



LOS RIOS
COMMUNITY
COLLEGE DISTRICT



Student Trustee Handbook 2024-2025

Prepared jointly by the Student Advisory Committee and
Los Rios Community College District

Los Rios Community College District

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Student Trustee Handbook
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The Student Trustee Handbook is updated annually by the Los Rios Community College District, Office of Student Services. Copies are posted at the District website, and copies are provided to all newly-elected trustees. This handbook was reviewed and edited by the Student Advisory Committee (SAC), chaired by the Student Trustee and ratified by SAC at its January 2009 meeting. It is updated annually in consultation with SAC members. (rev. 4/2013, 2/2014, 2/2015, 2/2016; 2/2017; 1/2018, 1/2019; 5/2019, 1/2020, 2/2021, 2/2022, 2/2023, 2/2024)

Table of Contents

- 1. The District 3
- 2. District Governance Publications 3
- 3. Preparing for the Position 3
- 4. Role & Responsibilities 4
- 5. Application & Campaigning 8
- 6. Policies & Regulations 11
- 7. Student Trustees (by term) 25
- 8. Appendices 27
 - A. Community College League: On Being a Student Trustee 28
 - B. Student Trustee Orientation Agenda 31
 - C. Travel Authorization Form Sample 32
 - D. Board Meeting Agenda Sample 34
 - E. Conflict of Interest Form 700 Sample 36
 - F. Board of Trustee SAC Report 37
 - G. SAC Agenda Template 38
 - H. Sample Deadlines & Meetings 39
 - I. Student Trustee Share Drive 39
 - J. Sample Paycheck Statement 40
 - K. Student Trustee Election Packet -2024 41

1. The District

The Los Rios Community College District is a public institution of higher education and offers the first two years of a four-year degree as well as AA/AS and AD-T degrees and certificates in over 70 career fields. The District is comprised of American River, Cosumnes River, Folsom Lake, and Sacramento City colleges; educational centers in Elk Grove and Placerville; and centers located throughout the greater Sacramento area including Rancho Cordova, Davis, Natomas, and West Sacramento. The District operates the Training Source that provides employee training to business, government, and industry in the Sacramento metropolitan area. Los Rios serves 1.8 million residents living in Sacramento County and parts of Yolo, Solano, Placer and El Dorado counties. The District enrolls nearly 70,000 students; employs 6,000 people; and has an annual operating budget in excess of \$434 million.

2. District Governance Publications

The Board of Trustees of the Los Rios Community College District exercises the legal authority for its governance and operation pursuant to California Education Code and Title 5 of the California Code of Regulations. The District has an extensive governance publication system. Copies can be found online at: <https://losrios.edu/about-los-rios/board-of-trustees/policies-and-regulations>

The governance publication system contains several documents:

Policy. A formal statement of intent that provides clear direction in a specific program. Policies are established by the Board of Trustees to implement the district's operation and programs. Policies are adopted, amended, superseded, repealed, and suspended at regular or special meetings of the Board.

Administrative Regulations. Administrative Regulations are established to provide procedures as set forth in District policies. Administrative Regulations are developed and implemented at the participatory governance level, which includes constituency representatives at all districtwide levels, at regular meetings of the Chancellor's Cabinet.

Student Trustee Rights and Responsibilities. These guidelines are located in the Board Policies (copy included in this handbook) and at losrios.edu/policies-and-regs.

3. Preparing for the Position

It is the Student Trustee's responsibility to be well informed about the Los Rios Community College District and represent the student voice districtwide. In order to become acquainted with the position and the expectations of others, the following is recommended:

1. After the election, meet with the Chancellor and other District staff for employee processing (health benefits; payroll; parking permit; conflict of interest; business cards).
2. After the election and before taking office, attend a District-led orientation with the Student Life/Activities Advisor, Deputy Chancellor, District Advisor, Associate Vice Chancellor of Strategy & Communications, and the General Counsel.
3. Obtain and carefully read the following - The District's policies and administrative procedures pertaining to students (available on the District's website) and each college's Student Senate's constitution and bylaws.
4. Attend meetings and conferences related to the position:
 - Board meetings (prior to taking office)
 - Student Senate and the Club and Events Board (CAEB) meetings
 - College-wide committee meetings (if permitted by chairpersons)
 - Monthly meetings with the Student Advisory Committee (SAC) Advisor and District Advisor prior to each Board of Trustees (BOT) meeting
 - Monthly meetings with the SAC Advisor
 - Various regional, statewide and national conferences, including but not limited to the annual Community College League of California Student Trustee Workshop, League Conference, Capitol Days, and Lobby Day.
5. Budget: Prior to taking office, meet with the District Advisor to discuss the Student Trustee budget.

4. Role & Responsibilities

Student Trustee Role: To represent the student voice on the Board of Trustees. The Student Trustee, who has an advisory vote, shall be seated with the members of the governing board as the student representative.

Length of Office: June 1 – May 31

General Responsibilities:

1. Serve as a student leader of students of the District.
2. Attend all scheduled regular Board meetings during the regular academic year.
3. Work with advisor(s) on all matters pertaining to students.
4. Report information to the Board of Trustees (see appendix for sample report form).
5. Serve as lead on projects as needed.
6. Encourage, promote, and nominate a student representative(s) from each campus to serve on the following District-wide committees: Academic Calendar, Budget, Curriculum, and Equity and Student Success Committee, and other committees as needed to ensure students' voices are included in the decision-making process.

7. Attend at least one regularly scheduled Student Senate and Club and Events Board (CAEB) meeting at each of the campuses per semester.
 - Determine dates of college visits before the start of the semester in consultation with Student Senate Presidents
 - Once confirmed, the Student Senate Presidents and advisors must communicate these dates to their college Vice President of Student Services. Please note, that the Administration team at each college must always be informed when a Student Trustee is on campus and acting within the capacity of trustee (not acting as student and attending classes, etc.)
8. Chair regular monthly SAC meetings held the day of Board of Trustees meetings and any special meetings as needed.
 - Minutes: Establish a recorder for each SAC meeting.
 - Provide student leaders with a deadline to submit minutes to Student Trustee and SAC advisor (within two weeks of the SAC meeting).
 - District governance committees: Share the list of District committees with student leaders, including the meeting dates, times, and locations for each committee, and how many student representatives should be assigned. Update documents in Share Drive as students are assigned. Student representatives receive mileage reimbursement for their representation.
9. Lobby Day. Provide leadership and coordination in the solicitation and development of a Lobby Day topic by the close of the fall term.
 - September meeting, after a presentation by the General Counsel, the Student Trustee encourages Student Senate Presidents to go back to their colleges and identify possible Lobby Day topics within their senates.
 - October meeting, submissions should be discussed and narrowed down to a few key topics.
 - October- November, propose date(s) for February Lobby Day to District Advisor.
 - November meeting, call for a vote on the final topic.
 - November, send the District Advisor an email summarizing the final topic and tentative date. This is separate from the proposal in the next step.
 - November –December, Student Trustee and Student Senate Presidents work together off-line in consultation with SAC advisor to develop the proposal.
 - December meeting, submit final proposal to District Advisor.
 - January, proposal is reviewed by the General Counsel for feedback & approval.

Benefits/Compensation: (see paycheck sample in appendix).

1. The Student Trustee stipend is equal to that of the elected Board of Trustees

MONTHLY COMPENSATION RATE	MONTHLY IN-DISTRICT TRAVEL	2023-24 TOTAL MONTHLY COMPENSATION
\$957.21	\$60.00	\$1017.21

2. The Student Trustee stipend is based on attendance at regular Board meetings.
3. The Student Trustee receives all health benefits provided to other members of the Board of Trustees.
4. The Student Trustee receives a monthly stipend for mileage to attend meetings in the district, and mileage reimbursement for attendance at the Board of Trustee meetings.
5. The Student Trustee may request reimbursement for all pre-approved expenses related to travel and conferences. Requests are made to the District Advisor.
6. The Student Trustee is paid on the 10th of the month (i.e., for the period June 1-30; payment is received on July 10th).
7. Business Cards: The Student Trustee will be provided with business cards reflecting their role as Student Trustee for the Los Rios Community College District.

Board of Trustees Report (BOT). The Student Trustee may, but is not required to make a brief oral report about activities at the colleges during the Board Member Reports agenda item.

BOT Report.

1. The Student Trustee will work with the four colleges to prepare a brief written report to be presented to the Board of Trustees at the September, October, November and December; and February, March, April, and May Board of Trustee meetings.
2. Student Trustee compiles the college reports one week prior to each Board of Trustee meeting.
3. This report serves as the talking points for the student speaker during the Reports and Comments agenda item.
4. A rotation of student speakers will be scheduled by SAC in consultation with the Student Trustee. When the Board of Trustee meeting is hosted at the colleges, the Student Senate President from that college is the speaker.
5. Student speaker is reimbursed for a meal up to \$15 the day of the Board of Trustee meeting.
6. See appendix for sample Board Agenda and Board of Trustees Report form(s).

Code of Conduct. The Student Trustee shall be expected to follow District and college standards of conduct at all times and use proper channels to obtain information; and represent students' needs to the Board of Trustees and District needs to the students.

Conflict of Interest. The Student Trustee must complete a Conflict of Interest Form 700 upon taking office, in January of the following year, and at the conclusion of their term. (See sample form in appendix)

Email and Voice Mail. The Student Trustee shall be provided for District business purposes,

1. email address [student.trustee@losrios.edu]

2. voice message telephone line [(916) 286-3604]

Employment. For employment within the Los Rios Community College District, the Student Trustee is limited to student help and/or classified temporary positions while serving as Student Trustee.

Expenses. The Student Trustee shall be expected to follow all District policies and procedures.

Parking Permit. The Student Trustee will be provided with a District parking permit that can be utilized at all Los Rios Community College District campuses and outreach centers.

Reporting Relationship. The District Advisor will be responsible for advising and monitoring the performance level of the Student Trustee, in collaboration with the Student Life/Activities Advisor assigned to advise SAC and the Student Trustee. The Student Trustee will also work directly with SAC and the SAC advisor. The person advising SAC in any given year may or may not be from the Student Trustee's home campus.

