction for and expected results of the college’s programs and services, and that establish legal, ethical, and prudent parameters for college operations.
- Hire, support, and evaluate the CEO as the district leader.
- Monitor the performance of the district to ensure that it is meeting current community needs and anticipating future trends.

Relationship with Associated Students

In some districts the A. S. president serves as the student trustees. In this case, the person is asked to balance two roles and fulfill two sets of responsibilities. When the student trustee is not the A. S. president, the student trustee should:

- Establish and maintain open communication links with A. S.
- Support the Associated Student Body as the official advocate for students. The student trustee is a member of the board, not the official representative for the students in decision-making.

Source:
Community College League of California
2017 O St. Sacramento, CA 95814
916-444-8641
www.ccleague.org
1. Welcome Student Trustee

2. Sue Lorimer, Vice Chancellor, Education & Technology
   a. Roles and Responsibilities
   b. Board Procedures, Order of Business, Seating of Student Trustee
   c. Reporting Structure
   d. BOT Meeting Schedule/Dinner with Trustees

3. SAC Advisor
   a. Monthly meetings
   b. Agenda Review/Approved Posting
   c. Board Report/Form
   d. SAC meeting Protocol/Schedule
   e. Student Speakers at BOT Meetings
   f. Communication with Leaders

4. Victoria Rosario, Associate Vice Chancellor, Student Services
   a. Handbook
   b. Budget
      i. Travel authorizations
      ii. Conference/mileage
   c. SAC Meetings
   d. Communication with DO and all four colleges
   e. Student Appointments to District Committees
      i. Academic Calendar (one student from each campus)
      ii. Budget (one)
      iii. District Curriculum Coordinating Committee (one student from each campus)
      iv. Matriculation (one student from each campus)
      v. Cabinet
   f. Parking Stickers/Business Cards
   g. Discipline is campus-based

5. JP Sherry, General Counsel
   a. Maintaining Eligibility
   b. Lobby Efforts
      i. Capitol Days
      ii. CC League Conference
      iii. Lobby Day
   c. District Policy 3123
   d. Conflict of Interest
      i. Gifts
   e. Communication with Legal Counsel
   f. Brown Act
      i. 72 hours
      ii. Meetings with 3 or more
   g. When to use Trustee title in communications
**LOS RÍOS COMMUNITY COLLEGE DISTRICT**

**TRAVEL AUTHORIZATION AND REIMBURSEMENT CLAIM**

(Note: Read instructions on back of set before completing)

**PART I - Request to Attend**

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**Estimated Expenses:**

- A. Transportation (Estimate cost of air fare) $ ____________
  - [ ] Air* [ ] Dist. Vehicle [ ] Priv. Vehicle miles × c.mile
  - [ ] Travel Agency (Air fare) $ ____________

- The undersigned certifies that the vehicle he/she uses for Los Rios Community College District business carries the legal minimum insurance required by law.

- B. Lodging* $ ____________
  - Name of Hotel/Motel ____________
  - Days @ $ ________

- C. Registration/Conference Fee* (check one) $ ____________
  - [ ] incl. certain meal(s) [ ] excl. meal(s)

- D. Meals $ ____________
  - Breakfast $ ________
  - Lunch $ ________
  - Dinner $ ________
  - [ ] of days ____________

- E. Other (describe)* $ ____________

- F. Incidental Expenses $ ____________

**Total Estimated Expenses $ ____________**

**PART II - Request for Cash Advance/Prepaid Expense**

<table>
<thead>
<tr>
<th>Request for Cash Advance/Prepaid Expense</th>
<th>GENFD / 9161 / 11</th>
<th>$ ____________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Registration Date Due</th>
<th>Vendor ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budget No. 1: $ ________</th>
<th>Budget No. 2: $ ________</th>
</tr>
</thead>
</table>

**PART III - Request for Reimbursement**

To be completed no later than 3 days after return from authorized travel.

- * Indicates original receipts required - enter all claimable costs incurred, including prorated amounts.

