



SAN JOSÉ · EVERGREEN  
Community College District

# ADMINISTRATIVE & GOVERNANCE HANDBOOK

## STRUCTURE, ORGANIZATION, DEPARTMENTS, AND COMMITTEES

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• FALL 2023 •



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# INTRODUCTION

## MISSION

As a leading educational institution, the mission of the SJECDD is to meet the diverse educational and workforce needs of our community by empowering our students to become agents of socio-economic change.

## VISION

SJECDD is the premier institution for advancing opportunity, equity, and social justice for every one through educational excellence.

## VALUES

Opportunity • Equity • Social Justice

Planning and decision-making functions are a combination of administrative procedures and shared governance consultation. This handbook is to serve as a resource to aid in understanding the District's processes.

The administrative and governance structures and processes are available to each and every employee. As a large and complex organization, understanding how our systems work will help all individuals understand how to utilize the system effectively and efficiently as each person contributes to the work of this District.

The SJECDD District's handbook serves as (1) a reference guide to the District Office organization, (2) a listing of staff, (3) organization charts, (4) governance structures and processes. It is to be used as a resource for both employees and community members.



# BOARD OF TRUSTEES

The San José – Evergreen Community College District is governed by a seven-member, locally elected Board of Trustees, and two student trustees. The seven Trustees are elected in even-numbered years to four-year terms by the voters of San José and Milpitas. Each Trustee represents a specific geographic area. Two students, one representing each college, serve a one-year term.

The Board of Trustees aspires to achieve excellence in fulfilling the Board's responsibilities for governance of the District. The Board's Ends Policies and Governance Principles establish: (1) how the Board will govern to achieve its visionary objectives; and (2) management authority that the Board delegates to the Chancellor to run the affairs of the District along with requirements for the Chancellor's exercise of that authority.

The Board seeks to establish practices for individual Trustees and for the Board as a whole that ensure:

- Effective and efficient participation of each Trustee;
- A clear understanding of the roles and responsibilities of individual Trustees;
- A clear understanding of roles and responsibilities of the Board as a whole;
- An understanding of the difference between the Board's governance role and Chancellor's responsibility to manage the affairs of the District;
- The Board establishes a clear vision, values, and strategic priorities, for the District;
- The Board adopts Ends Policies that clearly establish the Board's expectations for the results the Board expects the Chancellor to achieve;
- The Board delegates that responsibility to the Chancellor to lead the District towards achievement of the Board's Ends Policies;
- The Board fully empowers the Chancellor to hold and exercise all executive authority necessary to lead the District towards achievement of the Board's Ends Policies;
- The Board establishes requirements for the Chancellor's exercise of the management authority that the Board delegates to the Chancellor;
- Individual Trustees and the Board as a whole exercise the self-discipline necessary to avoid any interference with the Chancellor's exercise of the management authority delegated to them by the Board;





- The Board evaluates its own Governance performance on an ongoing basis;
- The Board holds the Chancellor responsible for making demonstrable progress towards achievement of the Board's Ends Policies and compliance with the Executive Requirements specified by the Board.

The Chancellor, the District's Chief Executive Officer, is responsible for carrying out policies as approved by the Board of Trustees and for providing overall leadership for the District.





# BOARD MEETINGS

Board meetings are conducted in public and include opportunities for individuals to address the Board. The Schedule of Governing Board meeting dates and corresponding deadlines for each calendar year are approved by the Board at the December meeting. This schedule is posted on the District website and lists the meeting dates, location of meetings, and the dates in which items are due to the Chancellor's office for inclusion in the Board agendas. Typically, regular meetings of the Board are held on the second Tuesday of the month, with the exception of the month of August, which is held on the last Tuesday of the month. In the months of January, February, April, May, and October, an additional board meeting is scheduled on the fourth Tuesday of the month.

The District utilizes BoardDocs® for the posting of board agendas. A link is provided at the District website homepage, [www.sjeccd.edu](http://www.sjeccd.edu), which takes the public directly to the site of the posted agendas. An agenda containing brief descriptions of each item of business is posted in compliance with the Ralph M. Brown Act; i.e., regular meetings are posted 72 hours prior to the meeting and 24 hours for special meetings. The Board agenda outline is posted at the District Office and various locations at both colleges. A hard copy of the full agenda is available for public review at the District Chancellor's Office, the Presidents' Offices, the Vice President of Student Services' Offices, and the Library at each college campus. The posted agenda outlines and hard copies of the agendas are discarded after each meeting. One hard copy of the full agenda for each meeting is kept by the District perpetually.