Student Trustee Share Drive

A Google drive storage location for:

- Student Advisory Committee meetings agendas and minutes
- Student Advisory Committee calendar of meetings and which college student president is scheduled for minutes and BoT presentation, along with submission timelines for each month
- Information to be shared regarding events and activities, such as Lobby, District-Wide Workgroups, etc.
- Access includes:
 - Student Trustee
 - District Advisor
 - Advisors at each college

Work Experience. The position of Student Trustee shall not be used for cooperative work experience education.

SAC Advisor Role: Serve in an advisory capacity to the SAC committee.

Length of Service: One year, rotated by college annually (2021-2022/CRC; 2022-2023/FLC; 2023-2024/SCC; 2024-2025/ARC; 2025-2026/CRC; 2026-2027/FLC; Etc.)

Responsibilities of SAC Advisor:

1. Serve as advisor to the Student Trustee and SAC committee.
2. Attend all scheduled regular SAC meetings.
3. Work with the District Advisor on all matters pertaining to the Student Trustee and SAC.
4. SAC Deadlines & Meetings. Update document with dates & locations each semester.
5. Student Presidents 2024-2025. Update document with the contact info for Student Senate Presidents, CAEB Commissioners/Presidents and SLADE Advisor.

6. SAC Meetings. DO staff to reserve rooms (DO HR Conference Room when Board of Trustees meets at DO; or campus location when the Board meets at a college) for SAC meetings once Board of Trustees meeting calendar is released in December for the next 12 months for same day as Board of Trustee meetings. Do not schedule January, June, July, and August.
7. Mentor/Advisor Meetings. DO staff to reserve rooms for monthly meetings with Student Trustee & District Advisor, Thursday before SAC Meeting.
8. Room Reservations. For DO: Nancy Edmonson, Confidential Executive Assistant, Chancellor’s Office [Nancy.Edmonson@losrios.edu]. For campus rooms, college advisor to reserve rooms for meetings held at their respective campuses.
9. BoT Report. Serve as coach to speakers to provide highlights/bullet points and not read the Board Report verbatim.
10. While personal funds may be utilized, candidates are encouraged to use resources available from each college’s Student Life/Activities Office. Check with each individual college for details about using poster paper and ink supplies for campaign posters. Mass production of handouts/leaflets must be produced at the candidate’s own expense.
11. Communication Flow. Coach Student Trustee to communicate with Student Senate presidents; to solicit agenda items in consultation with their constituency through their college visits and/or discussions with Student Senate Presidents.
12. Lobby Day: Encourage and facilitate completion of proposal development by close of the fall term.

5. Application & Campaigning

Application:

- Applications and nominating petition forms for the position will be available each year the first Monday of March and at least six (6) weeks prior to the first Election Day at: losrios.edu/student-trustee-application (spring break not counted).
- An application packet consists of two items: a) electronic Student Trustee Application; and b) collection of at least 50 electronic signatures through unique online link.
- Upon review of the materials and upon deciding that you would like to be considered, please contact the Student Life/Activities Advisor at your campus.

College Contacts:

ARC	Brett Sawyer	916-484-8887	sawyerb@arc.losrios.edu
CRC	Kayla Anaya	916-691-7354	anayak@crc.losrios.edu
FLC	Tony Humphreys	916-608-6739	humphrt@flc.losrios.edu
SCC	Deborah Knowles	916.650.2770	knowled@scc.losrios.edu

How to Apply/Deadline:

- The deadline for submitting the application and turning in the signed petition forms shall be 5:00 p.m., three (3) weeks prior to the first Election Day.
- Student Trustee Application and Biographical Statement
 - Upon completion of this form, click “submit” and it will be sent to the Student Life/Activities Advisor at your campus.
- Petition
 - Upon obtaining a minimum of fifty (50) verified signatures from students enrolled in the spring semester of the election by the deadline. Candidates must use the signature petition form found on the Student Trustee website.

Verification Process:

- Application and nominating petition forms will be verified by the Friday of deadline submission date at the primary college of attendance.
- Application and verified nomination petitions for approved candidates will be sent electronically to the District Office.
- Candidates will be notified by the District Office that their candidacy forms have been received and added to the ballot for the Student Trustee Election.

Election and Campaign Rules:

- Candidates are expected to be familiar with the policies and regulations governing election procedures and campaign guidelines, as well as the information contained in the Student Trustee Handbook.
- Any questions should be directed to: Campus Student Life/Activities Advisor (see page 8 for list of college contacts).

Notifications:

- All candidates will be notified by the District Office of the election results after the results have been certified by the Chancellor.

Student Trustee Election Campaign Guidelines:

In order to ensure that student elections are fair, candidates must follow these election campaign guidelines. Please note there may be individual differences at each college. It is the candidate’s responsibility to contact each college’s Student Life/Activities Advisor in a timely manner for additional details. Breaking any of the following rules may result in termination of candidacy and/or other action.

Campaign Rules:

- Campaigning and the posting of all materials may begin one week (7 calendar days) prior to elections and will end at the close of elections. Campaign should be positive and focus on your candidacy. Do not use negative campaigning: foul language, slander, covering up or removing other candidate’s postings or anything that may be considered illegal.

- While personal funds may be utilized, candidates are encouraged to use resources available from each college's Student Life/Activities Office. Check with each individual college for details about using poster paper and ink supplies for campaign posters. Mass production of handouts/leaflets must be produced at the candidate's own expense.

Posting Rules:

- Banners may be up to 3 x 6 feet in size.
- Use only masking or painters tape to post materials, or push pins where applicable.
- You are responsible for removing all of your campaign materials within 24 hours of the close of elections.
- Contact each Student Life/Activities Office for additional posting details.

Candidate Forums:

- Candidate forums will be held from 12:00 noon-1:00 p.m. at each college during the campaign period. Candidates are invited to participate in the Student Trustee Forums at each college as indicated below. Contact each college's Student Life/Activities Office to confirm participation.

ARC: Tuesday preceding the elections

CRC: Wednesday preceding the elections

FLC: Monday day before elections

SCC: Thursday preceding the elections

6. Policies & Regulations

Student Trustee P-3122

3100 ORGANIZATIONAL PROCEDURES

3120 Election Procedures

1.0 Student Trustee (Ed. Code, § 72023.5)

- 1.1 In accordance with the Education Code, the Los Rios Community College District Board of Trustees shall include within its membership, in addition to the number of members otherwise prescribed, a non-voting student as Student Trustee.
- 1.2 The term of the Student Trustee shall be one (1) year commencing on June 1 of each year.

2.0 Qualifications for Student Trustee (Ed. Code, § 72023.5)

- 2.1 A Student Trustee shall be required at the time he or she submits his or her petition for nomination and throughout the term of his or her appointment to:
 - 2.1.1 Be a California resident;
 - 2.1.2 Be enrolled in and maintain at least five (5) semester units at one or more of the Colleges of the Los Rios Community College District;
 - 2.1.3 Be a student in good standing and not be on academic probation.
- 2.2 During his or her lifetime, no student shall serve more than a single term as the Student Trustee.
- 2.3 The position of Student Trustee shall not be used for Cooperative Work Experience Education.

3.0 Election

- 3.1 A District-wide student election shall be held to select the Student Trustee.
- 3.2 It is the intent of the Board of Trustees that the election for the Student Trustee shall be held in accordance with all of the following principles:
 - 3.2.1 The election shall be a learning experience about representative democracy, free and fair elections and voting.
 - 3.2.2 The election shall be fundamentally fair.
 - 3.2.3 The election shall uniformly enfranchise eligible voters with elections open to students.
 - 3.2.4 The election shall be based on the universal suffrage principle of “one person

- one vote.”

- 3.2.5 The election shall preserve the confidentiality of the ballot.
- 3.2.6 The election process shall provide for the adequate distribution and display of comprehensive campaign information to all eligible voters.
- 3.3 This election will be run and paid for by the student associations at each College and coordinated by the Student Advisory Committee and the Vice President of Student Services, or designee, at each campus. The elections shall be subject to the direction and supervision of the Vice Chancellor of Education and Technology, or designee.
- 3.4 The Student Trustee shall be elected at large by plurality vote of the voting students in all Colleges of the District.
- 3.5 The Board of Trustees retains oversight over the Student Trustee election and may direct the Chancellor, or designee, to investigate any election irregularities. In the event the Chancellor or designee concludes there was a material irregularity in the election, the Chancellor or designee may:
 - 3.5.1 Validate the election;
 - 3.5.2 Invalidate the election and require a re-election;
 - 3.5.3 Validate the election by excluding votes from a polling place where the irregularity occurred; or
 - 3.5.4 Make any other determination that fairness requires.

4.0 Recall

- 4.1 A majority of Student Body Association Senates (at least 3 out of 4) that have each recorded a three-quarter (3/4) majority vote within their respective bodies shall be required to enact a recall election for the position of Student Trustee.
- 4.2 Recall shall be initiated for just cause only, including but not limited to illegal or unethical behavior while acting as a representative of the students of the Los Rios Community College District; being unresponsive, or acting contrary to the interests and welfare of the students of the District; disregarding the expressed intentions of the Student Body Association and each of its components and the District Student Advisory Committee; or not maintaining the qualifications of the Student Trustee.
- 4.3 The recall election shall begin no later than fourteen (14) days after the Vice Chancellor of Education and Technology declares the requirements to enact the recall have been fulfilled and shall comply with the requirements of Section 3.0 above.

5.0 Student Trustee Vacancy

- 5.1 Definition of Vacancy
 - 5.1.1 If no student trustee has been elected as of May 31 of each year, the Student Trustee seat shall become vacant on June 1 of that year.

5.1.2 If a Student Trustee has two (2) consecutive unexcused absences from Board meetings, the Student Trustee seat shall become vacant. Absences may be excused using the same procedure applicable to other trustees.

