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## **ARTICLE 1100 ORGANIZATION**

### **BP 1110 Composition of the Board of Trustees**

#### Elected / Appointed Members

The Santa Monica Community College District Board of Trustees shall consist of seven members elected by qualified voters of the District (residents of Santa Monica and Malibu) as provided by law. If a vacancy occurs on the Board, any person who meets the criteria contained in law is eligible to be appointed to fill the vacancy (see BP 1151).

#### Eligibility

A member of the Board of Trustees must be a qualified elector of the District as provided by law. Any person, regardless of sex, who is 18 years of age or older, a citizen of the State of California, a resident of the Santa Monica Community College District, a registered voter, and who is not disqualified by the Constitution or laws of the State from holding a civil office, is eligible to be elected or appointed a member of the Board of Trustees without further qualifications. An employee of the District may not be sworn into office as an elected or appointed member of the governing board until he or she resigns as an employee.

#### Student Trustee

One student currently enrolled at Santa Monica College shall be elected by the Santa Monica College students to serve as Student Trustee for a one-year term, commencing June 1st of each year (see Board Policy 1400).

*Reviewed and Adopted: 5/1/2000*  
*Revised 12/1/2003*

### **BP 1120 Election**

Election to the Board of Trustees shall be held in conjunction with the general election on Tuesday after the first Monday in November in each even-numbered year. The terms of all members shall commence on the first Friday in December next succeeding his or her election and upon certification by the County of Los Angeles. Each member shall serve until his/her successor is elected and qualified.

When three or more members are to be elected, the three or more candidates receiving the highest number of votes shall be elected. Any tie in voting shall be settled by the casting of lots by the Board of Trustees.

Before any person elected or appointed as a member of the Board of Trustees enters upon the performance of his/her duties, he/she shall execute the specified oath of office in triplicate. One of the forms shall be filed in each of the following places: The office of the Los Angeles County Superintendent of Schools, the Los Angeles County Clerk's Office, and the Superintendent's Office. A copy of the form shall be retained by the Board member.

Reference: Education Code Sections 5000, 5016, 72000, 72034

*Reviewed and Adopted: 5/1/2000*  
*Revised 12/1/2003*



ARTICLE 1100 ORGANIZATION

BP 1130 Term

The term of office of an elected member of the Board of Trustees shall be four years except when he/she is seeking election to complete the unexpired term of a vacated position. The term of all members shall commence on the first Friday in December next succeeding his or her election and upon certification by the County of Los Angeles except when appointed.

The terms of office of the members shall be staggered so that some of the terms expire in December of each even-numbered year. The County Superintendent of Schools shall make any determinations and assignments necessary for these purposes.

Reference: Education Code Sections 5017, 72022, 72023, 72034, 72103

*Reviewed and Adopted: 5/1/2000*

*Revised 12/1/2003*

BP 1140 Orientation of New Members

The Board of Trustees, the Superintendent/President, and the staff shall assist each new member-elect/appointee to understand the Board of Trustees functions, policies, and procedures before he/she takes office. The following methods shall be employed:

1. The electee/appointee shall be invited to meet with the Superintendent/President and other administrative personnel to discuss services being performed by the Board of Trustees.
2. The electee/appointee shall be notified of Board of Trustees meetings prior to his/her taking office officially. The Superintendent/President or designate shall supply material pertinent to meetings and shall explain its use.
3. The electee/appointee shall be given selected material concerning his/her responsibility as a member of the Board of Trustees.
4. A Board of Trustees Policy Manual shall be given to each new member by the Superintendent/President.

*Reviewed and Adopted: 5/1/2000*

*Revised 12/1/2003*



**ARTICLE 1100 ORGANIZATION**

**BP 1150 Vacancies in Office**

A vacancy in office shall occur on the happening of any of the following events before the expiration of the term of office:

1. The death of the incumbent.
2. An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness or accident and that there is reasonable cause to believe that he/she will not be able to perform the duties of his/her office for the remainder of his/her term.
3. Resignation. A vacancy resulting from resignation occurs when the written resignation is filed with the Los Angeles County Superintendent of Schools, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become effective on that date.
4. Removal from office (willful or corrupt misconduct in office).
5. Ceasing to be resident of the Santa Monica Community College District.
6. Absence from the State of California without the permission required by law beyond the period allowed by law.

