

ARTICLE III  
DUTIES OF THE BOARD OF TRUSTEES

2300. POWERS AND DUTIES GENERALLY. The Board of Trustees may execute any powers delegated by law to it or the District of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the District of which it is the governing board.

EC 72200

Adopted 12-02-69

2300.10 Statement of Ethical Values and Code of Ethical Conduct.

The Board of Trustees of the Los Angeles Community College District consists of seven members elected at large and one Student Representative selected by the associated student organizations. In the performance of their governance responsibilities, individual members of the Board shall adhere to the following principles:

Statement of Ethical Values

The Board of Trustees of the Los Angeles Community College District endorses the following statement of ethical values, and asks each member of the Board to commit to adhering to these values:

Trustworthiness. As a Trustee, I will strive to earn the trust of others. Being trustworthy requires honesty, integrity, reliability, and loyalty.

- Honesty: I will be sincere, truthful, and straightforward.
- Integrity: I will be consistent in decision-making and behavior and base decisions on a core set of values.
- Reliability: I will keep my promises.
- Loyalty: I will promote and protect the interests of the District and its colleges.

Adopted: 10-19-05

Respect. As a Trustee I will treat others with respect, even in disagreement, and do my best to earn the respect of others. Being respectful requires civility and courtesy, as well as tolerance for legitimate differences and a willingness to acknowledge that reasonable people can hold divergent views without becoming adversarial.

Responsibility. As a Trustee I am willing to make decisions and choices and I will be accountable for them. I will do the best I can by being careful, prepared, and informed. I will finish tasks that I have promised to do. I will lead by example.

Fairness. As a Trustee, I will use open and impartial processes for gathering and evaluating information so that those who disagree with a decision can understand how it was made. I will avoid favoritism or prejudice.

Caring. As a Trustee, I am genuinely concerned about the welfare of others. As public officials, we care about the common good and welfare of the communities and constituencies we serve.

Citizenship. As a Trustee, I will obey the Law, contribute to the community through service and leadership, advocate for the common good and the welfare of the communities we serve, and act in ways that manifest concern for the environment.

#### Code of Ethical Conduct

As a Trustee:

- I recognize that governing authority rests with the entire Board, not with me as an individual. I will give appropriate support to all policies and actions taken by the Board at official meetings.
- I will consider all relevant facts and perspectives in making decisions.

Adopted: 10-19-05

- I will participate in the development of policy and the approval of strategy for the District and respect the delegation of authority to the Chancellor and Presidents to administer the institution. I will avoid involvement in day-to-day operations.
- I will maintain confidentiality about issues discussed in Closed Session.

Adopted: 10-19-05

Trustee Sanctions

2300.11 Sanctions

- A. Bases for Sanctions - Any Trustee of the Los Angeles Community College District may be sanctioned on the following bases:
1. Violation of District rules and regulations, including but not limited to the Statement of Ethics and the Standards of Conduct on Campus articulated in Chapter 9 of the Board Rules;
  2. Violation of state or federal law;
  3. Conduct likely to create liability for the District; or,
  4. Any other conduct incompatible or inconsistent with the position of Trustee.
- B. Forms of Sanction - Sanctions of a Trustee may be imposed in the following forms:
1. Reprimand;
  2. Censure;
  3. Requirement for the repayment of District funds;
  4. Bar from reimbursement for expenses with District funds;

Adopted: 02-21-07

5. Removal from an officer position; or,
6. Withholding of pay.

C. Votes required:

1. Five affirmative votes shall be required for the imposition of a sanction on a Trustee;
2. Notwithstanding any annual confirmation regarding the authority of the Student Trustee, the Student Trustee is not eligible to move, second or vote upon the imposition of a sanction on a Trustee. However the Student Trustee maintains the right to participate in the discussion of a potential sanction;

D. Procedure:

1. Presentation of Initiating Motion
  - a. Prior to the consideration of a motion for the imposition of a sanction on a Trustee, a motion must be presented and adopted that articulates the charges upon which the sanction will be based and the proposed sanction, called an Initiating Motion.
  - b. The adoption by the Board of an Initiating Motion is not the imposition of a sanction. The adoption is a determination that the charges, if proven to be true, would warrant the imposition of the proposed sanction.