5.1.3 In the event that a Student Trustee is unable to complete his/her term, the Student Trustee seat shall become vacant.

5.1.4 If the Student Trustee fails to meet the qualifications to hold office at any time, the Student Trustee seat shall immediately become vacant.

5.1.5 If the Student Trustee is recalled, the Student Trustee seat shall become vacant.

5.2 Procedures for Filling Vacancies

5.2.1 If the Student Advisory Committee is required to select the Student Trustee in the event of a vacancy, the Student Advisory Committee shall elect the new Student Trustee according to the following procedures:

5.2.2 Voting members of the Student Advisory Committee for this purpose shall consist of the College student association Student Senate presidents, or designees. In the event that a voting member of the Student Advisory Committee is also a candidate for Student Trustee, the College's respective student association Student Senate officers shall select a designee to replace this individual for the purposes of the Student Trustee election.

5.2.3 In the event of an election that has been invalidated, the pool of qualified and vetted candidates from which the Student Advisory Committee may elect the Student Trustee shall be those candidates who qualified for the Student Trustee election and appeared in the ballot, excluding any subsequently disqualified candidate.

5.2.4 In all cases not concerning invalidated elections, the pool of qualified and vetted candidates from which the Student Advisory Committee may elect the Student Trustee shall be the candidates that (a) meet the qualifications for Student Trustee described in Policy P-3122, Section 2.1; and (b) have filed a valid, recent nominating petition with either (i) at least fifty (50) signatures of currently enrolled Los Rios students, or (ii) a resolution endorsing the candidate by a College's student association Student Senate. Each College student association Student Senate may endorse only a single candidate. A petition will be considered recent if it has been filed within six (6) months of the announced election date.

5.2.5 The Student Advisory Committee in collaboration with the Vice Chancellor of Education and Technology, or designee, shall select a student trustee vacancy election date between two and three weeks after a declared vacancy.

5.2.6 Upon the declaration of a vacancy, a request for candidates, an explanation of the qualifications and vetting process, and the date of the Student Trustee vacancy election will be widely distributed to all Los Rios students. Petitions shall be available at each campus at the Student Activities Office immediately upon the announcement of a vacancy.

5.2.7 On the day of the election, each qualified and vetted candidate shall be given an opportunity to present their qualifications to the Student Advisory Committee. The Student Advisory Committee shall have the right to fix such time limits on presentations as it deems appropriate.

5.2.8 Voting shall be accomplished by a series of ballots during a meeting open to the public.

5.2.9 In the first ballot, each Student Advisory Committee member shall vote for a single candidate. If a candidate secures a majority of the votes in this initial ballot, that candidate shall be selected as the Student Trustee.

5.2.10 If no candidate receives a majority of the votes after the first ballot, then any candidate who received no votes shall be excluded from further consideration and a second ballot shall be cast in accordance with section 5.2.9.

5.2.11 If no candidate receives a majority after the second ballot, then preference voting shall be used. In this case, each voting Student Advisory Committee member shall rank each of the remaining candidates on his or her ballot. When counted, the top candidate on each ballot receives four votes, the second candidate receives three votes, the third candidate receives two votes, and the fourth candidate receives one vote. The votes are then totaled and the candidate with the highest weighted ranking (i.e. the most total votes) shall be selected as the Student Trustee.

5.2.12 In the event of a tie after the preference vote, the Student Trustee shall be selected as the Student Trustee by lot from the candidates involved in the tie.

6.0 Regulations

6.1 The Chancellor shall develop Administrative Regulations to implement this policy.

Policy Adopted: 3/29/78
Policy Revised: 1/14/81; 1/28/81; 2/17/82; 9/5/90; 3/6/91; 9/18/91; 10/4/95; 6/4/97;
8/21/02; 11/18/09; 12/14/11; 12/11/13

Policy Reviewed: 12/11/13
Administrative Regulation: R-3122

Student Trustee R-3122

3100 ORGANIZATIONAL PROCEDURES
3120 Election Procedures

1.0 Candidate Eligibility

- 1.1 Each candidate must file with the Vice President of Student Services, or designee, a nominating petition containing signatures of at least fifty (50) students enrolled in the current spring semester. At the time the candidate files the petition, the candidate must meet the qualifications to serve as the Student Trustee.
- 1.2 Petitions shall be available six (6) weeks prior to election day at each campus at the Student Activities Office. A copy of Administrative Regulation R-3122 shall be given to each person requesting a petition. Spring Break shall not be counted as part of this six (6) weeks.
- 1.3 The deadline for submitting petitions shall be 5:00 p.m., three (3) weeks prior to the first election day. Verification that signers of the petition are enrolled students at a Los Rios Community College District College shall be conducted on each campus under the supervision of the Vice President of Student Services, or designee. Spring Break shall not be counted as part of this three (3) weeks.

2.0 Election

- 2.1 Election for Student Trustee will take place under the direction and supervision of the Vice Chancellor of Education and Technology, or designee. This election shall be held in April on the same days at each College on the same dates and times as the Student Body Association elections. The election dates shall be scheduled by the month of September preceding the election.
- 2.2 The polling hours and the manner in which students are determined to be eligible to vote in the Student Trustee election shall be uniform across the Los Rios Community College District. Only students who are enrolled in the Colleges of the District may vote in this election. A student may only cast a single vote in any Student Trustee election.
- 2.3 Polling shall be conducted online as established by the Vice President of Student Services, or designee, at each College, in his or her discretion. Adequate information shall be provided to students about when polls will open and close and how to access the online election. Computers shall be made available at each College and Center to allow students to vote.
- 2.4 Where the use of Student Records (as defined in Administrative Regulation R- 2265) is necessary to verify voter eligibility, College administrators, faculty or staff shall participate in the verification process to protect the confidentiality of student records.
- 2.5 The Director of Human Resources & Support Programs, or designee, shall ensure that candidate biographies and statements are displayed at each of the campuses, and posted prior to the election and shall be distributed widely prior to the election.

- 2.6 There shall be at least one (1) public candidate forum held at each College at which all candidates are invited to participate.
- 2.7 Candidates will be listed on the ballot in an order determined by a random selection process.
- 2.8 Where paper ballots are used, Student Trustee ballots will be collected in separate locked boxes and sealed at the end of each voting day. Ballots will be counted at the District Office at the close of the election by the Student Life/Activities Advisors and a student from each College chosen in collaboration between the Student Life/Activities Advisor, or designee, and the College Student Senate President. The incumbent Student Trustee and/or any candidates for the position shall not participate in the counting of votes. In the event of a recall election, the same procedure will be followed.
- 2.9 Where electronic voting is used, the results shall be viewable at each College by at least the Student Life/Activities Advisor and a student from the College chosen in collaboration between the Student Life/Activities Advisor, or designee, and the College Student Senate President and the District Office. The incumbent Student Trustee and/or any candidates for the position shall not participate. Paper ballots may be used as back up to the electronic system as needed.
- 2.10 The Chancellor will be notified of the election results as soon as they are available and shall certify the results of the election, and the information shall be disseminated through the District Office of the Vice Chancellor of Education and Technology as soon as possible.

3.0 Campaigning

- 3.1 Campaigning is defined as any activity that promotes the candidacy of one or more individuals for an office in the Student Trustee election. This includes, but is not necessarily limited to: scheduling appearances; lobbying a voter; posting, publication, or distribution of advertisements, correspondence, or literature. Campaigning does not include nomination petition signing. Campaign expenditures include all funds and/or donations used in campaigning and include money used to purchase goods or services related to campaigning, and the fair- market value of goods or services given or donated to a candidate. Campaign expenditures do not include the provision of goods or services by a College or a Student Body Association to all candidates on an equal basis.
- 3.2 Posting signs for place-holding before the start of campaigning is not permitted.
- 3.3 Campaigning is permitted in the open areas of the College campus in compliance with District Policy and Administrative Regulation R-1411. Campaigning is permitted in classrooms only with permission of the Student Life/Activities Advisor. Campaign messages should be focused on subjects within the purview of the Student Body Association. Colleges are encouraged to provide candidates with access to computers, equipment, and office supplies to produce campaign materials as space and budgets allow.
- 3.4 Posters may be placed on the College campuses only on appropriate areas subject to approval by appropriate College officials in compliance with District Policy and Administrative Regulation R-1313.

- 3.5 A candidate for Student Trustee shall not form a slate with any candidate for any other office. A slate is the listing of multiple names by candidates on a single piece of campaign literature, campaign publication, or other document, whether paper or electronic.
- 3.6 Each candidate is limited to expending \$80 per 10,000 students in the District for campaign expenditures in any single election.
- 3.7 All campaign contributions to Student Trustee candidates must be from individuals. Individual candidates may not solicit campaign contributions in excess of the maximum amounts listed in Section 3.6 above. Money from corporations and political action committees is prohibited.
- 3.8 Each candidate must document campaign expenditures to the Office of Student Life and file an expenditure form, complete with receipts, by 3:00 p.m., two (2) business days prior to the first day of the election. Receipts can be requested at any time. Expenditure forms must be filed even if there are no expenditures. Supplemental final reports are due by 3:00 p.m. the day after the election closes. Each candidate is subject to disqualification, as determined by the Student Life/Activities Advisor, if expenditure reports are filed late or if total expenditures exceed the limits of Section 3.6 above. All campaign materials must be accounted for on the expenditure form, including but not limited to: posting and publishing materials; advertisements; holding charity events such as concerts, rallies, or other social gatherings; and distributing literature.
- 3.9 The Office of Student Trustee shall be nonpartisan.
- 3.10 No College- or District-sponsored organization shall be allowed to finance the campaign of any candidate for a Student Trustee office, nor may any individual finance the campaign of a candidate in the name of a District- or College- sponsored organization.
- 3.11 The District, Colleges, and the Student Body Association may utilize incentives to encourage students to vote in elections, but not for or against any particular candidate. As part of campaigning, candidates and individuals who support or oppose any candidates may not use food, money, gifts, or alcohol.

