

TRUSTEE Frequently Asked Questions

A. LOGISTICS

1. **Is validated parking available for the Board meeting on March 26, 2008?** Due to the significant space constraints of parking in Downtown Los Angeles, no parking will be provided to applicants. However, the 7th Street/Metro Red Line Station is only a block from the meeting location. In addition, once a Trustee is in office, parking is provided.
2. **What if I have supplemental material after the deadline?** You may submit supplemental material after the deadline, but it may not be reviewed by the Trustees prior to the meeting. If you bring supplemental material to the meeting, we strongly urge you to bring 50 copies to facilitate access. In keeping with our desire to be environmentally responsible, we ask that your copies be two-sided.
3. **May I make a PowerPoint presentation?** Due to the limited time for presentations, we cannot accommodate a PowerPoint presentation by each applicant.
4. **May I submit my materials in WordPerfect or other formats?** We strongly recommend submission of your materials in Word or PDF. You may submit your materials in another manner, but if staff is unable to open the materials, you will be asked to submit them in a format that existing District systems can handle.
5. **What if there are people who want to speak on my behalf? May I have them speak at the same time as I do?** The Board's procedure is to hear from each applicant first, then public speakers, in order to be fair to the applicants.
6. **In what order will the applicants be heard?** The applicants will be heard in alphabetical order by last name.
7. **Do I have to stay for the whole meeting?** You are not required to stay for the whole meeting, but the Trustees may have additional questions later on in the meeting.
8. **If I am late, will I still be allowed to speak?** The Trustees have discretion whether to allow a late arrival to speak.
9. **How do I get more time to speak?** You may ask the Trustees for more time to speak, but it is unlikely to be granted in the interests of fairness to all applicants.
10. **Will there be a video made of my presentation? How could I get a copy?** The District will not be making a video of the presentations. However, any member of the public who wants to video any or all of the proceedings is entitled to do so as long as it does not disrupt the meeting.

B. APPOINTMENT PROCESS

1. **Should I lobby the Board in advance of the meeting?** An individual applicant must determine the best means of making a case for appointment as Trustee. Staff cannot advise you on this.
2. **Who are the existing Trustees?** The Trustees are listed on the District's website under "About Us."
3. **How can I contact the existing Trustees?** You may leave a telephone message for a Trustee with the Board Office, at (213) 891-2044.
4. **If I cannot make the meeting on March 26th, may I still be considered for the position?** Yes, but the Trustees are likely to give limited weight or consideration to an applicant who is not present.
5. **I work for the District now: may I apply for the position?** A Trustee is precluded from being employed by the District, so an employee who is selected will have to resign in order to take office. An employee is not required to resign in order to apply.
6. **May I review the materials of other applicants?** Yes, all applicants' materials are public record. You may review them by making an appointment with Jeff Greenman in the Office of General Counsel at (213) 891-2188.
7. **Will you send the other applicants' materials to me?** Obtaining a copy of the other applicants' materials is essentially a request for copies of public records. You will be required to pay in advance. Such a request should be submitted in writing to the Office of General Counsel, located at 770 Wilshire Boulevard, Los Angeles, California 90017. You may fax your request to that Office at (213) 891-2138. Be sure to include your telephone number so you can be reached regarding your request.
8. **How do I check whether I am a resident?** Although you are individually responsible for verifying your eligibility, there is a helpful online search tool on the County's website at <http://www.lavote.net/DISTRICT>.

C. TAKING OFFICE

1. **When will the Board make its decision?** The Board will make its decision and vote on March 26, 2008, after hearing the presentations.
2. **When will the new Trustee take office?** The new Trustee will take office and be sworn in on April 9, 2008.
3. **Will there be any training or orientation?** Once the new Trustee has been selected, the Chancellor and his staff will make an appointment to brief the new Trustee. In addition, there are conferences available to assist new Trustees in understanding their roles.

D. THE WORK OF THE TRUSTEE

1. **What are the hours of work?** This is not an employment position; it is a political office that is part-time. Most Trustees have full-time employment elsewhere. However, the position involves regular attendance at Board of Trustees meetings, usually held twice a month on Wednesdays, as well as other ceremonial events. The Board meetings frequently start in the morning, and frequently last until the early evening.
2. **What work would I do?** The Trustees, acting as a whole Board, set policy for the District. The Chancellor is the Chief Executive Officer who is charged with the day-to-day operations of the District and its colleges.
3. **How many people would I supervise?** The individual Trustees do not act as supervisors. The Board of Trustees acting as a whole has the authority to direct staff.
4. **Where would I work?** Each Trustee is provided with office space at 770 Wilshire Boulevard, as well as a District computer and fax machine for home that is required to be used solely for District business.
5. **What staff is provided?** The Trustees share support staff with the Chancellor's Office. There are two full-time secretaries who work in the Board Office, but they have duties to prepare minutes and perform other work not tied to individual Trustees. Since the staff is paid for with public funds, staff members may not provide support services to Trustees for political campaigns or non-District activities.
6. **What travel is expected?** The Trustees are expected to attend functions and Board meetings throughout the District. Mileage reimbursement is highly limited. Travel outside the District for District business is desirable but optional, and the Board must authorize expenditure of funds for that purpose.
7. **Does the position represent particular areas or colleges, or is it at-large?** Each Trustee represents the District as a whole, and is elected by the voters of the District as a whole. Unlike some other agencies, there are not specific Trustee areas.

E. COMPENSATION

1. **What does the position pay?** Each regular Trustee is paid \$2,000 per month; however, the pay is reduced proportionately for missed meetings. For example, if the Board met twice in a month but an individual Trustee missed one meeting, the Trustee would only be paid \$1,000.

2. **What are the perks?** Each Trustee is allowed to participate in the District's health and welfare benefits at the same level as the employees.

F. *RUNNING FOR REELECTION*

1. **If I am appointed to the seat, what is the process to run for this office next year?** There will be deadlines in the fall from the City Clerk's Office for filing for candidacy and obtaining appropriate signatures. District staff cannot advise you on your campaign or on filing requirements. You may contact the City Clerk's Office with the City of Los Angeles at (213) 978-0444 for more information.
2. **If I am elected in 2009, how long will my term be?** The person elected in 2009 will be elected for a two-year term. In 2011, the seat will be up for election for a four-year term.
3. **Why isn't this matter being placed on the ballot for election in June?** An election must be called at least 130 days in advance, and the vacancy did not occur early enough for this position to be included on the June ballot.
4. **Why isn't this matter being placed on the ballot for election in November?** The District would be required to pay for a pro rata share of the election, and pay for its pro rata share of the election again the following spring. The unexpected election costs are projected to be \$2 to \$4 million dollars.