No member of the Board of Trustees shall absent himself/herself from the State for more than 60 days unless either:

- a. upon business of the District with the approval of the Board, or
  - b. with the consent of the Board of Trustees for an additional period not to exceed 30 days, or
  - c. for federal military deployment as a member of the armed forces of the United States or the California National Guard for a period not to exceed 6 months, or
  - d. in the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the State may be extended by the Board of Trustees for an additional period not to exceed 30 days.
7. Ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.
  8. Conviction of a felony or of any offense involving a violation of his/her official duties. A Board member shall be deemed to have been convicted under this subdivision when trial court judgment is entered.
  9. Refusal or neglect to file his/her required oath or bond within the time prescribed.



10. The decision of a competent tribunal declaring void his/her election or appointment.
11. The making of an order vacating his or her office and declaring the office vacant when he/she fails to furnish an additional or supplemental bond.
12. Commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.

Reference: Education Code 5090  
Government Code 1064, 1770, 3060 et seq.

*Reviewed and Adopted: 5/1/2000*



**ARTICLE 1100 ORGANIZATION**

**BP 1151 Filling Vacancies**

Whenever a vacancy occurs, or whenever a resignation has been filed with the Los Angeles County Superintendent of Schools containing a deferred effective date, the Board of Trustees shall, within 60 days of the vacancy or the filing of the deferred resignation, either make a provisional appointment to fill the vacancy or order an election.

If a provisional appointment is made within the 60 day period, the registered voters of the District may, within 30 days from the date of appointment, petition for the conduct of a special election to fill the vacancy.

A provisional appointment confers all powers and duties of a member of the Board of Trustees upon the appointee immediately following his or her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for the Board of Trustees, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

**Special Provisions - Vacancies Occurring During Regular Board of Trustees Election Year**

- There shall be no special election or appointment to fill a vacancy on the Board of Trustees if the vacancy occurs within four months of the end of the term.
- There shall be no special election or appointment on the Board of Trustees if the vacancy occurs during the period between six months and 130 days prior to a regularly scheduled election and the position is not scheduled to be filled at such election. In such a case, the position shall be filled at a special election for that position to be consolidated with the regular election.

Reference: Education Code Sections 5090, 5091, 5092, 5093, 5904, 5095

*Reviewed and Adopted: 5/1/2000*



**ARTICLE 1100 ORGANIZATION**

**BP 1160 Committees of the Board of Trustees**

Committee of the Whole

The Board of Trustees shall take action in all matters only as a Committee of the Whole, with all meetings to be public except as permitted by state law.

Standing Committees

The Board of Trustees shall not appoint standing committees, but shall act as a Committee of the Whole in all matters, with all meetings to be public except as permitted by state law.

Appointment/Election of Trustees to College Task Forces

The Board of Trustees may appoint or elect a member of the Board of Trustees to serve on a college task force. Authorization of the Board of Trustees is required before a trustee may serve on a college task force.

Temporary Advisory Committees

The Board of Trustees shall appoint such temporary advisory committees as may be deemed necessary or advisable, and the Chair and the Superintendent/President shall be ex-officio members of each committee. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Reference: Education Code Section 72000

*Reviewed and Adopted: 5/1/2000*



**ARTICLE 1100 ORGANIZATION**

**BP 1170 Officers and Auxiliary Personnel**

The Chair and Vice-Chair of the Board of Trustees shall be elected at the annual District organizational meeting which shall be within a 15 day period that commences with the first Friday in December next succeeding election and upon certification of the election by the County of Los Angeles. Organizational meetings in years in which no such election for members of the Board of Trustees is conducted shall be held at the regular meeting in December. The day and time of the annual meeting shall be selected by the Board of Trustees at its previous regular meeting. The Secretary of the Board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting. The Chair and Vice-Chair of the Board of Trustees shall be elected for a term of one year.

The Board of Trustees may, by a vote of at least four of its members, remove any of its officers from office. When the office is declared vacated, the Board may elect a successor to that office. In such an event, the newly-elected officer shall be eligible to complete his/her predecessor's term and be eligible to be elected to another term in that office.

The Superintendent/President shall serve as Secretary to the Board of Trustees. The Executive Vice-President, Business and Administration shall serve as Assistant Secretary to the Board of Trustees. The Superintendent/President shall appoint a recording secretary to the Board of Trustees.