<table>
<thead>
<tr>
<th>From</th>
<th>Date</th>
<th>Time</th>
<th>To</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

- A. Transportation
  - [ ] Air fare* [ ] Bus* [ ] Other* $ ____________
  - [ ] Prepaid to travel agency by district $ ____________
  - [ ] Private Vehicle miles × c.mile $ ____________

- B. Lodging* $ ____________
  - (Single occupancy rate only includes telephone calls & other costs) $ ____________

- C. Registration Fee (check one) (Emeritus/Continuing Ed. if paid) $ ____________
  - [ ] Prepaid by DO/College $ ____________
  - [ ] No Prepayment $ ____________

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Expenses*</th>
<th>$ ____________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Meals</th>
<th>$ ____________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Expenses (A - F)</th>
<th>$ ____________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Less Amount(s) Prepaid</th>
<th>$ ____________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Less Cash Advance (Part II)</th>
<th>$ ____________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Requested for Reimbursement</th>
<th>$ ____________</th>
</tr>
</thead>
</table>

**PART IV - Vendor I.D.**

<table>
<thead>
<tr>
<th>D.O. Use: GENFD / 9161 / 11</th>
<th>$ ____________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>Budget No. 2:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Claimant's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Area Dean/Supervisor</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Vice President, Administration</th>
<th>Date</th>
</tr>
</thead>
</table>

**Certification/Approval**

I certify that the above claim is an accurate accounting of expenses incurred which does not exceed the allowances provided per Regulation 8541, and complies with District insurance requirements.

<table>
<thead>
<tr>
<th>Date</th>
<th>Vice President, Administration</th>
</tr>
</thead>
</table>

**PART V - Budget Approval**

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>College Administrator/Dean</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>College Administrator/Dean</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>College Administrator/ Dean</th>
</tr>
</thead>
</table>

35
LOS RIOS COMMUNITY COLLEGE DISTRICT

BOARD MEETING AGENDA

Wednesday, June 12, 2013
5:30 pm

Los Rios Community College District
Board Room
1919 Spanos Court
Sacramento, CA 95825

1. CALL TO ORDER

   Board President

2. ORAL COMMUNICATIONS

   The public may comment on any items within the Board's jurisdiction, even if the items are not on the agenda - only during this portion of the meeting. However, the law prohibits action by the Board on nonagenda items. A yellow "Speaker's Card" must be submitted and comments are limited to three minutes.

3. SPECIAL ORDER OF BUSINESS

   A. Seating Student Trustee
      Board President

4. CONSENT CONSIDERATIONS

   A member of the Board may request that an item be removed for further discussion and separate action.

   A. Board Meeting Minutes: May 8, 2013
      Brian King
   B. Curriculum Proposals: ARC
      Susan L. Lorimer
   C. Board Policy: Conflict of Interest Rules (P-8631)
      JP Sherry
   D. 2012-13 Budget Revision No 2
      Jon Sharpe
   E. Resolution No 2013-08: 2013-14 Appropriation Limitation
      Jon Sharpe
   F. Resolution No 2013-09: Five Year Construction Plan & Final Project Proposals
      Jon Sharpe
   G. Resolution No 2013-10: Amendment to Regional Transit Lease and Joint Use Agreement; Granting of Easements ~ CRC
      Jon Sharpe
   H. Child Development Centers Program Self Evaluation
      Susan L. Lorimer
   I. Contract: California Department of Rehabilitation
      Beverly A. Sandeen
   J. Ratify: Grants and Contracts Awarded
      Beverly A. Sandeen
   K. Ratify: Bid Transactions
      Jon Sharpe
   L. Ratify: New Contracts and Renewals
      Jon Sharpe
   M. Disposition of Surplus Equipment
      Jon Sharpe
   N. Purchase Orders, Warrants and Checks
      Jon Sharpe
   O. Equal Employment Opportunity Plan
      Jon Sharpe
   P. Short-Term Temporary Employees
      Jon Sharpe
   Q. Regular Human Resources Transactions:
      Jon Sharpe
      Appointments, Assignments, and Separations