4.0 Election Challenges

- 4.1 Any challenges to the validity of the election of the Student Trustee shall be submitted to the Chancellor's Office in writing as soon as they are discovered, but no later than two (2) calendar days after the date of the conclusion of the election. The Chancellor, or designee, shall respond to those challenges in writing. The Chancellor's determination of those challenges shall be final.
- 4.2 In the event the Chancellor, or designee, concludes there was a material irregularity in the election, the Chancellor, or designee, may make any determination that fairness requires, including, but not limited to, invalidating the election and calling for a new election. The Chancellor's or designee's determination shall be disseminated through the Vice Chancellor of Education and Technology as soon as possible.

- 4.3 Election irregularities may include, but are not limited to, the following:
 - 4.3.1 The polling place workers were guilty of misconduct;
 - 4.3.2 A candidate was not at the time of election eligible to hold office;
 - 4.3.3 A candidate gave or offered a bribe or reward or conspired with someone else to do so, for the purpose of procuring the election;
 - 4.3.4 The polling hours or eligibility determinations deviated from those specified by the Vice Chancellor of Education and Technology;
 - 4.3.5 Illegal votes were cast;
 - 4.3.6 The individuals conducting the election made errors sufficient to change the result of the election;
 - 4.3.7 There was an error in vote counting or summaries of ballot counts; or
 - 4.3.8 Any other issue that affected the fundamental fairness of the election.

5.0 Student Advisory Committee

- 5.1 The Los Rios Community College District Student Advisory Committee shall be formed to nominate candidates for appointment to District-wide committees and to provide a forum for communications and exchange of ideas, information, and concerns between the Student Trustee, the College Student Body Association, and the students of the District.
- 5.2 The Committee shall consist of the following: The Student Trustee; one (1) representative from American River College; one (1) representative from Cosumnes River College; one (1) representative from Sacramento City College; and one (1) representative from Folsom Lake College; each to be selected by the respective Student Senate. The Student Advisory Committee appointments are to be elected or appointed officers from their respective campus Student Senate and meet the minimum qualification requirements identified in Section 2.0 of District Policy, P-3122 except that they do not have to be a California resident.
- 5.3 The representative from each student association shall have one (1) vote. The Student Trustee shall have no vote except in the event of a tie.
- 5.4 One (1) member of the committee shall be selected to be the secretary.
- 5.5 One (1) Student Life/Activities Advisor or designee of the Vice President of Student Services shall be selected to serve in an advisory capacity to the Student Advisory Committee. Commencing in the college year 2012-2013, the authority to select the Student Life/Activities Advisor rests with the Vice President of Student Services at each College pursuant to a rotation schedule in alphabetical order.
- 5.6 The Student Advisory Committee will hold regular monthly meetings during the year and special meetings, as needed.

- 5.6.1 If the meeting is to be held at the District Office, the Associate Vice Chancellor of Student Services will be advised.
- 5.6.2 If the meeting is to be held on a College campus, the Vice President of Student Services, or designee, will be advised.

LRCCD

Adm. Regulation Adopted: 2/29/78

Adm. Regulation Revised: 2/17/82; 3/5/91; 8/13/91; 8/21/02; 10/22/07; 11/18/09;
10/24/11; 10/28/13; 4/27/15

Adm. Regulation Reviewed: 4/27/15

Board Policy: [P-3122](#)

Student Trustee P-3123

ORGANIZATIONAL PROCEDURES Election Procedures

1.0 Rights and Privileges of the Student Trustee (Ed. Code, § 72023.5.)

- 1.1 The Student Trustee shall be acknowledged to have the following rights:
 - 1.1.1 The right to attend all meetings of the Los Rios Community College District Board of Trustees, except closed sessions.
 - 1.1.2 The right to be seated with the members of the Board of Trustees and to be recognized as a full member of the Board of Trustees at the meetings, including receiving all materials presented to the Board of Trustees members, except confidential materials and to participate in the questioning of witnesses and the discussion of issues with all parliamentary rights, except for the right to cast a binding vote.
 - 1.1.3 The right to make or second a motion to be acted upon by the Board of Trustees.
 - 1.1.4 The right to place items on the agenda to the same extent as other Board of Trustees members.
 - 1.1.5 The right to cast an advisory vote.
 - 1.1.6 The right to receive all health benefits provided by the District to other members of the Board of Trustees.
- 1.2 The Student Trustee may serve on committees appointed by the Board of Trustees, and consisting of Board of Trustees members.
- 1.3 The Student Trustee shall not serve as president of the Board of Trustees.
- 1.4 The Student Trustee shall not be included in determining the vote required to carry any measure before the Board of Trustees.
- 1.5 The Student Trustee shall not be liable for any acts of the Board of Trustees.
- 1.6 The Board of Trustees, by majority vote, may on a case by case basis permit the Student Trustee to attend closed sessions where the Student Trustee's input could be useful to the Board of Trustees.
- 1.7 The Student Trustee shall receive orientation and inservice regarding Board of Trustees procedures.

Responsibilities of the Student Trustee

- 2.1 The Student Trustee shall meet with the student association officers of the Colleges at the Student Advisory Committee meeting once each month. The Student Trustee will chair the Student Advisory Committee meetings.

- 2.1.1 If the Student Trustee is unable to attend the Student Advisory Committee meeting, the Student Trustee shall appoint a designee to chair the meeting.
- 2.2 The Student Trustee may make a brief report to the Board of Trustees at Board of Trustees meetings.
- 2.3 The Student Trustee shall keep the students informed through articles or a column in the various student newspapers on a regular basis.
- 2.4 The Student Trustee shall serve on committees as assigned by the Board of Trustees. (See P-3134.)
- 2.5 The Student Trustee is expected to read and become familiar with Los Rios Board Policies and Administrative Regulations.

Expenses

- 3.1 The Student Trustee shall receive reimbursement for mileage in the same manner and to the same extent as other Board of Trustees members.
- 3.2 When acting as a representative of the Board of Trustees or performing services directed by the Board of Trustees, the Student Trustee shall receive payment for travel expenses in accordance with the schedule for reimbursement, Administrative Regulation (R-8341), Section 3.0. Such travel assignments shall be limited to travel within the State of California.
- 3.3 The Student Trustee shall receive a monthly stipend equal to the stipend received by the members of the Board of Trustees elected through the general election processes in the State of California. This stipend shall be based on attendance at meetings as prescribed for the Board of Trustees in Board Policy (P-3221), Section 1.2. The Student Trustee does not attend closed sessions, and is not expected to attend special Board of Trustees meetings which consist of only a closed session. The Student Trustee is encouraged, but not required, to attend Board of Trustees retreats.

(Cross Reference P-3134)

LRCCD

Policy Adopted: 10/18/78
 Policy Revised: 1/14/81; 2/17/82; 9/5/90; 4/17/91; 10/4/95; 6/4/97; 8/21/02; 12/15/10; 3/17/21
 Policy Reviewed: 12/15/10; 3/17/21
 Adm. Regulation: None

Board of Trustee P-3113

3100 ORGANIZATIONAL PROCEDURES 3113 Attributes and Conduct

1.0 Attributes and Conduct Guideline

1.1 Although representing their own area of residence, Los Rios Community College District Trustees are elected to a Board of Trustees which governs a multi-campus community college district. It is, therefore, incumbent on each Trustee to exhibit equal interest, loyalty and concern for all Los Rios Community College District Colleges and facilities, and not just for the College situated in the Trustee's area of residence.

1.2 Board of Trustees members shall exhibit:

1.2.1 A sincere and unselfish interest in public education and in the contribution it makes in the development of students.

1.2.2 A knowledge of the community which the District is designed to serve and a willingness to assume a role of leadership in education.

1.2.3 A sensitivity to the diversity of the residents of the District and a responsiveness to the needs and interests of students from all backgrounds.

1.2.4 An ability to think independently, to grow in knowledge and to rely on facts rather than prejudices, and a willingness to hear all sides of controversial questions.

1.2.5 A deep sense of loyalty to associates and respect for group decisions cooperatively reached.

1.2.6 A respect for and interest in people, and an ability to get along with them.

1.2.7 A willingness to work through defined channels of authority and responsibility.

1.2.8 A willingness to devote the necessary time to become an effective Board of Trustees member.

1.3 Board of Trustees members should be well informed on the problems to be considered.

1.4 An individual Board of Trustees member has no legal right to promise action or correction, and has a moral obligation to refrain from doing so.

1.5 Individual Board of Trustees members should inform the Chancellor of complaints and criticism even though no action is requested. In turn the Board of Trustees should be kept informed by the Chancellor.

1.6 Efforts should be made to seek agreement in the deliberate business of the District. Although differences of opinion may exist, both sides should examine their motives and objectives, and attempt to resolve public differences if split rolls frequently occur.

1.7 The Board of Trustees shall maintain an effective program for new member orientation and ongoing Board of Trustees member development.

1.7.1 The Board of Trustees President and the Chancellor shall conduct an orientation session for all new Board of Trustees members.

1.7.2 New Board of Trustees members shall be encouraged to attend the new Board of Trustees member orientation programs of the California Community College Trustees Association and the Association of Community College Trustees.

1.7.3 Board of Trustees members shall be encouraged to participate in professional activities designed for community college trustees.

Policy Adopted: 1/17/79 LRCCD
Policy Revised: 1/14/81; 2/17/82; 4/17/91; 6/4/97; 12/9/98; 9/3/03;
12/15/10 Policy Reviewed: 12/15/10

Adm. Regulation: None

Board of Trustees P-3114

3100 ORGANIZATIONAL PROCEDURES

3114 Statement of Ethics

1.0 Statement of Ethics

1.1 In providing educational opportunities for all who can benefit, the Los Rios Community College District is guided by the principles of access, excellence and values. The Board of Trustees' Statement of Ethics provides a framework for carrying out the mission and a model for behavior expected of the Board of Trustees and all District employees.