Reference: Education Code Sections 72000

*Reviewed and Adopted: 5/1/2000*

*Revised 12/1/2003*

**BP 1171 Representative(s) for Collective Bargaining**

The Board of Trustees will be represented by a chief negotiator in the collective bargaining process with employee organizations. The collective bargaining process will be directed by the Board of Trustees and communicated by the chief negotiator.

Reference: Government Code 3540-3549.3, 54957.6

*Reviewed and Adopted: 5/1/2000*

*Revised 12/1/2003*

**BP 1172 Legal Services**

The Board of Trustees may, at its discretion appoint an attorney(s) to perform desired legal services. The attorney shall serve at the Board of Trustees' pleasure and be compensated at a mutually agreed-upon rate.

*Reviewed and Adopted: 5/1/2000*



**ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES**

**BP 1210 Powers and Responsibilities**

The Board of Trustees of the Santa Monica Community College District derives its powers from the Constitution of the State of California (Article IX; Section 14), and laws enacted by the Legislature of the State of California (Education Code).

The Board of Trustees has the Power(s) and Responsibility:

1. to determine the educational program of the Santa Monica Community College District.
2. to hire, evaluate and terminate the Superintendent/President.
3. to make rules and regulations for the operation of the District; generally it delegates that authority to the Superintendent/President, retaining the right to review rules and regulations for harmony with Board of Trustees policies.
4. to call or cause to call the elections for certain purposes among the voters of the District.
5. to hold and convey property for the use and benefit of the District.
6. to impose the authorization of eminent domain.
7. to contract for goods and services necessary for the operation of the District.
8. to be fiscally independent from the County Department of Education for the purpose of processing payroll, retirement and payment of expenditures, or of causing special assessments to be levied on property within the District.
9. to fix and prescribe duties to be performed by employees of the District.
10. to establish its own procedures.
11. to sue and be sued.
12. to appraise and review its actions and policies.

Reference: Education Code Sections 5304, 72000, 72400

*Reviewed and Adopted: 5/1/2000*



**ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES**

**BP 1220 Board of Trustees Policies**

The Board of Trustees shall be the policy-making body of the Santa Monica Community College District and shall establish general policies governing the operations of the college. Implicit in the adoption of policies is the understanding that the Superintendent/President is delegated the authority to carry them out. The policies adopted by the Board of Trustees are consistent with the provisions of the law, but do not encompass all laws relating to the District's activities.

The Board of Trustees shall determine the general scope and nature of the operation of the District, but shall not make specific administrative regulations, unless:

1. law requires the Board of Trustees to do so, or
2. a particular matter is of such magnitude that the Superintendent/President should not bear the responsibility alone and needs specific action of the Board of Trustees on such matter.

The Board of Trustees shall seek the recommendation of the Superintendent/President prior to adopting, amending, repealing, or suspending any policy. The formal adoption of policies shall be recorded in the minutes of the Board of Trustees. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

The bylaws and the policies of the Board of Trustees shall be subject to adoption, amendment, or repeal only upon the affirmative vote of four or more members of the Board of Trustees at a meeting held subsequent to a meeting in which the proposed amendment has been submitted in writing. However, revisions of a technical nature that do not affect the intent of the bylaws may be adopted, amended, or repealed at a meeting in which the proposal has been submitted in writing.

The bylaws and the policies of the Board of Trustees shall be subject to temporary suspension upon the affirmative vote of four or more members of the Board of Trustees.

The Board of Trustees does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent/President. Adoption and amendment of such adopted regulations shall be by the same procedure as that specified for policies.

The Board of Trustees reserves the right to review and direct revisions of administrative regulations should they, in the judgment of the Board, be inconsistent with the policies adopted by the Board.

Reference: Education Code Section 72000

*Reviewed and Adopted: 5/1/2000*



## ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES

### BP 1230 Code of Ethics

Santa Monica College is committed to the principle that higher education and lifelong learning should be available to every person who can benefit. Given this basic condition, the activities and deliberations of the Board of Trustees will be guided by this code of ethics.