## PLACING MATTERS DIRECTLY RELATED TO DISTRICT BUSINESS IN AN AGENDA

In accordance with Education Code Section 72121, members of the public may place matters directly related to District business on an agenda for a Board meeting by submitting a written summary of the item to the District Chancellor and the Board President. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the District Chancellor's Office by the District's published deadline prior to the regularly scheduled Board meeting at which the submitted item is to be addressed. Any agenda item submitted by a member of the public and reviewed by the Board at a public meeting cannot be resubmitted by the member of the public before the expiration of a 90-day period following the initial submission. The process for the submission of board agenda items by members of the public is further outlined in BP and AP 2340 Agendas.





Employees of the District who are responsible for submitting board agenda items on behalf of their departments or divisions will utilize the BoardDocs® system submission and approval process, which has been set up by the Chancellor, Vice Chancellors, and College Presidents.

## INFORMATION ON PUBLIC COMMENTS

The Board of Trustees offers an opportunity for the public to address the Board in four sections of the agenda:

- On matters of concern about Closed Session items;
- On matters not appearing on the agenda;
- On action items contained in the Consent Agenda; and
- Prior to voting on any item contained in the Action Agenda.

Members of the public that wish to address the Board may request to do so in person at 40 S. Market Street, San José, CA 95113 on the board meeting date. Each speaker may submit a comment card to the Board Clerk to be recognized to speak.

Per Board Policy 2345, up to three minutes may be allotted to each speaker with a maximum of 30 minutes per subject. No action or discussion shall be undertaken on any public comments except that members of the Board or its staff may briefly respond to or ask a question for clarification regarding statements made or questions posed by persons addressing the Board under this agenda item.

For questions about the posting of Board agendas and the submission of Board agenda items, please contact **Sherri Brusseau**, Chancellor's Office Supervisor, at **(408) 270-6409** or [sherri.brusseau@sjeccd.edu](mailto:sherri.brusseau@sjeccd.edu).

## BOARD POLICIES & ADMINISTRATIVE PROCEDURES

Among the Board's major responsibilities are the establishment and final adoption of all Board Policies (BPs). Administrative Procedures (APs) are the responsibility of the Chancellor and the administration, in consultation with the various constituencies of the District, and do not require adoption by the Board of Trustees. To ensure regular review of BPs and APs, the District subscribes to a Policy and Procedure Service, which provides annual updates. **Each of the seven chapters of BPs and APs are reviewed on a six-year cycle.** Each year the District Chancellor's Office will notify all appropriate parties of the chapter(s) to be reviewed.

The following process outlines **the continuous review cycle (table 1), and policy and procedure review flowchart (figure 1) as outlined in AP 2410 Board Policies and Administrative Procedures.**



**TABLE 1: SAN JOSÉ – EVERGREEN CCD BOARD POLICY (BP) & ADMINISTRATIVE PROCEDURE (AP) CONTINUOUS REVIEW CYCLE**

**Goal:** Six-year review cycle to coincide with future Accreditation Site Visits

Chapter 6	Chapter 7	Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5	Chapter 6	Chapter 7	Future Comprehensive Accreditation Site Visits
Business & Fiscal Affairs	Human Resources	The District	Board of Trustees	General Institution	Academic Affairs	Student Services	Business & Fiscal Affairs	Human Resources	
22 BPs 37 APs	25 BPs 54 APs	2 BPs 0 APs	38 BPs 18 APs	31 BPs 35 APs	22 BPs 38 APs	26 BPs 35 APs	22 BPs 37 APs	25 BPs 54 APs	
Policy & Procedure Service biannual (fall & spring) legal updates reflecting revisions in law.									
2021-22	2022-23	2023-24		2024-25	2025-26	2026-27	2027-28	2028-29	2030
2023 Accreditation Site Visit		2029-30		2030-2031	2031-32	2032-33	2033-34	2034-35	2037
		2035-36		2036-37	2037-38	2038-39	2039-40	2040-41	2044
		2041-42		2042-43	2043-44	2044-45	2045-46	2046-47	2051