5. ACTION

   A. Public Hearing: Intent to Grant Easements for Pedestrian and Bicycle Bridge Crossing ~ SCC
      JP Sherry
   B. Contract Award: CRC Art Gallery
      Jon Sharpe
   C. Contract Award: CRC Culinary Arts Modernization and Expansion
      Jon Sharpe
Los Rios Community College District • Board Meeting Agenda • Wednesday, June 12, 2013

Page 2

D. 2013-14 District Tentative Budgets  Jon Sharpe
E. Public Hearing: Educational Protection Account Expenditure Plan  Jon Sharpe

6. BOARD MEMBER REPORTS

7. REPORTS and COMMENTS
   • Student Associations
   • Classified Staff
   • Academic Senate
   • Other Recognized Constituencies
   • Chancellor's Report

8. FUTURE AGENDA ITEMS

9. CLOSED SESSION
   Closed session may be held as authorized by law for matters including, but not limited to collective bargaining (Rodda Act), Education Code provisions, pending litigation, etc.

   A. Pursuant to Government Code section 54957: Complaint against Public Employee
   B. Pursuant to Government Code section 54957.6: Conference with Labor Negotiators; Designated Representatives: Brian King, Jon Sharpe, Ryan Cox. Employee Organizations: LRCFT, LRCEA, LRSA, SEIU, All unrepresented management and confidential personnel (excluding the Chancellor and Deputy Chancellor)
   C. Pursuant to Government Code section 54956.8: Conference with Real Property Negotiators; Brian King, Jon Sharpe, JP Sherry; Under Negotiation Price and Terms of Payment; Sacramento County APN: 132-0290-015

10. OPEN SESSION: REPORT OF ANY ACTION TAKEN IN CLOSED SESSION, IF NECESSARY

11. ADJOURNMENT

<table>
<thead>
<tr>
<th>LOS RIOS BOARD OF TRUSTEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Haynes • Area 5</td>
</tr>
<tr>
<td>President • Area 5</td>
</tr>
<tr>
<td>Ruth Scribner • Area 4</td>
</tr>
</tbody>
</table>

Meetings are held every second Wednesday of the month at 5:30 pm • Note: Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3021.

   July 10, 2013  Regular Board Meeting • Location: District Office
   August 14, 2013 Regular Board Meeting • Location: District Office

Public records provided to the Board for the items listed on the open session portion of this agenda are available at the District Office located at 1919 Spanos Court, Sacramento, CA, during normal business hours. The Board agenda is posted on the District’s website: www.lorios.edu

Help Us Help You
Los Rios Community College District strives to make reasonable accommodations in all of its programs, services and activities for all qualified individuals with disabilities. Notification (568-3021) 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. When you arrive, please contact a staff member if you need assistance (Pursuant to Govt Code § 54954.2).
1. Office, Agency, or Court
   Agency Name
   Division, Board, Department, District, if applicable
   Your Position

   ▶ If filing for multiple positions, list below or on an attachment.
   Agency: ____________________________ Position: ____________________________

2. Jurisdiction of Office (Check at least one box)
   □ State
   □ Multi-County
   □ City of ____________________________
   □ Judge or Court Commissioner (Statewide Jurisdiction)
   □ County of ____________________________
   □ Other ____________________________

3. Type of Statement (Check at least one box)
   □ Annual: The period covered is January 1, 2011, through December 31, 2011.
   □ Leaving Office: Date Left __/____/______
   □ The period covered is __/____/______, through December 31, 2011.
   □ Assuming Office: Date assumed __/____/______
   □ Office sought, if different than Part 1: ____________________________
   □ Leaving Office: Date Left __/____/______
   □ The period covered is __/____/______, through the date of leaving office.
   □ Office sought, if different than Part 1: ____________________________

4. Schedule Summary
   □ Schedule A-1 - Investments – schedule attached
   □ Schedule A-2 - Investments – schedule attached
   □ Schedule B - Real Property – schedule attached
   □ Schedule C - Income, Loans, & Business Positions – schedule attached
   □ Schedule D - Income – Gifts – schedule attached
   □ Schedule E - Income – Gifts – Travel Payments – schedule attached
   □ None - No reportable interests on any schedule

5. Verification
   MAILING ADDRESS
   STREET
   CITY
   STATE
   ZIP CODE
   DAYTIME TELEPHONE NUMBER
   EMAIL ADDRESS (OPTIONAL)

   I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

   I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

   Date Signed ____________ (month, day, year)
   Signature ____________________________

   (File the originally signed statement with your filing officials.)

