



Los Angeles Community College District Student Trustee Orientation

Role of Board of Trustees

- 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.

Role of Student Trustee

Rights

- Be seated with the Board of Trustees at all open session meetings and participate in all discussions
- Receive the same materials as other Board members (except information for closed session)
- Receive District-related legal advice from the Office of General counsel

Privileges

- Make and Second motions
- Student Trustee advisory vote
- Receive compensation for attending Board meetings \$500 per month (reduced proportionately for unexcused absences from Board meetings)
- Reimbursement for travel to conferences (up to \$1,875)
- Be provided with a Board Member office at District Office, with computer, phone and fax access
- Clerical support from Board Staff

Responsibilities

The student trustee has the same general responsibilities as publicly elected trustees to be a contributing and ethical member of the Board, including Adherence to the Board's *Ethical Principles* and *Code of Ethical Conduct* contained in Board Rule 23010. Additionally, the Student Trustee has the following specific responsibilities:

- Attending all meeting of Board of Trustees
- Chairing Student Affairs Committee
- Preparing for Board meetings
 - Prepare for Board meetings by reviewing Board agenda and related materials and seeking clarification, when necessary, from advisor (Associate Vice Chancellor for Instructional and Student Services)
- Prepare a monthly report on the activities of the Student Affairs Committee, to be distributed to the ASO Officers, college newspapers, the Chancellor and Board of Trustees.
- Understanding Board policy (i.e., Board Rules) on Student Trustee eligibility (2101.11), the Student Affairs Committee (2607), and Students' Role in Shared Governance (18201), and other Board policies as necessary.
- Advocating for the District at State and National level.
- Understanding Brown Act requirements
- Understanding and applying parliamentary procedures at Student Affairs Committee

Term of Office (Board Rule 21001.13)

- The term of the Student Trustee is one year (June 1 through May 31).
- A Student Trustee who has held office for a full term, or who is disqualified from office under the provisions of Board Rule 21001.12, may not run for a second term.

Eligibility (Board Rule 21001.11)

- While in office Student Trustee must maintain eligibility, as follows:

1. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District.
2. Be currently enrolled in 6 units.
3. Not hold any other elected or appointed ASO positions at any of the District's colleges.

Disqualification from Office (Board Rule 21001.12)

- The Student Trustee will automatically and immediately forfeit office, including all rights as privileges thereof, if the Student Trustee:
 - 1) does not maintain the requirements of office contained in Board Rule, Section 21001.11; or
 - 2) is suspended for more than ten (10) days, in keeping with the provisions of Board Rule 91101 et seq., from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District.
- A Student Trustee disqualified from office under the provisions above, shall be liable for any compensation received after he or she became ineligible for office.

Board Protocol

- Advanced Board approval for travel
- Board approval of absences required for payment for missed Board meeting
- As a courtesy, discuss any items to be placed on the Board agenda with Board President, prior to submitting them to Board Secretary

Role of Student Affairs Committee

- The Student Affairs Committee “shall have the right to consider all matters which impact upon student life. These may include but will not be limited to areas such as the teaching and learning environment, co-curricular and extracurricular activities, student services, etc.” (Board Rule 2607.14)
- The Student Affairs Committee serves “as the representative body of the students to offer opinions and to make recommendations to the Board of Trustees with regard to District policies and procedures that have or will have a significant effect on students.” (Board Rule 18201)
- The Student Affairs Committee selects “student representatives to serve on District committees, task forces, or other governance groups...” (Board Rule 18201)
 - District Budget Committee
 - District Curriculum Committee
- The Student Affairs Committee is **not** a “court” where campus disputes (within the ASO or between the ASO and the administration) are adjudicated.

Resources for Student Trustees

- Community College League of California's *Annual Student Trustee Workshop*
- Publications Available from *Community College League of California* (www.ccleague.org)
 - *Student Trustee Candidate Information* (Community College League of California)
 - *Trustee Handbook* (California Community College Trustees), Chapter 9 – “Student Trustee”
 - *Perspectives on the Role of Student Trustees in California Community Colleges* (Community College League of California)

Certification

On _____, I provided Student Trustee _____ with the above orientation.

On _____, I received the orientation above and I understand the rights and responsibilities of the Office of Student Trustee

Associate Vice Chancellor

Student Trustee

Additional Participants in Orientation

Name

Position