#### The Board of Trustees:

- has as its basic function the establishment of the policies by which the District is to be administered.
- holds the Superintendent/President accountable for the administration of the educational program and the conduct of District business.
- is made up of individuals who will strive to work with fellow Board members in a spirit of harmony and cooperation even when values and beliefs are divergent.
- is a unit of authority; Board members have no individual authority outside of official meetings.
- assures the orderly operation of the District by encouraging employees to make use of appropriate procedures before bringing their concerns to the Board.
- has the authority and responsibility to encourage the administration, faculty and staff to be original and creative in responding to the needs of the college community.

#### A Member of the Board of Trustees:

- supports and assists in fostering the most effective relations between the college and the community.
- never uses his/her position for material gain.
- shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. 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 ballot measures.
- shall not use or permit others to use public resources for personal purposes or any other purpose not authorized by law.
- devotes time, thought, and study for effective participation and contribution in the decision-making process of the Board.
- complies with pertinent laws and regulations that deliberations in closed session are confidential and not for public discussion or disclosure.
- makes decisions only after all facts have been presented and discussed. Statements or promises as to how one will vote prior to regular meetings are inappropriate.
- abides by majority decisions of the Board.
- participates in state and national community college trustees' associations and in educational conferences, workshops, and training sessions offered by local, state, and national organizations to enhance his/her potential as a Board member.

The Superintendent/President and Board Chair are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations 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 of law may be referred to the District Attorney or Attorney General as provided for in law.



**BP 1230**            **Code of Ethics (continued)**

Violations of the Board's Code of Ethics will be addressed by the Chair of the Board, who will first discuss the violation with the trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Chair may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions may include a recommendation to the Board for censure of the trustee. If the Chair of the Board is perceived to have violated the code, the Board Vice-Chair is authorized to pursue resolution.

Reference:        Education Code Sections 7054, 7056; Government Code Sections 8314, 54963;  
                          Penal Code Section 424

*Reviewed and Adopted: 5/1/2000*  
*Revised: 3/2/09*

**BP 1240**            **Limits of Authority**

Individually, a member of the Board of Trustees may not commit the District to any policy, act or expenditure. The Board member cannot do business with the District or have an interest in any contract with the District in general. The Board member does not represent any factional segment of the community as a whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the District.

Reference:        Education Code Sections 72530

*Reviewed and Adopted: 5/1/2000*

**BP 1250**            **Conflict of Interest**

When a trustee's private financial interests in a particular matter are affected or may be affected in a reasonably foreseeable manner by an action within his or her official duties and responsibility, the trustee shall call the matter to the attention of the Board of Trustees during a regular meeting open to the public and excuse himself/herself from further participation in that particular matter.

The Board of Trustees shall adopt a Conflict of Interest Code (Administrative Regulation 2141). Nothing contained in this code is intended to modify or abridge the provisions of the Political Reform Act of 1974. The provisions of this Code are additional to Government Code and other laws pertaining to conflicts of interest. Except as otherwise indicated the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

Reference:        Education Code Section 72530, 72533  
                          Government Code 1090 et seq., 81000 et seq.

*Reviewed and Adopted: 5/1/2000*



**ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES**

**BP 1260 Duties of the Chair of the Board of Trustees**

It shall be the duty of the Chair to preside at all meetings of the Board of Trustees, to enforce parliamentary rules, and to appoint all special committees for which no provision has been made in other District policies. He/she shall sign all papers and documents as required by law or as authorized by action of the Board of Trustees. He/she shall be authorized to call special meetings of the Board of Trustees and it shall be his/her duty to do so upon the written request of a majority of the members.

The Board Chair shall determine the seating of the Board of Trustees at the annual organizational meeting by choosing either drawing of numbers or alphabetical assignments of seating for trustees other than the Board Chair seated in the middle, the Vice-Chair seated to the left of the Chair, the Superintendent seated to the right of the Chair and the Student Trustee seated in the designated Student Trustee position. This new seating will take effect at the next meeting of the Board of Trustees.

It shall be the duty of the Chair to review the agenda for meetings of the Board of Trustees. The agenda will be prepared in advance by the Superintendent/President and reviewed at a regularly scheduled agenda meeting.

Reference: Education Code Section 72000  
Government Code Section 54956

*Reviewed and Adopted: 5/1/2000*

**BP 1261 Duties of the Vice-Chair of the Board of Trustees**

It shall be the duty of the Vice-Chair in the absence of the Chair to preside at meetings of the Board of Trustees or when the Chair is absent from the dais during the meeting.

