BOARD OF TRUSTEES AGENDA

October 5, 2010

SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT

Regular Meeting of the Board of Trustees

Closed Session - 4:00 P.M.
Public Meeting - 5:00 P.M.

Administration Building
Board Room, Administration 103
5151 Pacific Avenue
Stockton, CA 95207
AGENDA

4:00 P.M.  Closed Session (Personnel, Negotiations, Litigation, Real Property Transactions)
5:00 P.M.  Public Meeting

I.  CALL TO ORDER

II.  COMMUNICATIONS
    A.  Comments from the Public.

III.  RECESS TO CLOSED SESSION
    A.  Conference with Legal Counsel – Existing Litigation.
        [Government Code Section 54956.9]
        (2) Cases: PERB Case Nos. SA-RR-1116-E and SA-RR-1117-E

IV.  RECONVENE PUBLIC SESSION
    A.  Announcement of reportable actions taken by the Board of Trustees in closed
        session.

V.  PLEDGE OF ALLEGIANCE

VI.  NONCONSENT – ACTION ITEM
    A.  Consideration of Adoption of Resolution No. 10-29 to Allow Temporary Inter-
        Fund Borrowing.

VII.  DISCUSSION – BOARD OF TRUSTEES
    A.  Board Policy 2740 “Board Education and Orientation” and Administrative
        Procedure 2740 “Board Education and Orientation”.

VIII.  COMING EVENTS AND CONFERENCES
    A.  Calendar of Events.
        Information available on-line at http://calendar.deltacollege.edu/

Materials related to an item on this Agenda submitted to the Board of Trustees after distribution of the agenda
packet are available for public inspection in the Office of the Superintendent/President in the Administration
Building, Room 103, 5151 Pacific Avenue, Stockton, CA. Such documents are also available on the Delta
College Website at www.deltacollege.edu subject to staff’s ability to post the documents before the meeting.

**The next regular meeting of the Board of Trustees is October 19, 2010**

The Board reserves the right to modify the order of business in the manner it deems appropriate.

Closed session shall not extend past the designated time but should the business considered in closed session require additional
time the board shall reserve time after the public meeting to continue discussion.
NONCONSENT
ITEM
SUBJECT: Consideration of Adoption of Resolution No. 10-29 to Allow Temporary Inter-Fund Borrowing

Date: October 5, 2010

A. NAME OF AGENDA ITEM

Consideration of Adoption of Resolution No. 10-29 to allow Temporary Inter Fund Borrowing for cash flow purposes.

B. STATEMENT OF ISSUE/PURPOSE

1. Purpose and Background:

1.1 Due to delays in the passage of the state budget for 2010-2011 and the withholding of apportionment payments to all agencies, it is recommended that temporary inter-fund borrowing be approved to cover cash flow needs during the 2010-2011 fiscal year.

1.2 Education Code Section 42603 provides for a district governing boards to make temporary loans from one fund to another for the purpose of meeting payment obligations. However, these loans are required to be repaid within the same fiscal year unless the transfer takes place within the final 120 calendar days of the fiscal year. Board approval is required before making these transfers.

1.3 In addition, Education Code Section 42603 states that transfers shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum of moneys held in any fund or account during a current fiscal year may be transferred.
1.4 Inter-fund loans on the books of districts within the county must meet the repayment provisions of the above code section.

1.5 The Board of Trustees has previously authorized a reserve in the Measure L Bond Program budget to temporarily fund the state portion of Goleman Library Renovation and Math & Science, to ensure these split funded projects continue without interruption until the state reimbursements are received.

2. Status:

2.1 The San Joaquin County Office of Education has been consulted regarding borrowing from the existing funds of the district. Those funds that are eligible as the source of borrowing are the Special Revenue and the Trust funds. The District does not anticipate borrowing from Measure L funds for General fund use and would only do so after these other sources are exhausted. The Measure L Bond funds will be a source of borrowing for only the two approved bond/state funded projects until state reimbursements are received.

C. RECOMMENDATION
It is recommended that the Board of Trustees adopt Resolution No. 10-29 to allow inter-fund borrowing for cash flow purposes.
BEFORE THE BOARD OF TRUSTEES
OF THE
SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 10-29

Resolution to Allow Inter-Fund Borrowing for Cash Flow Purposes

WHEREAS, the San Joaquin Delta Community College District of San Joaquin, Sacramento, Alameda, Calaveras and Solano Counties, State of California, occasionally has cash shortages in its segregated funds at the county treasury; and,

WHEREAS, the Education Code Section 42603 authorizes inter-fund borrowing to cover such temporary cash shortages;

NOW, THEREFORE, BE IT RESOLVED that the governing board of San Joaquin Delta Community College District authorizes the District Administration to transfer funds as needed for cash flow purposes and to repay those transfers as funds become available for the 2010-2011 fiscal year.

PASSED AND ADOPTED this 5th day of October, 2010 by the following vote of the Board of Trustees, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:
ATTEST:

TERESA R. BROWN, President of the
Board of Trustees of the San Joaquin Delta
Community College District

SUSAN A. COTA, Interim Superintendent/President
Secretary to the Board
DISCUSSION ITEM
BP 2740  Board Education and Orientation

References:  CCLC Trustee Handbook: Accreditation Standard IV.B.1.f; Mira Costa Community College District Policy 2740

The Superintendent/President and the Board shall assist each new member-elect to understand the Board's functions, and the District's policies and procedures before he takes office. The following methods shall be employed:

1. The electee shall be given selected material on the job of being part of the Board.

2. The electee shall be invited to attend Board meetings.

3. The Secretary shall supply material pertinent to meetings and shall explain its use.

4. The incoming member shall be invited to meet with the Superintendent/President to discuss services performed for the Board.