1.2 Each member of the Board of Trustees shall:

- 1.2.1 Keep access and quality education for all students as primary concern
- 1.2.2 Make decisions in the best interest of students and the District;
- 1.2.3 Be sensitive to the needs of the diverse population the Board of Trustees represent;
- 1.2.4 Take action only as a full Board of Trustees, not as individuals;
- 1.2.5 Focus on appropriate Board-level responsibilities;
- 1.2.6 Observe the requirements of the Open Meeting Act;
- 1.2.7 Devote adequate time and effort to Board of Trustees responsibilities;
- 1.2.8 Work through the Chancellor or the Board of Trustees to resolve issues and concerns;
- 1.2.9 Demonstrate the professional conduct expected of a public official;
- 1.2.10 Maintain confidentiality of privileged information;
- 1.2.11 Avoid conflicts of interest; and
- 1.2.12 Ensure an atmosphere in which controversial issues can be presented fairly and in which the dignity of each individual is maintained.

2.0 Violations

Violations of the Board of Trustees' Statement of Ethics and/or the Board of Trustees' Conflict of Interest Code shall be addressed by the Board of Trustees President, who shall first informally discuss the violation with the Trustee to seek to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board of Trustees president may appoint an ad hoc committee of the Board to examine the matter and recommend further courses of action to the Board of Trustees. Sanctions may be proposed by the committee and may include a recommendation to the Board of Trustees to publicly or privately Reprimand or Censure the Trustee, and to require the repayment of District funds improperly expended. If the President of the Board is reported to have committed a violation, the Vice President of the Board of Trustees is authorized to pursue resolution under this section.

LRCCD

Policy Adopted: 4/1/92
Policy Revised: 9/2/92; 6/4/97; 12/15/10
Policy Reviewed: 12/15/10
Adm. Regulation: None

7. Student Trustees (by term)

1978 - 1979	Bill Patterson	ARC	2005 - 2006	Claire Scott	SCC
1979 - 1980	John Stone	ARC	2006 - 2007	Barbara Hamlett	ARC
1980 - 1981	Kevin Gordon	ARC	2007 - 2008	Stefan Lee	SCC
1981 - 1982	Barry Lee	SCC	2008 - 2009	Paul McIntyre	SCC
1982 - 1983	Dane Addison	PLVL/ARC	2009 - 2010	Brandon Kleine	FLC
1983 - 1984	Lesia Franklin	ARC	2010 - 2011	Ashton Gower	FLC
1984 - 1985	Daniel Tuning	ARC	2011 - 2012	Shaine Johnson	ARC
1985 - 1986	Janis Wong	SCC	2012 - 11/20/12	Bryan Ryan	SCC
1986 - 1987	Kim Eldon Thornock	CRC	2013 - 3/13/13	Keith Kimber	SCC
1987 - 1988	Paul Amador	SCC	2013 - 2014	Ricardo Lemus	SCC
1988 - 1989	Valerie Howell	SCC	2014 - 2015	Omba Kipuke	ARC
1989 - 1990	Donald Trujillo	ARC	2015 - 2016	Cameron Weaver	ARC
1990 - 1991	Donald Trujillo	ARC	2016 - 2017	Marianna Sousa	SCC
1991 - 1992	R. Scott Johnson	CRC	2017 - 2018	Evan Nguyen	CRC
1992 - 1993	Robert Marenich	ARC	2018 - 2019	Danny Thirakul	SCC
1993 - 1994	Gigette Rodia	ARC	2019 - 2020	Isabella-Marie Engel	SCC
1994 (2/16/94)	Louie Toro	SCC	2020 - 2021	Toni Schiffmaier	FLC
1994 - 1995	Alex De León	CRC	2021 - 2022	Jenn Galinato	SCC
1995 - 1996	Dustin Johnson	ARC	2022 - 2023	Trajan Robinson	FLC
1996 - 1997	Sonia Garcia	SCC	2023-2024	John "Jay" Doherty	ARC
1997 - 1998	Angela Spera	SCC			
1998 - 1999	Allen Wilson	ARC			
1999 - 2000	Wasim Ali	SCC			
2000-2001	Joan King	SCC			
2001-2002	Marcos Martinez	SCC			
2002 - 2003	Lisa Collins	CRC			
2003 - 2004	April Carrasco	FLC			
2004 - 2005	Brent Scott	SCC			

8. Appendices

- A. CCLC: On Being a Student Trustee
- B. Student Trustee Orientation Agenda
- C. Travel Authorization Form
- D. Board Meeting Agenda
- E. Conflict of Interest Form 700
- F. Board of Trustees SAC Report Templates
- G. SAC Agenda Template
- H. Sample Meeting & Deadlines
- I. Student Trustee Share Drive Instructions
- J. Sample Paycheck Statement
- K. Student Trustee Election Packet

A. CA Community College League: On Being a Student Trustee

Being a student member of a California community college board of trustees is an exciting and demanding position and there is much to learn.

The Community College League of California (CCLC) has prepared the following general highlights of roles and responsibilities for new and potential student trustees. However, practices and assumptions vary greatly from district to district—those interested in the position should talk with past student trustees, the district president or chancellor, and the chair of the board about their expectations for the position.

Qualifications

The Education Code states that student trustees must be enrolled in a college of the district for at least five semester units. Beyond these basic eligibility requirements, desired qualities are: an open mind, a desire to learn, the ability to represent the district articulately and professionally, an interest in being a member of a governing team, and the time to devote to being a trustee.

Rights

The law grants certain rights to student trustees:

- Attend all meetings of the governing board except for closed sessions.
- Be seated with the board and participate in discussion.
- Receive same materials as other board members (except for closed session materials).
- Receive mileage reimbursement to the same extent and under the same policies as other governing board members.

Privileges

Each local board may grant certain privileges, including

- Make and second motions.
- Receive compensation for board meetings.
- Advisory vote, which does not count in determining if an item passes but is logged in the official minutes.

Responsibilities

The student trustee has the same general responsibilities as publicly elected trustees to be a contributing and ethical member of the board. The primary responsibility is to attend

and participate in all open board meetings, which includes:

- Prepare for meetings by studying the issues and asking questions.
- Be a team member of the board unit (no trustee has authority as an individual).
- Influence decisions by wisely participating in discussions.
- Some boards also expect student trustees to:
 - Attend conferences to enhance their own learning and contributions to the board.
 - Help represent the college at community events.
 - Help advocate for the college at the state and national legislatures.

Learning about the Role

It is important to learn all you can about being a student trustee. Sources of information include:

- Local student trustee orientation sessions conducted by the CEO and members of the board.
- Past student trustees.
- The CEO and other trustees on the board.
- The advisor for the student trustee.
- The League's Student Trustee Workshop in August.
- League's Trustee Handbook (provided to all district CEO offices and distributed at the August workshop).

What You Will Need to Know

You need to know about **your community**. What are the different needs in the community? Who are the different groups in the community that should be served by the college? What are the economic, social and demographic trends in your community that have implications for education?

You need to know about the **college district**. What are its mission and goals? What are the major issues facing the college? Are its educational programs meeting community needs? Is it a stable, growing organization with strong leadership?

You need to know about **the district's students**. What are the different needs of the wide variety of students that attend the college(s) in the district? Are students well-served by the college(s)? Are they succeeding?

You need to know **the board's responsibilities**. As a member of a governing board, you help ensure that the colleges you govern add value to the community. Community colleges take pride in providing access to higher education to all and creating an environment that supports and produces student learning. The board's role is four-fold:

- 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.

Relationship with Associated Students (A.S.)

In some districts the A. S. president serves as the student trustee. In this case, the person is asked to balance two roles and fulfill two sets of responsibilities. When the student trustee is not the A. S. president, the student trustee should:

- Establish and maintain open communication links with A. S. at each campus
- Support the Associated Student Body as the official advocate for students. The student trustee is a member of the board, not the official representative for the students in decision-making.

Source:

Community College League of California

2017 O St. Sacramento, CA 95814

916-444-8641

www.ccleague.org

B. Sample: Student Trustee Orientation Agenda

LOS RIOS COMMUNITY COLLEGE DISTRICT

Chancellor's Conference Room

AGENDA

STUDENT TRUSTEE ORIENTATION -Sample Agenda

Zoom Meeting ID:

May --, 2024

TBA Time

AGENDA

1. **Welcome Student Trustee**
2. **Deputy Chancellor**
 - a. Roles and Responsibilities
 - b. Board Procedures, Order of Business, Seating of Student Trustee, Submitting Board Items
 - c. Reporting Structure
 - d. BOT Meeting Schedule/Dinner with Trustees (see calendar)
3. **SAC Advisor,**
 - a. Monthly meetings (see calendar)
 - b. Agenda Review/Approved Posting
 - c. Board Report/Form
 - d. SAC meeting Protocol/Schedule
 - e. Student Speakers at BOT Meetings
 - f. Communication with Leaders
4. **District Advisor**
 - a. Handbook
 - b. Budget: Travel Authorizations & Conference/mileage
 - c. SAC Meetings
 - d. Communication with DO and all four colleges
 - e. Student Appointments to District Committees (see committee descriptions): Academic Calendar Committee (one student from each campus); District Budget Committee (one); District Curriculum Coordinating Committee (one student from each campus); District Matriculation & Student Success Committee (one student from each campus); Chancellor's Cabinet
 - f. Parking Stickers/Business Cards
 - g. Discipline is campus-based
5. **General Counsel**
 - a. Maintaining Eligibility
 - b. Lobby Efforts: Capitol Days, CC League Conference, Lobby Day
 - c. District Policy 3123
 - d. Conflict of Interest
 - i. Gifts
 - e. Communication with Legal Counsel
 - f. Brown Act
 - i. 72 hours
 - ii. Meetings with 3 or more
 - g. When to use Trustee title in communications
6. **Chief Strategy & Communications Officer**
 - a. Communication with Media
7. **Also scheduled: Meetings with Benefits Department and Human Resources.**

C. Sample: Travel Authorization Form

LOS RIOS COMMUNITY COLLEGE DISTRICT
TRAVEL AUTHORIZATION AND REIMBURSEMENT CLAIM
 (Note: Read instructions on back of set before completing)

Please check box where payment is to be sent:

ARC FLC EWC
 CRC D.O.
 SCC FM

T- 42663

Employee Name _____ ID # _____ Conference Sponsor _____
 Name of Organization _____

Conference/Activity _____ Destination _____

Budget No. 1: _____
 BusUnit / Acct / Fund / Org / Pgm Code / SubClass / Proj/Grant

Budget No. 2: _____
 BusUnit / Acct / Fund / Org / Pgm Code / SubClass / Proj/Grant

PART I - Request to Attend

Inclusive dates of travel:
 From _____ to _____
 Date / Time / Date / Time

Estimated Expenses: *Indicates Receipt Required for Reimbursement

A. Transportation (Estimate cost of air fare) \$ _____
 Air* Dist. Vehicle Priv. Vehicle _____
 miles x c/mile

Travel Agency (Air fare) _____

The undersigned certifies that the vehicle he/she uses for Los Rios Community College District business carries the legal minimum insurance required by law.