FPPC Form 700 (2011/2012)
FPPC Toll-Free Helpline: 866/275-7772 www.fppc.ca.gov

38
Los Rios Community College District  
Student Advisory Committee  
Board of Trustees (BOT) Report  

**Board Meeting (circle one):**  
- [ ] ARC  
- [ ] CRC  
- [ ] FLC  
- [ ] SCC  

Report provided by ASB Student Senate President/representative: ____________________________

(Please Print)

Below is a list of highlighted activities, accomplishments and events at my college. This report is to be used as a guide for the Student Advisory Committee representative and the Student Trustee in creating the monthly LRCCD student report at the LRCCD Board of Trustee meetings. Only the information on this report will be used. Not all areas need to be completed; rather, this is a guide on topics to consider. **An approved/signed report is due to the Student Trustee one week prior to each scheduled Board meeting.** The Student Trustee in consultation with the SAC Advisor will compile the submissions for one comprehensive report which is due to AVC Rosario, the designated student speaker, and SAC Advisor by noon the Friday before the BOT meeting. Late submissions or unauthorized reports will not be presented to the Board of Trustees.

<table>
<thead>
<tr>
<th>Student led-activities (i.e. March in March, campus events, fundraisers) :</th>
</tr>
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<tbody>
<tr>
<td>•</td>
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<table>
<thead>
<tr>
<th>Senate and CAEB Accomplishments (i.e. surveys, engagement in campus and regional governance):</th>
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<tbody>
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<td>•</td>
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</table>

<table>
<thead>
<tr>
<th>Leadership Development Accomplishments (i.e. conferences, trainings, workshops, guest speakers):</th>
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<tbody>
<tr>
<td>•</td>
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<tr>
<td>•</td>
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</tbody>
</table>

_I have verified the information listed in this report is an accurate account of events at this college._

**Student Senate President:** ____________________________  **Date:** ________________

**Advisor:** ____________________________  **Date:** ________________

2/5/13
STUDENT ADVISORY COMMITTEE (SAC)

AGENDA
September 11, 2013
3:30pm – 5:00pm
CRC, SCOR Office, L-111C (Library)

1. PROCEDURAL ITEMS

1.1 Call to Order
1.2 Roll Call
1.3 Approval of Agenda: September 11, 2013
1.4 Approval of Minutes: May 8, 2013
1.5 Trustee’s Message
1.6 Advisor’s Message
1.7 Public Forum: Three (3) minutes per speaker

2. SPECIAL PRESENTATIONS

2.1 Los Rios Community College District Student Lobby Day - J. P. Sherry
2.2 Public Relation Tips - Mitchell Benson

3. REPORTS

3.1 Student Trustee Report to the Board
3.2 Student Leadership And Development Educators (SLADE) Group - Winnie LaNier
3.3 District Office Update – Victoria Rosario
3.4 American River College - Jorge Riiely
3.5 Cosumnes River College - D.J. Mitchell
3.6 Folsom Lake College - Jonathan Rogers
3.7 Sacramento City College - Sandeep Sign

4. NEW BUSINESS

4.1 Student Trustee 2013-14 Handbook Review
4.2 Presidential Introductions
4.3 SAC Goal Setting
4.4 SLADE Leadership Summit, Saturday, 9/28/13
   Advisor LaNier presents an overview of the summit and Student Trustee Lemus
   explains his role during the Summit.
4.5 Shared Governance Committees
   Student Trustee will explain the process of assigning students to district committees.

BOT Reports
   Student Trustee will clarify how to properly write a BOT Report.

Emerging Issues