The Vice-Chair may be included by the Chair to review the agenda for meetings of the Board of Trustees at scheduled agenda meetings.

*Reviewed and Adopted: 5/1/2000*



**ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES**

**BP 1262 Duties of the Secretary to the Board of Trustees**

The Superintendent/President shall serve as Secretary to the Board of Trustees and shall perform the following duties:

1. Keep a full, accurate, and indexed record of the proceedings of the Board of Trustees;
2. Have charge of all records and files of the Board of Trustees;
3. Conduct all official correspondence of the Board of Trustees and shall sign all official documents as required by law or by action of the Board of Trustees;
4. Notify all members of the Board of Trustees of all special and adjourned meetings, formulate and serve all required notices for the Board of Trustees;
5. Secure information, opinions, rulings, and decisions from the offices of the County Superintendent of Schools, the County Auditor, and County Counsel;
6. Prepare and execute all contracts authorized by the Board of Trustees;
7. Keep an index of the Board of Trustees policies and shall prepare revisions and additions to such policies for possible adoption by the Board of Trustees;
8. Prepare and keep current a set of administrative regulations which implement the policies of the Board of Trustees;
9. Prepare the agenda for each meeting of the Board of Trustees which shall be forwarded with all necessary documentation to each trustee 72 hours prior to a regular meeting and 24 hours prior to special meetings.

Reference: Education Code 72000  
Government Code Sections 54954.2, 54956

*Reviewed and Adopted: 5/1/2000*



**ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES**

**BP 1263 Duties of the Secretary to the Board of Trustees**  
**Communication with the Board of Trustees**

The Board of Trustees holds the Superintendent/President accountable for the conduct of District business, which not only includes administration of the educational program, but also includes a process for keeping the Board of Trustees informed of college-related proceedings, activities and events. As the authorized representative of the Board of Trustees, the Superintendent/President, Secretary to the Board of Trustees, is responsible for following a process to communicate with the Board of Trustees, as follows:

1. The Superintendent/President should regularly contact by telephone and regularly meet with each member of the Board of Trustees to review District business.
2. All printed, college-related materials (correspondence, reports, flyers, invitations) generated by college constituents should be forwarded to the Superintendent's Office for distribution to the Board of Trustees. These materials are included in the regular delivery to the Board of Trustees.
  - a. The Superintendent/President should assure that all trustees receive the same materials. (Note: The Student Trustee does not receive confidential materials.)
  - b. At the request of the Board of Trustees, a copy of any communication directed to all trustees should be forwarded to the Superintendent/President.
  - c. Correspondence from college constituents and board-related organizations should be circulated/distributed to all trustees.

*Reviewed and Adopted: 5/1/2000*



## ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES

### **BP 1264 Citizens' Bond Oversight Committee**

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Board of Trustees shall authorize the Superintendent/President to establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

The purpose of the Citizens' Bond Oversight Committee is:

- To inform the public about the expenditures of bond revenues
- To review and report on the proper expenditure of taxpayers' money for construction
- To advise the public as to the District's compliance with the Proposition 39 requirements as defined in the California Constitution
- Review efforts by the District to maximize bond revenues by implementing cost-saving measures

#### Members

The committee shall consist of at least seven members to serve for a term of two years and for no more than two consecutive terms. Members shall serve without compensation. The committee shall include representatives of the following:

- The business community within the district
- Senior citizens' organization
- A taxpayers' organization
- A current SMC student
- Active in support and organization of the District (i.e., General Advisory Board)

No employee, official, vendor, contractor, or consultant of the District shall be appointed to the committee.

#### Assistance

The District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

#### Public Meetings

Meetings shall be open to the public and notice provided in accordance with provisions of the Ralph M. Brown Act.

#### Reports

At least once a year the committee shall issue a report on the result of its activities. The report shall be presented to the Board in a public session and shall include the following:

- A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- A summary of the Committee's proceedings and activities of the preceding year.

The Minutes from proceedings, all documents received, and reports issued are a matter of public record and shall be made available on an internet website maintained by the District.