Adopted: 02-21-07

- c. In preparing an Initiating Motion, any regular Trustee shall be entitled to the reasonable assistance of staff for the ministerial function of preparing the motion, and the reasonable assistance of staff for information in support of that motion. Information in support of the motion shall be requested and supplied through the Chancellor.
- d. In keeping with Board Rule 2409.11, any such information will be provided to all Trustees, and it shall be provided no later than the time the Trustees are presented with the posted agenda that includes the proposed motion. Inasmuch as the consideration of a sanction is a matter of public record, such information will also be treated as a public record, except that the materials made available to the public may be redacted to protect the rights of privacy of students or employees, or to protect the privileges for attorney-client communications or attorney work-product.
- e. Witnesses or other evidence shall not be presented in support of or in opposition to the Initiating Motion.

2. Presentation of Sanctions Motion

- a. If a majority of the Board adopts the Initiating Motion, the moving Trustee may then place a motion on the agenda for consideration of the charges and proposed sanction, called a Sanctions Motion.

Adopted: 02-21-07

- b. A Sanctions Motion shall be heard only upon a minimum of ten calendar days' written notice, served by regular first class mail, upon all the Trustees. The responding Trustee shall be entitled to a postponement to the next Board meeting following the Board meeting in which the Sanctions Motion was first posted.
- c. In the preparation of the Sanctions Motion, the moving Trustee shall be entitled to the assistance of staff for the ministerial function of preparing the motion, and the reasonable assistance of staff for information in support of that motion. Information in support of the motion shall be requested and supplied through the Chancellor.
- d. In the preparation of a response to the Sanctions Motion, the responding Trustee shall be entitled to the reasonable assistance of staff for the ministerial function of preparing any written response to the motion, and the reasonable assistance of staff for information in support of that response. Information in support of the motion shall be requested and supplied through the Chancellor.

Adopted: 02-21-07

- e. In keeping with Board Rule 2409.11, any such information will be provided to all Trustees, and it will be provided no later than the time the Trustees are presented with the posted agenda that includes the proposed motion. Inasmuch as the consideration of a sanction is a matter of public record, such information will also be treated as a public record, except that the materials made available to the public may be redacted to protect the rights of privacy of students or employees, or to protect the privileges for attorney-client communications or attorney work-product.
  - f. If the moving Trustee or responding Trustee seeks to present witnesses on the hearing of the sanctions motion, the applicable Trustee shall submit a request to the Chancellor no later than four business days' prior to the hearing date of the motion. The Chancellor may direct employees or invite other witnesses as the Chancellor deems reasonable and appropriate.
3. Legal counsel - Any opinions or advice of legal counsel regarding the Initiating Motion or the Sanctions Motion must be provided to all regular Trustees. Therefore, any individual Trustee who seeks advice confidential from other Trustees, or representation before the remainder of the Board regarding the motions, must obtain it at his or her personal expense.

Adopted: 02-21-07

4. Time allocation - A Trustee who is the subject of an Initiating Motion or a Sanctions Motion shall be given a reasonable amount of time to respond to the motion, but in no event less than fifteen (15) minutes. In the event witnesses will be presented by either the moving Trustee or responding Trustee, five minutes will be allocated to each witness. The remaining Trustees will be given an opportunity to ask questions of each witness. The time allocation enumerated for this procedure is a discrete allocation from a public speaker's exercise of his or her rights to address the Board.

Adopted: 02-21-07

2301. GOVERNANCE. The Board of Trustees shall establish rules and regulations not inconsistent with the regulations of the Board of Governors and the laws of this State for the government and operation of the community colleges in the District and delegate appropriate authority to officers, employees, or committees of the District, the college, or the governing board.