B. Lodging* \$ _____
 Name of Hotel/Motel _____
 _____ days @ \$ _____ day

C. Registration/Conference Fee* (check one) \$ _____
 incl. certain meal(s) excl. meal(s)

D. Meals \$ _____
 Breakfast \$ _____ x _____ # of days Lunch \$ _____ x _____ # of days Dinner \$ _____ x _____ # of days

E. Other (describe)* _____ \$ _____

F. Incidental Expenses _____ \$ _____

Total Estimated Expenses \$ _____
Maximum Allowance, if applicable \$ _____

Travel charged to Categorical Programs, Grants or Special Projects:
 This travel is in compliance with the requirements of:

Program Name _____ Program Director/Coordinator Signature _____

For grants/special projects: _____ Project/Grant Number _____

Program Goal/Objective Number/Explanation _____

Employee _____ Date _____

Approval _____ Area Dean/Supervisor _____ Date _____

Approval _____ Vice President, Administration _____ Date _____

Approval _____ President/Designee/or Chancellor _____ Date _____

PART III - Request for Reimbursement

To be completed no later than 3 days after return from authorized travel.
 * Indicates original receipts required - enter all claimable costs incurred, including prepaid amounts.

From _____ To _____
 Date / Time / Date / Time

A. Transportation \$ _____
 Air fare* Bus* Other*
 Prepaid to travel agency by district
 Private Vehicle _____ miles x c/mile \$ _____

B. Lodging* \$ _____
 (Single occupancy rate only/exclude phone calls & other costs)

C. Registration Fee (check one) \$ _____
 (Enter full cost even if prepaid)
 Prepaid by DO/College No Prepayment
 (No receipt required if prepaid)

D. Meals (Enter actual expenses not to exceed meal allowance stated per Regulation 8341.)

Date	Breakfast	Lunch	Dinner	Total

Total Meals \$ _____

E. Other Expenses* \$ _____
 (Admin's approval required for vehicle rental)

F. Incidental Expenses - not to exceed \$10/day \$ _____
 (Bridgetolls, etc., and other miscellaneous business expenses)**

G. Total Expenses (A - F) \$ _____

Total Expenses (lesser of Max. Allowance or Total Expenses) \$ _____

Less Amount(s) Prepaid < _____ >

Subtotal _____

Less Cash Advance (Part II) < _____ >

Total Requested for Reimbursement \$ _____

Certification/Approval
 I certify that the above claim is an accurate accounting of expenses incurred which does not exceed the allowances provided per Regulation 8341, and complies with District insurance requirements.

Claimant's Signature _____ Date _____

Approved _____ Area Dean/Supervisor _____ Date _____

Approved _____ Vice President, Administration _____ Date _____

PART II - Request for Cash Advance/Prepaid Expense
 (To be completed by Requestor)

A. Employee Cash Advance GENFD/9161/11 \$ _____
 BusUnit / Acct / Fund

B. Registration (Payee) \$ _____
 Registration Due Date _____
 Vendor I.D. _____

Budget No. 1: \$ _____ Amount Budget No. 2: \$ _____ Amount

Approval _____ Vice President, Administration

PART IV Vendor I.D.

Enter allocation of Subtotal (PART III.G.) above

Budget No. 1: \$ _____ Amount Budget No. 2: \$ _____ Amount

D.O. Use: GENFD/9161/11 \$ _____
 BusUnit / Acct / Fund

District Office/Accounts Payable/11/11/11
College Admin./Bus./Admin./11/11/11
District Office/Accounts Payable/11/11/11
District Admin./Gen./District/11/11/11
Claimant Copy: Not Signed

INSTRUCTIONS FOR PREPARATION OF TRAVEL AUTHORIZATION AND REIMBURSEMENT CLAIM

This form is to be used to obtain authorization to travel and for reimbursement of travel expenses incurred during the performance of district business. All reimbursements are made pursuant to District Regulation 8341.

All requests for reimbursement shall be reasonable & at the lowest rate available, except in extenuating circumstances.

Use of Chancellor's budget requires the College President's approval and the Chancellor's approval. Use of District budget requires all appropriate College approvals and appropriate District department manager approval.

Part I - Request to Attend Conference/Seminar

All authorizations must be obtained prior to time designated for departure. All requests must be submitted two weeks prior to departure. If a cash advance or prepaid registration is requested, form must be submitted to Accounting Operations for processing a minimum of three weeks prior to date registration is due. Complete only the top and left-hand portion of the form when requesting authorization to travel.

Estimated Expenses:

- A) **Transportation** - Round trip lowest air fare or mileage not to exceed air fare, \$30.00 average round trip mileage to get to Sacramento airport, parking fees at economy lot, and \$60 roundtrip allowance for shuttle to/from the airport at destination. Air travel arrangements should be made following regular college procedures. Retain appropriate receipt for reimbursement claim. Per R-8343, Section 11.4., reimbursement does not include mileage that is necessary for an employee to get from his/her residence to the assigned workplace. For current mileage rate and standard mileage, refer to www.losrios.edu/lrc/district/misc/mileage_chart.pdf.

Car Rental: Authorized drivers may rent vehicles when needed at travel destination point. Review the Transportation Handbook found here <http://www.losrios.edu/~risk/Transbookweb.pdf> for rental requirements. Enterprise Rent-A-Car includes the required Additional/Supplemental Liability Protection coverage we require and you can make a reservation at contracted special rates from your worksite PC by going to the District website, then to "Employees", then clicking on "Enterprise-Rent-A-Car" under the Purchasing Information Section. Other insurance coverage is not required and may not be reimbursed. Please select the lowest rate and the most economical refueling option.

- B) **Lodging** - Lodging shall not exceed the single daily occupancy rate established at the conference site. Retain original receipt for reimbursement claim.
- C) **Registration** - If prepayment is required, attach registration fee document or conference notice for payment processing. Indicate Payee in Part II. If not prepaid, retain receipt and submit original receipt with reimbursement request.

Allowance Provided:	For Breakfast Allowance:	Departure before 7:00 a.m. or return after 7:00 a.m.	Breakfast	\$ 10.00
	For Lunch Allowance:	Departure before 12 noon or return after 12 noon	Lunch	15.00
	For Dinner Allowance:	Departure before 7:00 p.m. or return after 7:00 p.m.	Dinner	<u>31.00</u>
			Total	<u>\$ 56.00</u>

The total meal allowance shall be paid beginning with the traveler's time of departure if travel is outside District boundaries & travel includes an overnight stay. Only the actual amount of meal expenses incurred, not to exceed the allowances stated above, shall be reimbursed.

- E) **Other** - Estimate additional district business/conference related expenses. Original receipt required for reimbursement.
- F) **Incidental Expenses** - Estimate additional expenses not to exceed the \$5.00 per day (24 hours) established per R-8341 and only if travel includes an overnight stay. For example, if departure occurred on Monday and traveler returns on Tuesday, but travel did not exceed 24 hours, only \$5.00 incidental allowance may be claimed.

Forward all copies for approval. Travel is not authorized until approved by the Vice President of Administration for travel within a 500-mile radius of Sacramento; the Chancellor for beyond the 500-mile radius. A maximum allowance may be established during the approval process. The maximum allowance is a limit on the amount of travel expenses that will be reimbursed if actual expenses exceed the allowance. Do not complete unless needed. The bottom 3 copies of the approved form will be returned to the employee to complete

Part III - Request for Reimbursement section upon return from travel.

Part II - Cash Advance/Prepaid

College completes the appropriate section and the requested cash advance is processed. If a cash advance or prepaid registration is requested by the employee, the employee is to complete this section and submit the request a minimum of three weeks prior to date registration is due.

Minimum \$100.00 cash advance request shall only be processed.

Part III - Request for Reimbursement

Upon return, complete Part III, right-hand side, of the same travel authorization/reimbursement claim form used when requesting authorization for the travel. Reimbursement for expenses for the attendance at conferences or meetings is allowed within the financial limits of the college and upon the approval of the administrative head within the college or administrative unit. All reimbursements are pursuant to provisions of R-8341.

Original receipts are required for reimbursement as indicated. Cancelled checks and credit cards are not considered receipts. Reimbursement request should be submitted no later than three (3) days after attendance at the conference or return from travel.