**Volume:** 166 Board Policies (BPs)  
+ 217 Administrative Procedures (APs)  
**383 Total documents reviewed over the six year continuous review cycle**

#### Accreditation Standards I.B.7, I.C.5, and IV.C.7

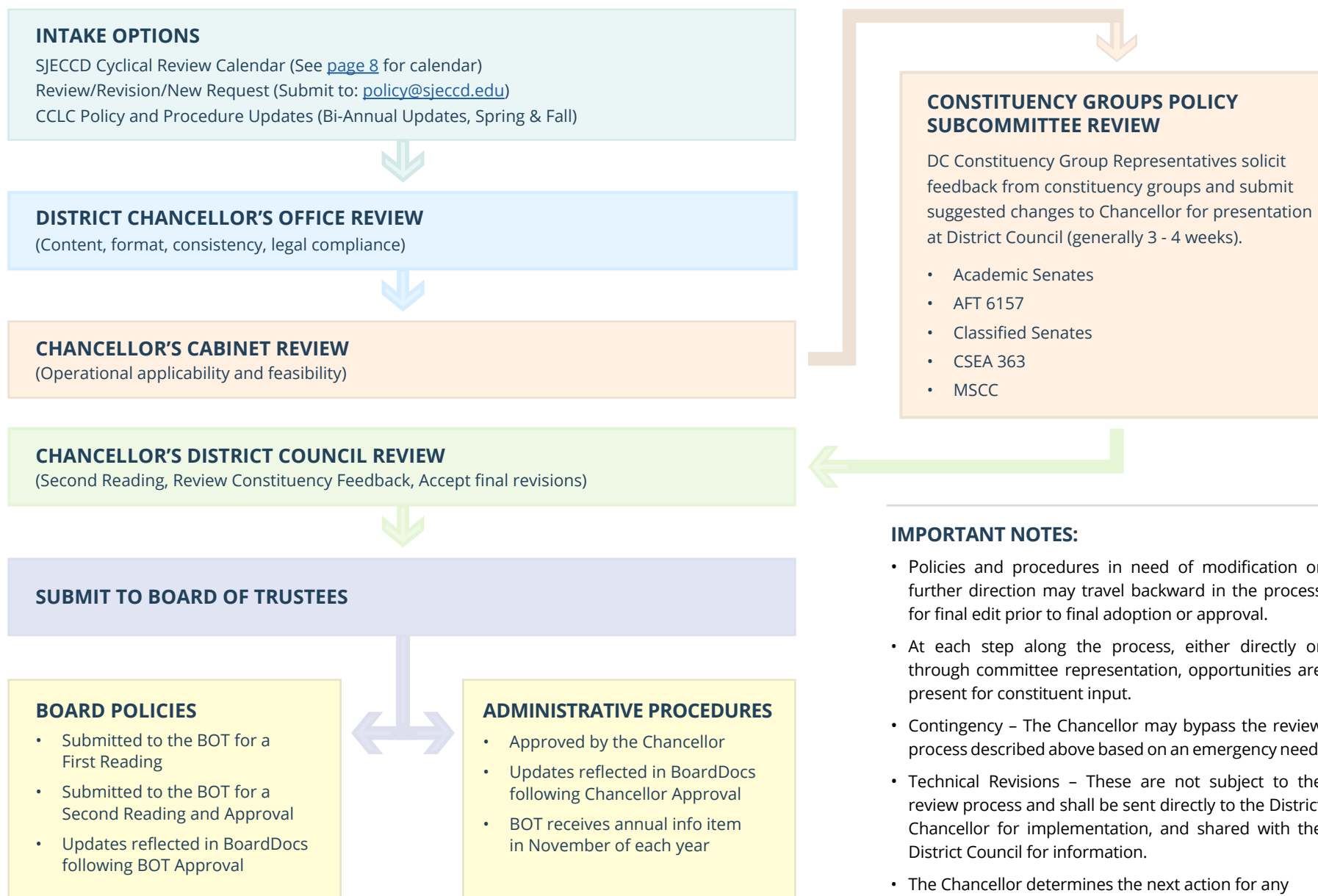
- I.B.7** | The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of the mission.
- I.C.5** | The institution regularly reviews its institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.
- IV.C.7** | The governing board acts in a manner consistent with its policies and bylaws. The board **regularly assesses** its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

**Note:** The League's Policy & Procedure Service issues legal updates in Fall and Spring every academic year.  
The continuous review cycle will incorporate the legal update revisions necessitated by changes to Federal/State statutes and/or regulations.