EC 72282

Adopted 12-02-69

2301.10 Board Self-Evaluation. Each Fall, the Board of Trustees will perform a self-evaluation. The Board's self-evaluation process may include a formal survey of stakeholders and constituents such as senior District management, College Presidents, the District Academic Senate President, representatives of collective bargaining units, and others. The Board will conduct its annual self-evaluation during a public session during which the Board will review the results of any data collection or survey process, assess its performance during the preceding year, and establish new annual goals.

Adopted 10-17-07

2302. GROWTH. The Board of Trustees is responsible for growth in both academic and physical areas.

Adopted 12-02-69

2302.10 Plans for Growth and Development. The Board shall establish policies for and approve current and long-range educational plans and programs and promote orderly growth and development of the community colleges within the District.

EC 72231

Adopted 12-02-69

2302.11 Master Plans. The Board shall establish policies for and approve academic master plans and long-range master plans for facilities. The Board of Trustees shall submit such master plans to the Board of Governors for review and approval.

EC 71028, 72231.5

Adopted 12-02-69

2303. EDUCATIONAL PROGRAMS. The Board of Trustees shall establish policies for educational programs.

Adopted 12-02-69

2303.10 Total Educational Program. The Board shall establish policies for and approve the total educational program of the community college or colleges in the District.

EC 72283 (a)

Adopted 12-02-69

2303.11 Submission to Board of Governors. The Board shall establish policies for and approve all educational programs and submit such programs to the Board of Governors for approval. For purposes of this subsection, "educational program" is defined as a series of courses leading to a degree, a certificate, a diploma, or transfer to another institution of higher education.

EC 78200

Adopted 12-02-69  
2303.12 Individual Courses. The Board shall establish policies for and approve individual courses without referral to the Board of Governors.

EC 78200

Adopted 12-02-69

2303.13 Classes for Adults. The Board shall approve all classes for adults and shall submit such classes as are eligible for state apportionments to the Board of Governors for approval.

EC 72283 (b)

Adopted 12-02-69

2303.14 Programs Under Various Acts. The Board shall approve and provide such classes, programs, and facilities under the provisions of the Community Services Act 6321, the Civic Center Act, and the Recreation Act as deemed appropriate.

EC 72283 (c)

Adopted 12-02-69

2303.15 All Other Programs and Services. The Board shall establish policies for and approve all other programs and services of the community college except as provided by the Education Code.

EC 72283 (d), 78200

Adopted 12-02-69

Amended 02-04-76

2303.16 Adoption of Instructional Materials. The Board shall establish policies for and approve procedures for the adoption of instructional materials.

EC 72283 (e)

Adopted 12-02-69

2304. COLLEGE CALENDAR. The Board of Trustees shall determine which holidays it will observe and on what days it will observe them within the framework of providing the necessary number of days of instruction to qualify for state apportionments.

EC 72284

Adopted 12-02-69

2304.10 School Holidays. Colleges and offices of the Los Angeles Community College District shall be closed on the following holidays:

New Year's Eve Day  
New Year's Day  
Martin Luther King Day  
Lincoln Day  
Washington Day  
Cesar Chavez Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve Day  
Christmas Day

Veterans Day shall be observed on November 11, unless an action of the Board of Trustees provides for a different day as provided in Education Code Section 79020 (f), (g) and (i).

Lincoln Day shall be observed on the Friday immediately preceding Washington Day, unless an action of the Board of Trustees provides for a different day as provided by Education Code Section 79020 (f) and (j).

If a holiday falls on Saturday, colleges and offices will be closed on the preceding Friday.

If a holiday falls on Sunday, colleges and offices will be closed on the Monday immediately following.

EC 79020

Adopted 12-09-69  
Amended 08-06-80  
Amended 01-16-85  
Amended 12-17-86  
Amended 09-25-91  
Amended 01-18-95  
Amended 07-09-96

However, as to the Christmas and New Year's Days consecutive holidays, if Christmas Day and New Year's Day fall on Saturdays, those holidays will be celebrated on the following Mondays.