D. Sample: Board Meeting Agenda

<p>LOS RIOS COMMUNITY COLLEGE DISTRICT BOARD MEETING AGENDA Wednesday, June 14, 2023</p> <p>5:30pm</p> <p>Meeting Location: Los Rios Community College District Board Room 1919 Spanos Court Sacramento, CA 95825</p> <p><i>Masks are strongly recommended for all students, employees, and visitors in any indoor space at Los Rios Community College District.</i></p>

1. CALL TO ORDER	Board President
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<p>2. ORAL COMMUNICATIONS</p> <p><i>The public may comment on any items within the Board’s jurisdiction, even if the items are not on the agenda only during this portion of the meeting. However, the law prohibits action by the Board on non-agenda items. Speakers are limited to up to three minutes. If you wish to speak to a particular item on the current board agenda, your comments will be taken up at the time the Board takes up that item.</i></p> <p><i>Members of the public have two options to offer public comment:</i></p> <ol style="list-style-type: none"> 1. Email your full name and the matter you wish to speak about to board@losrios.edu by 3:00pm on the day of the meeting, and you will be called on by the Board President during this portion of the meeting. 2. Submit a yellow “Speaker’s Card” to the Clerk of the Board before the meeting is called to order.
--

3. SPECIAL ORDER OF BUSINESS	
A. Seating of Student Trustee	Brian King

4. CONSENT CONSIDERATIONS	
<i>A member of the Board may request that an item be removed for further discussion and separate action.</i>	
A. Board Meeting Minutes: May 10, 2023 (page 3)	Brian King
B. Revision to the Dates/Locations of the Regular 2023 Meetings of the Board (page 12)	Brian King
C. Board Policy Amendments: P-8912 Campus Police and Safety Services (page 14)	Jake Knapp
D. Retiree Health Benefit Contribution (P-5165, 6622, 9414) (page 22)	Mario Rodriguez
E. Resolution No. 2023-09: 2023-24 Appropriation Limitation (page 23)	Mario Rodriguez
F. 2022-23 Budget Revision No. 2 (page 26)	Mario Rodriguez
G. Special Event Authorization (page 44)	Jake Knapp
H. Disposition of Stale District Records (page 45)	Mario Rodriguez
I. Disposition of Surplus Equipment (page 53)	Mario Rodriguez
J. Ratify: Affiliation and Other Agreements (page 54)	Mario Rodriguez
K. Ratify: Bid Transactions (page 56)	Mario Rodriguez
L. Ratify: Grants and Contracts Awarded (page 57)	Brian King
M. Purchase Orders, Warrants, Checks and Electronic Transfers (page 59)	Mario Rodriguez
N. Fiscal Year 2023-24 Salary Schedules for Extra Assignments and Professional Expert Agreements (page 61)	Mario Rodriguez
O. Faculty Stipend Salary Schedules for Fiscal Year 2022 and 2023 (page 64)	Mario Rodriguez
P. Short-Term Temporary Employees (page 73)	Mario Rodriguez
Q. Human Resources Transactions (page 75)	Mario Rodriguez

5. COLLECTIVE BARGAINING (ACTION)	
--	--

E. Sample: Conflict of Interest Form 700



STATEMENT OF ECONOMIC INTERESTS COVER PAGE

Date Initial Filing Received
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name *(Do not use acronyms)*

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. *(Do not use acronyms)*

Agency: _____ Position: _____

2. Jurisdiction of Office *(Check at least one box)*

- | | |
|---|---|
| <input type="checkbox"/> State | <input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction) |
| <input type="checkbox"/> Multi-County _____ | <input type="checkbox"/> County of _____ |
| <input type="checkbox"/> City of _____ | <input type="checkbox"/> Other _____ |

3. Type of Statement *(Check at least one box)*

- | | |
|--|--|
| <input type="checkbox"/> Annual: The period covered is January 1, 2015, through December 31, 2015.
-or-
The period covered is ____/____/____, through December 31, 2015. | <input type="checkbox"/> Leaving Office: Date Left ____/____/____
<i>(Check one)</i>
<input type="radio"/> The period covered is January 1, 2015, through the date of leaving office. |
| <input type="checkbox"/> Assuming Office: Date assumed ____/____/____ | -or-
<input type="radio"/> The period covered is ____/____/____, through the date of leaving office. |
| <input type="checkbox"/> Candidate: Election year _____ and office sought, if different than Part 1: _____ | |

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- | | |
|--|--|
| <input type="checkbox"/> Schedule A-1 - Investments – schedule attached | <input type="checkbox"/> Schedule C - Income, Loans, & Business Positions – schedule attached |
| <input type="checkbox"/> Schedule A-2 - Investments – schedule attached | <input type="checkbox"/> Schedule D - Income - Gifts – schedule attached |
| <input type="checkbox"/> Schedule B - Real Property – schedule attached | <input type="checkbox"/> Schedule E - Income - Gifts - Travel Payments – schedule attached |
- or-**
- None** - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.


I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
(month, day, year) *(File the originally signed statement with your filing official.)*

[Clear Page](#) [Print Form](#)

FPPC Form 700 (2015/2016)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

F. Sample: Board of Trustee SAC Report



LOS RIOS
COMMUNITY COLLEGE DISTRICT

Student Advisory Committee
Board of Trustees (BOT) Report:

COLLEGE REPORT

ARC CRC FLC SCC

Board Meeting (circle one):

September October November December February March April May

Report provided by ASO Student Senate President/Representative: _____

Below is a list of highlighted activities, accomplishments and events at each of the colleges within the Los Rios District. This report is to be used as a guide for the Student Advisory Committee representative and the Student Trustee in providing the monthly LRCCD student report at the LRCCD Board of Trustee (BOT) meetings. Only the information on this report will be used. Not all areas need to be completed; rather, this is a guide on topics to consider. Approved/signed college reports are due to the Student Trustee one week prior to each scheduled BOT meeting. The Student Trustee in consultation with the SAC Advisor will compile these submissions for one comprehensive report which is due to District Advisor Dr. Rosario, the designated student speaker, and SAC Advisor by noon the Friday before the BOT meeting. Late submissions/unauthorized reports will not be presented at the BOT meeting.


Student led-activities (i.e. March in March, campus events, fundraisers): •
Senate and CAEB Accomplishments (i.e. surveys, engagement in campus and regional governance): •
Leadership Development Accomplishments (i.e. conferences, trainings, workshops, guest speakers): •

I have verified the information listed in this report is an accurate account of events in the district.

Student President: _____ Date: _____

SAC Advisor: _____ Date: _____

rev. 5/29/19



LOS RIOS
COMMUNITY COLLEGE DISTRICT

Student Advisory Committee
Board of Trustees (BOT) Report

Board Meeting (circle one):

September October November December February March April May

Report provided by ASO Student Senate President/Representative: _____

Below is a list of highlighted activities, accomplishments and events at each of the colleges within the Los Rios District. This report is to be used as a guide for the Student Advisory Committee representative and the Student Trustee in providing the monthly LRCCD student report at the LRCCD Board of Trustee (BOT) meetings. Only the information on this report will be used. Not all areas need to be completed; rather, this is a guide on topics to consider. Approved/signed college reports are due to the Student Trustee one week prior to each scheduled BOT meeting. The Student Trustee in consultation with the SAC Advisor will compile these submissions for one comprehensive report which is due to District Advisor Dr. Rosario, the designated student speaker, and SAC Advisor by noon the Friday before the BOT meeting. Late submissions/unauthorized reports will not be presented at the BOT meeting.

Student led-activities (i.e. March in March, campus events, fundraisers): • ARC: • CRC: • FLC: • SCC:
Senate and CAEB Accomplishments (i.e. surveys, engagement in campus and regional governance): • ARC: • CRC: • FLC: • SCC:
Leadership Development Accomplishments (i.e. conferences, trainings, workshops, guest speakers): • ARC: • CRC: • FLC: • SCC:

I have verified the information listed in this report is an accurate account of events in the district.

Student Trustee: _____ Date: _____

SAC Advisor: _____ Date: _____

rev. 5/29/19

SAC BOT Report Procedure

- SS Presidents submit campus reports to their College Advisors.
- Wednesday prior: College advisors approve; forward to Student Trustee & SAC Advisor. College Advisors copy their supervisors.
- Thursday noon prior: Student Trustee drafts compiled report; forwards to SAC Advisor.
- Friday noon prior: SAC Advisor approves compiled report; forwards to District Advisor.
- BOT Secretary copies compiled BOT Report for the BOT members' packets.
- Selected Student Senate President presents a summary of the compiled report during BOT meeting.

G. SAC Agenda Template

STUDENT ADVISORY COMMITTEE (SAC) AGENDA		
Date: 9/14/2022 Location: Zoom Link Minutes Recorder: ARC Senate President		
1. SUPPLEMENTARY MATERIALS		<i>0 mins.</i>
1.1	September 2022 SAC Meeting: September Meeting Materials <ul style="list-style-type: none"> - LRCCD Mental Health - Proposed Dual Enrollment Regulatory Changes - Adoption of Findings Related to Public Meetings Pursuant to AB 361. 	
2. PROCEDURAL ITEMS		<i>10 mins.</i>
2.1	Call to Order:	
2.2	Roll Call: <ul style="list-style-type: none"> - American River College/ Nicole Nugent - Cosumnes River College/ Pranav Kishore - Folsom Lake College/ Mia Croff - Sacramento City College/ Marissa Galvan - Student Trustee/ Trajan Robinson - SLADE Advisor/ Tony Humphreys - District Advisor/ Sonia Ortiz-Mercado 	
2.3	Adoption of Agenda	
2.4	Approval of Minutes	
2.5	Public Forum: Three (3) minutes per speaker	
3. PRESENTATION		<i>20 mins. per speaker</i>
3.1	Proposed Dual Enrollment Regulatory Changes <ul style="list-style-type: none"> - Speaker: Director of Dual Enrollment, Sean O'neil 	
3.2	Los Rios Community College District Mental Health Overview <ul style="list-style-type: none"> - Speaker: Interim Associate Dean of Student Mental Health and Wellness Services, Dr. Chase Moore 	
4. REPORTS		<i>15 mins.</i>
4.1	Student Trustee Message & Reports to the Board	
4.2	Student Leadership & Development Educators (SLADE) Advisor	
4.3	District Office Advisor	
4.4	American River College President	
4.5	Cosumnes River College President	
4.6	Folsom Lake College President	
4.7	Sacramento City College President	
5. UNFINISHED BUSINESS		<i>10 mins.</i>
6. NEW BUSINESS & ACTION		<i>15 mins.</i>

SAC Meeting Process Reminders

- Each President rotates as the Recorder.
- Presentations may not occur at each meeting.
- Unfinished Business is for matters that were considered in previous meetings, but no formal motion had been made.
- New Business is where matters can be presented that have not yet been considered or are being advanced from Emerging Issues.
- Emerging Issues are presented to explore commonality across LRCCD campuses.
- Emerging Issues & Discussion/Action items must include a brief description about the item's purpose.