**FIGURE 1: SAN JOSÉ – EVERGREEN CCD POLICY & PROCEDURE REVIEW FLOWCHART**





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# **DISTRICT OFFICE ORGANIZATIONAL CHARTS**

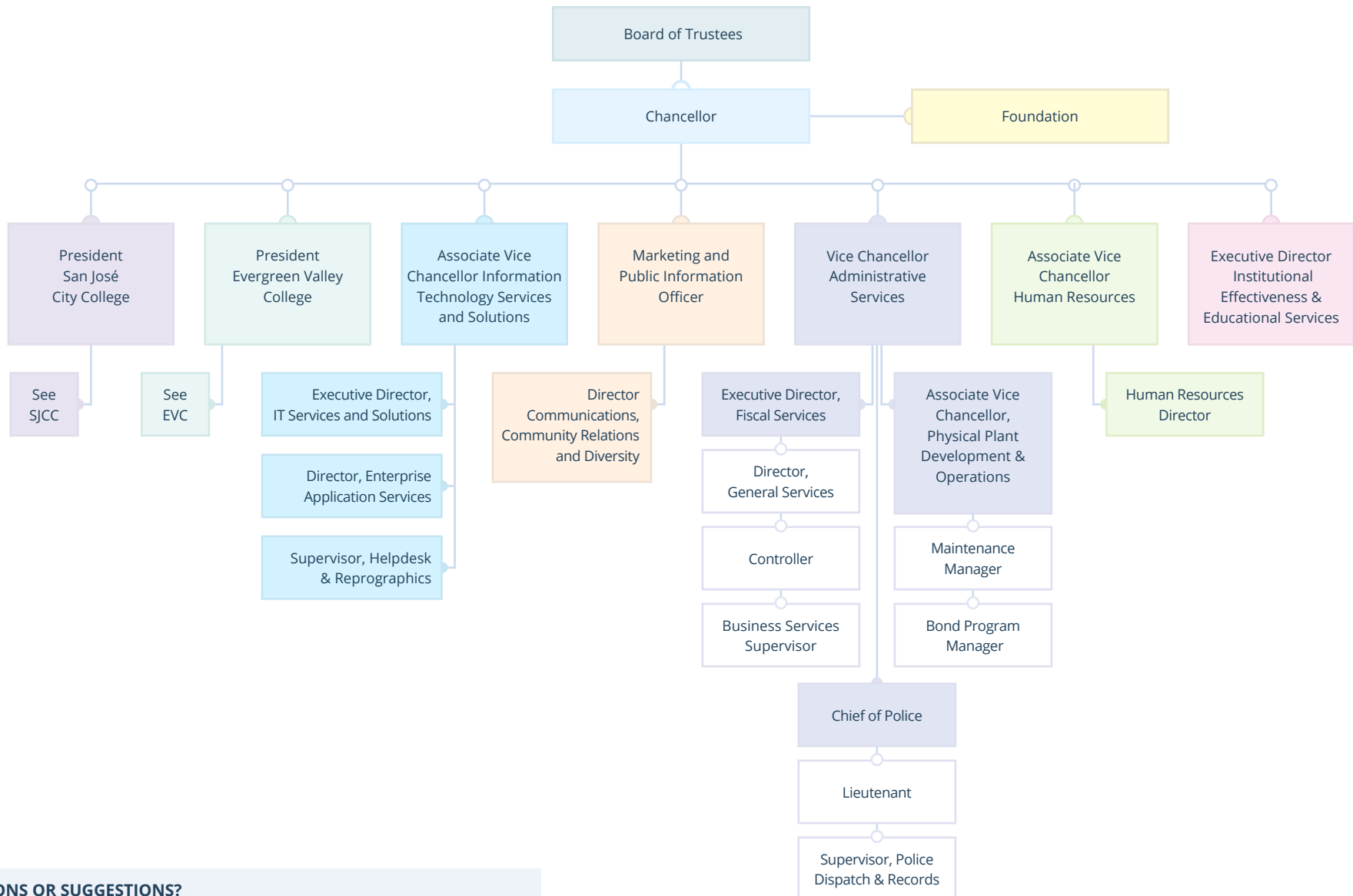
**AS OF OCTOBER 2023. MAINTAINED BY HUMAN RESOURCES AND UPDATED TWICE A YEAR.