Reference: Education Code Sections 15278, 15280, 15282  
Government Code Sections 54950-54962

*Adopted 12/1/2003*



**ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES**

**BP 1265 Superintendent/President Succession**

1. The Board of Trustees delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his or her absence for short periods of time, not to exceed 30 calendar days at a time.
2. In the absence of the Superintendent/President and when an acting Superintendent/President has not been named, administrative responsibility shall reside with:

Executive Vice-President  
Vice-President, Business and Administration  
Vice-President, Academic Affairs  
Vice-President, Human Resources  
Vice-President, Student Affairs

3. If the absence exceeds three consecutive months, the Board shall appoint an acting or interim Superintendent/President.
4. In the case of resignation, retirement or death of the Superintendent/President, the Board shall establish a search process. The Board may appoint an interim Superintendent/President for up to one year. It shall appoint an interim if the time available to conduct a search is less than six months.

Reference: Education Code Section 70902; Title 5 Section 53021

*Adopted 12/1/2003*

**BP 1266 Selection of Superintendent/President**

In the event of vacancy in the position of Superintendent/President, the Board of Trustees shall establish a search process to fill the vacancy. The process shall comply with relevant regulations.

Reference: Title 5 Sections 53000 et seq.; Accreditation Standard IV.B.1, IV, B.1.j

*Adopted 12/1/2003*



**ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES**

**BP 1270 Board Self-Evaluation**

The Board of Trustees shall hold an annual self-evaluation as part of the summer Study Session on a mutually agreed upon date.

Purpose

No less than once a year the Board shall evaluate the functioning, strengths and weaknesses of the Board and identify specific functions working well and those needing improvement.

Methodology

The methodology will be determined by the Board of Trustees each year based on the priorities of the institution.

Elements of Consideration

- To assess the strengths and weaknesses of the Board as a whole.
- To determine the effectiveness of the performance of the trustees in achieving the District's goals.
- To determine the effectiveness of the policies established by the Board.
- To assess accomplishments relative to the *Vision, Mission and Goals* of the District.

The results of the discussion will provide the basis for the Board to develop its Goals and Priorities to address the needs of the college for the next year.

*Reviewed and Adopted: 5/1/2000*  
*Revised 12/1/2003, 5/6/2014*



**ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES**

**BP 1280 Evaluation of the Superintendent/President**

The Board of Trustees shall hold an annual evaluation of the Superintendent/President by June 1<sup>st</sup> each year at a special meeting scheduled on a mutually agreed upon date.

Each member of the Board will individually rate the Superintendent's performance on the following criteria:

**Standard Leadership Criteria**

- Educational Advancement and Quality
- Fiscal Health and Internal Operations
- Community and Government Relations (Local/State/National)
- Facilities and Sustainability
- Partnership with the Board of Trustees

**Annual Performance Criteria**

The performance criteria will be drawn each year from goals and priorities identified by the Board of Trustees.

*Reviewed and Adopted: 5/1/2000*  
*Revised 12/1/2003, 5/6/2014*



**ARTICLE 1300 BENEFITS, COMPENSATION AND CONFERENCE ATTENDANCE**

**BP 1310 Health Benefits for Board Members**

Members of the Santa Monica Community College District Board of Trustees are eligible to participate in Santa Monica Community College District's health benefit package made available to all regular employees.

The Student Trustee is not entitled to the District's health benefit package.

**BP 1320 Health and Welfare Benefits for Former Board Members**

1. A former board member is defined as an elected member of the Board of Trustees who has completed one or more full terms of office or four years as a member of the Board of Trustees.
2. A former Board member who has served in office after January 1, 1981 and before January 1, 1995 and whose total service at the time of termination is not less than 12 years, may receive the same retiree health and welfare benefits provided to the District's classified retirees not covered by a collective bargaining agreement.
3. The former Board member retired from the Board under the Public Employees Retirement System (PERS) may receive the same retiree health and welfare benefits provided to the District's classified retirees not covered by a collective bargaining agreement.
4. A former Board member may be permitted to retain health, dental and vision employee insurance plans through personal payment until age 65 if the former board member:
  - (a) has completed one or more terms of office and is not covered under section 2 or 3,  
or
  - (b) was elected to a term of office that began on or after January 1, 1995.
5. Participation by former Board members in health, dental, and vision plans shall be subject to any restrictions and/or limitations imposed by the benefit carrier.
6. A former Board member wishing to apply for benefits under this policy must do so within 30 days of leaving office following the completion of at least one full term of office, or four years.

Reference: Government Code Section 53201

*Reviewed and Adopted: 5/1/2000*

*Revised 12/1/2003*