

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Resolution Establishing Procedure for Appointment of Provisional Board Member
ACTION: Approval

BACKGROUND

On December 2, 2010, John S. Williams submitted his resignation as a trustee board member effective December 31, 2010. Education Code 5090 and Board Policy 108 require that within 60 days of the filing of deferred resignation, that the Board of Trustees shall either order an election or make a provisional appointment for the vacated board seat.

STATUS

Resolution No. 10-25 provided in Exhibit A establishes the procedure for the appointment of a provisional board member.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Resolution No. 10-25 establishing the procedure for the appointment of a provisional board member as shown in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 10-25

**BEFORE THE GOVERNING BOARD OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COUNTY OF ORANGE, STATE OF CALIFORNIA**

**RESOLUTION ESTABLISHING PROCEDURE FOR THE APPOINTMENT OF A
PROVISIONAL BOARD MEMBER**

RESOLVED, by the Governing Board of the South Orange County Community College District, County of Orange, State of California that:

WHEREAS, on or about December 2, 2010, John S. Williams submitted his resignation as a Governing Board Member effective on that date; and

WHEREAS, Trustee William's resignation creates a vacancy in Trustee Area #7, representing the communities of Mission Viejo, Rancho Santa Margarita and unincorporated areas; and

WHEREAS, California Education Code Section 5091 requires the Governing Board to either appoint a provisional board member or call a special election to fill the vacancy created by the resignation of a board member; and

WHEREAS, it is this Board's intent to appoint a provisional board member and avoid the expense associated with a special election.

NOW THEREFORE BE IT RESOLVED AND ORDERED AS FOLLOWS:

1. That the Board hereby determines to proceed by appointing a provisional member pursuant to Education Code Sections 5090 et. seq.:
2. That the Chancellor, or his designee, is hereby directed to advertise the fact of the vacancy and the process for obtaining an application for service as a provisional Board member in the Orange County Register daily between December 15, 2010 and December 24, 2011:
3. That the application materials shall be substantially in the form set forth in Exhibit 1 to this Resolution;
4. That the deadline for submission of completed application materials shall be 12:00 p.m. on Thursday, January 6, 2011 in the office of the Chancellor. No applications will be accepted or considered if they are received after 12:00 p.m. on January 6, 2011;

5. That applications will be logged in as they are received by the Chancellor, or his designee.. The Chancellor's determination as to the time of receipt shall be final;

6. That upon closure of the application period, the Chancellor, or designee, shall forward to each applicant, information as to the time, date, location and order of interviews for the provisional appointment. The information provided to each individual submitting a completed application shall be substantially in the form set forth in Exhibit 2 hereto, and will include the questions which will be asked of each applicant at the interview before the Board. Each applicant will receive a fifteen minute interview at which they will be asked to respond to the questions provided;

7. That upon closure of the application period, the Chancellor, or designee, shall forward to each Board member the applications received and the interview materials, including the materials provided to the applicants in Exhibit 2;

8. That the Board shall hold a special meeting on a date determined by the Board in accordance with law,for the purpose of interviewing applicants, voting on a provisional appointee, and swearing into office the selected individual;

9. That the Chancellor, or designee shall comply with the notice posting and publication requirements set forth in Education Code Section 5092, and the notice to be posted and published shall be substantially in the form set forth in Exhibit 3, hereto; and

10. That the Board delegates to the Chancellor, all authority necessary and proper to the accomplishment of the purposes of this Resolution.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRUSTEE APPLICATION

Please complete this application and attach a brief biography or resume. The completed application and attached biography or resume **must be returned by 12:00 pm on Thursday, January 6, 2011** to SOCCCD Office of the Chancellor and Trustee Services, 28000 Marguerite Parkway, Mission Viejo, CA 92692; phone (949) 582-4840; fax 949) 364-2726. Interviews will be held the evening of January 10, 2011. Candidates for appointment are advised that the board may exercise its authority to appoint a person from outside the pool of applicants.

NOTE: *Candidates must reside in Trustee Area #7 of the South Orange County Community College District, which includes Mission Viejo, Rancho Santa Margarita and unincorporated areas. Before completing and submitting this application, please call the Registrar of Voters to determine whether you reside in Trustee Area #7.*

Please type or print.

Last Name	First Name	M.I.	Date
Business Address _____			
Business Phone _____	Fax _____	E-mail _____	
Home Address _____			
Home Phone _____	Fax _____	E-mail _____	
Occupation _____			
Number of years you have resided in the District _____			

Please answer the following questions. It is important that each question be answered.

- Have you worked on any public school or community college committees or participated in any school activities recently? If so, list below:

2. Please describe other community activities in which you have engaged.

3. Why do you want to be a member of the South Orange County Community College District Board of Trustees?

4. What do you see as the basic purpose of the California community colleges?

5. What, in your opinion, is the role of the Board of Trustees in a community college district?

6. What should be the relationship between the Board members and the administration in the handling of college concerns?

7. What do you see as the strengths of the South Orange County Community College District?

8. What do you see as the areas most needing improvement in the South Orange County Community College District?

9. Do you or does anyone in your immediate family or your employer contract with or do business with the district? Is anyone in your immediate family an employee of the district? If your answer to either question is in the affirmative, please state all pertinent facts.

10. Please list the names, addresses, and telephone numbers of three persons who can provide information on your qualifications for service as a trustee.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

INTERVIEW WORKSHEET – PERSONAL NOTES

CANDIDATE: _____

1. As do all California state agencies, we at South Orange County Community College District experience financial constraints even as the need for our services continues to escalate. Describe your experience in financial management as well as your financial philosophy on management of public funds.

Comments: _____

2. What is the role of special interest groups in the decisions you may be making as a trustee? For example, how would you respond if a community member or employee asked you to carry through an issue of his/her concern?

Comments: _____

3. If you are appointed, what will be your style of work in joining with other Board members to make decisions and set policy? Please give evidence from previous work groups to support your response.

Comments: _____

4. Describe your perception of the nature and needs of South Orange County Community College District students.

Comments: _____

5. Describe the roles you have played in the South Orange County Community College District. How would you use this position to positively impact the community?

Comments: _____

6. What is your philosophy of a comprehensive community college?

Comments: _____

7. Is there anything you would like to add before we conclude the interview?

Comments: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRUSTEE VACANCY

The South Orange County Community College District is accepting applications for appointment to a vacant Trustee position. Candidates must reside in Trustee Area #7 which includes Mission Viejo, Rancho Santa Margarita and unincorporated areas. Please contact the Chancellor's Office, (949) 582-4840, to request an application packet. To determine whether you reside within the boundaries of the Trustee Area #7, please contact the Orange County Registrar of Voters. The completed application and supporting materials must be received in the SOCCCD Office of the Chancellor and Trustee Services, 28000 Marguerite Parkway, Mission Viejo, CA 92692 located in the Health Sciences building, 3rd floor, on the Saddleback College campus no later than 12:00 p.m. Thursday, January 6, 2011.