If Christmas Eve Day and New Year's Eve Day fall on Sundays, those holidays will be celebrated on the preceding Fridays.

EC 79020

Adopted 12-09-69  
Amended 08-06-80  
Amended 01-16-85  
Amended 12-17-86  
Amended 09-25-91  
Amended 01-18-95  
Amended 07-09-96

2304.11 Other Holidays. The Board of Trustees may declare other days school holidays and close the colleges and offices thereon when good reason exists.

Under provisions of this rule, Admission Day is declared a school holiday and all District colleges and offices shall be closed. Admission Day shall be observed the Tuesday after Labor Day or another date so specifically declared by the Board of Trustees.

The afternoon of the Friday of Spring break, as determined by the academic calendar, shall be considered a holiday and all District colleges and offices shall be closed.

EC 70902, 79020, 79021

Adopted 12-09-69  
Amended 08-06-80  
Suspended 09-03-86  
Amended 08-26-87  
Amended 07-09-96

2304.12 Closing of Colleges by Chancellor. The Chancellor may direct the closing of any college whenever, in the Chancellor's discretion, such a closure appears necessary to insure the health and safety of the students or when the Governor of the State or the President of the United States declares a legal holiday. Any such action by the Chancellor shall be submitted to the Board for confirmation at its next regular meeting. The reopening of any school so closed shall be authorized when the Chancellor determines that the conditions that necessitated the closing have ceased to exist.

Adopted 12-09-69  
Amended 08-06-80

2305. ACADEMIC STANDARDS. The Board of Trustees shall establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors.

EC 72885

Adopted 12-02-69

2306. BUDGET. The Board of Trustees shall determine and control the District's operational and capital outlay budgets and shall present the budgets to county authorities for the purposes of establishing the District tax rates. The Board of Trustees shall determine the need for elections for override tax levies and bond measures and request that such elections are called.

EC 72286

Adopted 12-02-69

2307. DISTRICT PROPERTY. The Board of Trustees shall manage and control District property. The Board may contract for the procurement of such goods and services as authorized by law.

EC 72287

Adopted 12-02-69

2308. GIFTS, GRANTS, SCHOLARSHIPS. The Board of Trustees may receive and administer gifts, grants, and scholarships.

EC 72288

Adopted 12-02-69

2309. FEES. The Board of Trustees may establish such student fees as it is authorized to establish by law.

EC 72289

Adopted 12-02-69

2309.10 Reduction of Fees for Senior Citizens. All fees, except nonresident fees, associated with any college activities are to be reduced by fifty percent for senior citizens or retired persons who have purchased a senior citizens' discount card from any District College at \$5.00 per card. (A senior citizen is defined as a person who is 60 years of age or older and retired.)

Adopted 05-30-73

Amended 02-04-76

Amended 08-02-78

2309.20 International Student Application Processing Fee. The Board of Trustees authorizes collection of a Foreign Student Application Processing Fee pursuant to California Education Code Section 76142. This section allows the District to charge an application fee not to exceed the lesser of the actual cost of processing application documents or one hundred dollars (\$100).

No processing fee shall be charged to an applicant who is eligible for an exemption from non-resident tuition pursuant to California Education Code Section 76140, or who can demonstrate economic hardship.

Fees collected will not be refundable and will be used to support the operating budgets of college foreign student offices.

Adopted 02-24-93

Amended 08-23-06

2309.30 International Student Medical Insurance Fee.

Effective for the Fall 2007 semester, International students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

- (1) medical benefits of at least \$50,000 per accident or illness;
- (2) repatriation of remains in the amount of \$7,500;
- (3) expenses associated with the medical evacuation of the student to his or her home country in the amount of \$10,000, and;
- (4) a deductible not to exceed \$500 per accident or illness.