6.1	Adoption of Findings Related to Public Meetings Pursuant to AB 361 <ul style="list-style-type: none"> - Take action upon the committee's ability and safety to hold in-person meetings. 	
7. EMERGING ISSUES		<i>0 min.</i>
7.1		
8. ADJOURNMENT		<i>0 min.</i>
8.1		
SPEAKER AND RECORDER ROTATION		<i>0 min.</i>
Spring Semester 2022 SAC Rotation		
<ul style="list-style-type: none"> - Speaker Rotation: <ul style="list-style-type: none"> • Folsom Lake College (Wednesday, September 11th at 5:30 P.M. PST, at the Los Rios District Office) - Recorder Rotation: <ul style="list-style-type: none"> • American River College (Wednesday, May 11th at 3:30 P.M. PST, at the Los Rios District Office and Zoom) 		

H. Sample Deadlines & Meetings

District-Wide Student Advisory Committee Spring 2024

Deadlines & Meetings

SS Pres: Campus BoT report due to campus advisor by 5:00pm	ST: Draft Agenda Due to DSAC Advisor by 5:00pm Wednesday	Approved College Reports Due to ST & DSAC Advisor by 5:00pm Wednesday	ST: Draft BOT Report Due to DSAC Advisor by 10:30 AM Thursday	ST: Meeting SAC Advisor/District Advisor 1 PM Thursday	ST: Final Agenda Due to District Advisor by 12:00pm Friday	ST: Final BoT Report Due to District Advisor by 12:00pm Friday	SAC Meeting, (location TBA)) Wednesday Minutes Taker	BOT Meeting, 5:30pm (location) Student Speaker Wednesday
2/5/2024	2/07/2024	2/07/2024	2/08/2024	2/08/2024	2/09/2024	2/09/2024	2/14/2024 3:30 PM CRC	2/14/2024 In-Person (DO) ARC
3/4/2024	3/6/2024	3/6/2024	3/7/2024	3/7/2024	3/8/2024	3/8/2024	3/20/2024 3:30 PM FLC	3/20/2024 In-Person (DO) FLC
4/2/2024	4/4/2024	4/4/2024	4/5/2024	4/5/2024	4/6/2024	4/6/2024	4/10/2024 3:30 PM SCC	4/10/2024 In-Person (DO) FLC
4/29/2024	5/1/2024	5/1/2024	5/2/2024	5/2/2024	5/3/2024	5/3/2024	5/08/2024 3:30 PM ARC	12/08/2023 In-Person (DO) SCC

I. Student Trustee Share Drive

PURPOSE FOR USING GOOGLE DRIVE

- Create files in the cloud
- Collaborate on projects
- Organize files on the drive
- Share files/documents
- Backup files and documents
- A Google drive storage location for:
 - Student Advisory Committee meetings agendas and minutes
 - Student Advisory Committee calendar of meetings and which college student president is scheduled for minutes and BoT presentation, along with submission timelines for each month
 - Information to be shared regarding events and activities, such as Lobby, District-Wide Workgroups, etc.
- Access includes:
 - Student Trustee
 - District Advisor
 - Advisors at each college

J. Sample Paycheck Statement

Los Rios Community College District
1919 Spanos Ct
Sacramento, CA 95825

Date:
05/10/2017

Advice No.
848448

Deposit Amount: 581.44

To the
account(s) of _____

DIRECT DEPOSIT DISTRIBUTION	
Account Type	Deposit Amount
Checking	581.44
Total:	581.44

NON – NEGOTIABLE

Pay Group: BRD-Board	Business Unit: LRCCD
Pay Begin Date: 04/01/2017	Advice #: 848448
Pay End Date: 04/30/2017	Advice Date: 05/10/2017

Employee ID: [REDACTED]	TAX DATA: Federal CA State
Department: 03BOT-Board of Trustees	Marital Status: [REDACTED] [REDACTED]
Location: District Office	Allowances: [REDACTED]
Job Title: Board of Trustees	Addl. Fet: [REDACTED]
	Addl. Amt: [REDACTED]

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Board Regular Pay		4.00	651.17	21.40	3,255.85	Fed Withholding	0.00	0.00
Board Travel			60.00		300.00	Fed MED/EE	10.31	51.56
						Fed OASDI/EE	44.09	220.46
						CA Withholding	0.00	0.00
TOTAL:		4.00	711.17	21.40	3,555.85	TOTAL:	54.40	272.02

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
			WHA AT	75.33	376.65	WHA AT	1,130.16	5,650.80
						Delta	127.40	637.00
TOTAL:	0.00	0.00	TOTAL:	75.33	376.65	*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current:	711.17	711.17	54.40	75.33	581.44
YTD:	3,555.85	3,555.85	272.02	376.65	2,907.18

VACATION	YTD	SICK LEAVE	TEMP SICK	YTD	RETIREMENT	YTD	NET PAY DISTRIBUTION
Start Balance	0.0	Start Balance	0.0	0.0			
+ Earned	0.0	+ Earned	0.0	0.0	PERS	0.00	Advice # 848448
- Taken	0.0	- Taken	0.0	0.0	STRS	0.00	581.44
- Sold	0.0	+ Adjustments	0.0	0.0			
+ Adjustments	0.0						
End Balance	0.0		0.0	0.0			TOTAL: 581.44

MESSAGE:

K. Student Trustee Election Packet -2024



THE COLLEGES OF LOS RIOS

Download a copy of the Student Trustee Election petition signature gathering form in order to obtain signatures required for eligibility:

<https://losrios.edu/campus-life/clubs-and-student-leadership/student-elections/student-trustee-application>

Student Trustee Election Packet
Los Rios Community College District
1919 Spanos Court
Sacramento, CA 95825
(916) 568-3021
www.losrios.edu

Information Sheet

Definition

The Student Trustee shall represent to the best of their ability, the needs and opinions of the students of all campuses of the Los Rios Community College District (LRCCD) at meetings of the Los Rios Board of Trustees. The Student Trustee shall meet with the Student Advisory Committee (SAC) for the exchange of ideas and information concerning the needs of the students. SAC will advise and promulgate information to and from the Trustee and the student associations.

The LRCCD Board of Trustees Student Trustee Application and additional information can be found at losrios.edu/student-trustee-application.

Qualifications for Student Trustee

To qualify for the position of Student Trustee, a student shall be required at the time they submit their petition for nomination and throughout the term of their appointment to be:

- a California resident;
- enrolled in and maintain a minimum of five (5) academic units at one or more LRCCD college(s); and.
- in good standing at all college(s) of attendance (GPA is 2.0+) and not on academic probation.

Deadline Dates for 2024

- Monday March 4th- Election Petitions available
- Monday March 11-15- Spring Break
- Tuesday, April 2nd Election Petitions due by 5:00p
- Wednesday, April 3 - Verify candidates' eligibility and notify candidates
- Thursday April 4-Thursday April 10- Pre campaign Orientations
- Tuesday April 16th-24th- Campaign Period
- Tuesday April 16th- ARC Candidate Forum
- Wednesday April 17th- CRC Candidate Forum
- Thursday April 18th- SCC Candidate Forum
- Monday April 22nd- FLC Candidate Forum

- Tues-Wed April 23-24- ASB and Student Trustee Elections
- Friday April 26th- Election Results Announced after Chancellor confirmation

Student Trustee Election Packet

Complete the online Student Trustee Application (see sample below). Limit biographical statement to 2000 characters or less. The statement will be shared publicly as it was submitted. A digital copy will be sent to the designated college contact at your campus by clicking on the submit button.



Candidate Personal Information

Name *

First Name Last Name

Address *

Address Line 1

Address Line 2

City State ZIP Code

Email *

Ex. johndoe@losrios.edu

Phone *

Ex. (555) 555-5555

Student ID number *

Ex. 1234567
7-digit number without the 'W'

Primary College *

- American River College
- Cosumnes River College
- Folsom Lake College
- Sacramento City College

If you are taking classes at more than one campus, then select your home college.

Candidate Qualifications

Are you a California resident? *

- Yes No

Will you enroll in and maintain a minimum of five (5) units during the fall and spring semesters? *

- Yes No

Per AB 1736, if you are currently receiving Disability Support Programs and Services (DSPS) at one of the Los Rios Community College District campuses, then you do not need to be enrolled in five units. This is subject to verification.

Are you in good academic standing? *

- Yes No

Good academic standing is defined as having a GPA of 2.0 or higher.

Are you currently on academic probation? *

- Yes No

Candidate Self-Evaluation

Please rate yourself on the following: *

	Poor	Fair	Satisfactory	Good	Excellent
Knowledge of specific job skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Related job experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Related education or training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication/listening skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interest in position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Declaration of Candidacy

Biographical Statement *

Please provide a personal statement of intent regarding your qualifications and interest to serve as the student trustee. Limit your statement to 2000 characters (350 to 400 words). This statement will be shared publicly.

By checking this box, I declare my candidacy for the position of Los Rios Community College District Student Trustee. I have reviewed and meet all required qualifications. *

- Yes, I declare my candidacy

SUBMIT FORM

Petition

LOS RIOS COMMUNITY COLLEGE DISTRICT 2024 Student Trustee Election Petition

I, _____, am circulating this petition in order to run for Student Trustee of the Los Rios Community College District. The election will be held April 23-24, 2024 (8:00 a.m. – 11:30 p.m.). The term of the Student Trustee Office is June 1, 2024 through May 31, 2025. PETITION DEADLINE: April 2, 2024 at 5:00 p.m. Each candidate must file a nominating petition containing signatures of at least **FIFTY** students enrolled in the current spring semester. These names will be verified.

	COLLEGE	PRINT NAME	STUDENT ID #	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
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24.				
25.				
26.				
27.				
28.				

Additional page with 22 signatures required.