CCLC

The Board is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Newly elected or appointed trustees will be provided an orientation.

See Administrative Procedure 2740.

Adopted 01-07-69  Proposed 09-20-10
Amended 01-27-09
References: CCLC Trustee Handbook: Accreditation Standard IV.b.1.f; Mira Costa Community College District Policy 2740

I. Procedures for the Orientation for Newly Elected Trustees

Essential tools for successful trustee participation on the Board include a well rounded orientation process and educational opportunities, which provide knowledge about the Board’s policy roles and responsibilities, the District’s history, programs, and the cultural diversity of its service area. Orienting newly elected or appointed trustees is the responsibility of the Superintendent/President and the President of the Board.

In order to educate new and appointed trustees, the following process has been developed.

Following the District’s installation of elected or appointed trustees they will be orientated to their role and responsibilities to the District.

II. Prior to the Election

When the Superintendent/President is informed of a candidate’s filing for election or interest in seeking appointment to the Board, he/she will send the candidate an assembled packet to provide the candidate with general information about the District, related materials addressing the roles and responsibilities of community college governing boards and trustees, and District policies concerning Board operations.

In addition, all candidates will be invited to one or more of the following:

A. An informational forum designed to further acquaint candidate(s) with the District.

B. Individual or group meetings with the Superintendent/President and Board President or designee.

C. A tour of all District facilities.

D. An invitation to attend a Board of Trustees Regular Meeting held prior to the election to observe and be introduced.

All candidates, including incumbents, will be treated equally.
III. Post-Election Orientation for New Trustee(s)

A. Board Policy 2010.1, Duties & Responsibilities of the Board, shall be distributed to all newly appointed/elected Trustees.

B. The President of the Board and the District Superintendent/President will:

1. Arrange for new trustees to attend the Community College League of California’s (CCLC) Trustee Orientation Workshop and Legislative Conference in Sacramento, and/or national association orientations and workshops on trusteeship (American Association of Community Colleges; Association of Governing Boards of Universities and Colleges).

2. Review the CCLC Trustee Handbook with the new trustee – specific to Sections 2 and 3, Governing Board Responsibilities and Effective Trusteeship.

3. Provide and review the District’s Policy and Procedures Manual with the new trustee, including the electronic collection and the web-based tutorial.

4. Review Board Policy 2710, Conflict of Interest, and Board Policy 2715, Board of Trustees Code of Ethics and Standards of Good Practice.

5. Discuss the legal and ethical constraints imposed on trustees, including open meeting provisions, confidentiality, and conflicts of interest.

6. Hold discussions with the trustee to define the difference between policy-making and micromanaging.


8. Review the trustee’s role as a representative of the District in community relations and fundraising, and the relation to the Delta College Foundation.

Adopted 01-07-69  Proposed 09-20-10
Amended 01-27-09
C. Orientation to the College District: The Superintendent/President will:

1. Arrange tours of the District’s facilities.

2. Provide descriptions of the District’s institutional characteristics, historical information, and enrollment trends.

3. Provide copies of the College Catalog, Accreditation Self-Study and Team Reports, and other key planning documents and relevant printed materials.

4. Provide briefings on the organizational structure, programs and priorities, general and state funding differences, physical plant priorities, and the District’s planning processes.

5. Describe the importance of trustee attendance and participation in major District activities including convocations, opening day, graduations, and community events.

6. Provide an introduction to the shared governance process and the role of the key shared governance bodies: Academic Senate, Classified Senate, Management Senate, Associated Student Body Government; and the bargaining groups: California Teachers Association, California School Employees Association, and the Police Officers Association.

7. Discuss the Superintendent/President’s role as secretary to the Board and the support provided all trustees by the Superintendent/President’s office.

IV. Student Trustee Orientation

A. Within the first two weeks of being appointed, the student trustee shall arrange to meet with the Director of Student Activities and the outgoing student trustee to be briefed on any outstanding business.

B. A trustee mentor shall be identified by the Superintendent/President and the President of the Board to assist the student trustee throughout the year.

C. The Superintendent/President or his/her designee will be responsible for familiarizing the student trustee with District policies and procedures, an understanding of the board structure, general operational principles of the Board, and the rights, responsibilities, and privileges of the student trustee.

D. The Superintendent/President or his/her designee will schedule regular meetings with the student trustee to review the Board agenda.

E. The student trustee shall attend the Community College League of California student trustee orientation in August of every year and/or a similar activity.

F. Training in communication and parliamentary procedures shall be structured by the Vice President of Student Services and/or the Director of Student Activities.
BP 2740     Board Education

Reference:

*Accreditation Standard IV.B.1.f*

The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

Note: Local districts may insert their own policy here regarding their programs of board development. A general statement is:

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Note: The Community College League has resources to assist boards in further developing a local new trustee orientation program as well as ongoing development for the board and experienced trustees.