Effective only for the Spring and Summer 2007 terms, international students attending a college in the Los Angeles Community College District under an F or M visa shall be required to demonstrate that they have medical insurance equal to or better than the above coverage, or be required to purchase medical insurance from a the vendor selected by the Los Angeles Community College District. All international students with F or M visas will be charged the international student medical insurance fee starting the Fall 2007 semester.

Title 5, C.C.R., 51012  
Title 22, C.F.R. 41.61, 62.14

Adopted 08-23-06  
Amended 01-24-07

2310. PERSONNEL. The Board of Trustees shall employ and assign all personnel consistent with the minimum standards adopted by the Board of Governors. The Board of Trustees shall establish employment practices, salaries and benefits for all employees consistent with the laws of this state.

EC 72290

Adopted 12-02-69

2311. AUXILIARY SERVICES. The Board of Trustees shall provide such auxiliary services as deemed necessary to achieve the purpose of the community college.

EC 72291

Adopted 12-02-69

2312. STUDENT CONDUCT. The Board of Trustees shall establish rules and regulations governing student conduct.

EC 72292

Adopted 12-02-69

2313. FEDERAL FUNDS. The Board of Trustees is authorized to apply directly to federal agencies or state agencies operating federal programs in order to obtain federal funds in accordance with general policies established by the Board of Governors.

EC 72293

Adopted 12-02-69

2314. STUDENT EQUITY PLANS

In order to promote student success for all students, a Student Equity Plan shall be immediately adopted by each of the colleges in the Los Angeles Community College District. Each plan shall be adopted in consultation with the various college constituencies in keeping with the college's shared governance policy. Each college's Student Equity Plan must contain the following information:

Adopted 06-28-00

Amended 04-18-01

1. Campus-based research as to the extent of student equity in goals for access, retention, degree and certificate of completion, English as a Second Language (ESL) and basic skills completion and transfer and the determination of what activities are most likely to be effective;

Adopted 06-28-00  
Amended 04-18-01

2. Goals for access, retention, degree and certificate of completion, English as a Second Language (ESL) and basic skills completion, and transfer; for the overall student population and for each group of students, as appropriate. Where significant underrepresentation is found to exist as defined by Title 5 of the California Code of Regulations, the college president will be responsible for making an appropriate recommendation to the Chancellor who will make an appropriate recommendation to the Board for addressing the disparity;
3. Implementation activities designed to attain the sources of funds for the activities in the plan;
4. Schedule and process for evaluation;
5. Sources of funds for the activities in the plan;
6. An executive summary that includes, at a minimum, the groups for whom goals have been set, the goals, the initiatives that the college will undertake to achieve these goals, the resources that have been budgeted for that purpose, and the college official to contact for further information.

Adopted 06-28-00  
Amended 04-18-01

2314.10 The college plans should be developed with the active involvement of all groups on campus as required by law, and with the involvement of appropriate people from the community.

Adopted 06-28-00  
Amended 04-18-01

2314.20 The college plans should be submitted to Chancellor or designee for approval. The Chancellor or designee will be responsible for forwarding copies to the State Chancellor's Office.

Adopted 06-28-00  
Amended 04-18-01

2314.30 For purposes of this Board Rule, the following definition applies:

"Each group of students" means American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, Hispanics, Whites, men, women and persons with disabilities. A person shall be included in the group with which he or she identifies as his or her group.

Title 5, C.C.R., section 54220

Adopted 06-28-00  
Amended 04-18-01

2315. ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES.  
The Board of Trustees of the Los Angeles Community College District shall confer degrees of associate in arts or associate in science upon one who has satisfactorily completed prescribed courses.

EC 66701  
Title 5, Section 55806, 55809

Adopted 12-02-69  
Amended 02-04-76  
Amended 05-23-84

The Board of Trustees may also grant honorary associate in arts and associate in science degrees from a District community college to honor an individual who has made a contribution to society that is generally recognized and esteemed.

Adopted 05-23-84