

# **Special Meeting Board of Trustees Coast Community College District**

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<b>Date:</b>	<b>Wednesday, July 17, 2019</b>
<b>Location:</b>	<b>Coast Community College District 1370 Adams Avenue Costa Mesa, CA 92626 Board Conference Room</b>
<b>Time:</b>	<b>2:30 p.m.</b>

## **A G E N D A**

### **1.01 Call to Order**

### **1.02 Roll Call**

### **1.03 Opportunity for Public Comment**

*Members of the public have the opportunity to address the Board of Trustees on any item that has been described in this notice, before or during consideration of the item. Persons wishing to make comments are allowed 5 minutes. A "Request to Address the Board of Trustees" card needs to be completed and filed with the Secretary of the Board of Trustees prior to speaking.*

### **1.04 Discussion and Possible Action Regarding Establishing Procedures to Fill Vacancy on the Board of Trustees**

The Board of Trustees is planning for the possibility of a trustee vacancy.

Upon a trustee vacancy or notice of deferred resignation, the Board of Trustees has 60 days in which either to make a "provisional appointment" or to order an election to fill the vacancy. Education Code Section 5091(a)(1)

If the Board fails to make the appointment or order an election within the 60-day period, the Superintendent of the Orange County Department of Education is required to order the election. Education Code Section 5091(a)(2)

The Board will take this opportunity to discuss, and possibly take action on, procedures for filling a trustee vacancy. Among the procedural issues to be discussed, and possibly on which to take action, are the following:

1. Should the vacancy be filled by appointment or election?
2. If there will be a trustee appointment, there are a number of questions for the Board to consider, including whether there will be an application process. Board Policy 2110 "Vacancies on the Board" (**Attachment #1**) provides, in part, that "The Board shall establish procedures to appoint or solicit applications for appointment. BP 2110 also provides that "If an appointment is made through an application process, such process will assure ample publicity and readily available information for prospective candidates." Applicants would need to be a resident of the trustee area and at least 18 years old.
3. Other questions regarding trustee applications could include:
  - a. Should an application form be developed and who will develop the application form?
  - b. What questions should be included in the application form?
  - c. What type of screening process, if any, will be involved?
  - d. Should applicants be interviewed by the Board and, if so, how will the interview questions be developed? Should applicants be advised of the interview questions in advance? How much time should be allotted for each interview?
  - e. What should be the timeframes?
4. What public notice should be given about the trustee vacancy?

The Community College League of California has published a booklet titled "Appointing a New Trustee to the Board" which provides ideas for procedures to follow including a sample Application Form and sample interview questions. (**Attachment 2**)

## **1.05 Adjournment**

*It is the intention of the Coast Community College District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact the Secretary of the Board of Trustees at (714) 438-4848 as soon as possible to inform us of your particular needs so that appropriate accommodations may be made.*