**

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# DISTRICT OFFICE ORGANIZATIONAL CHARTS

## SAN JOSÉ – EVERGREEN COMMUNITY COLLEGE DISTRICT

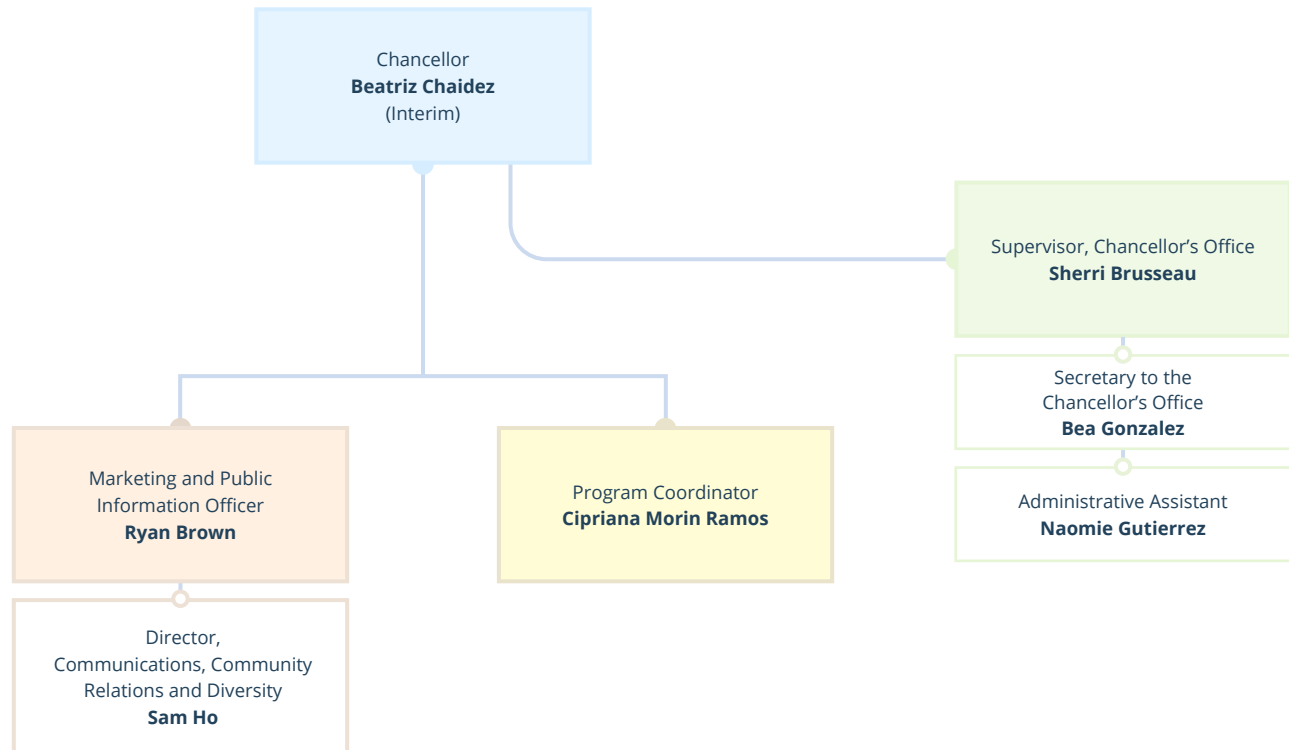


### ► QUESTIONS OR SUGGESTIONS?

Please send an email to [jess@sjeccd.edu](mailto:jess@sjeccd.edu) with the subject line "Handbook."

# DISTRICT OFFICE ORGANIZATIONAL CHARTS

## CHANCELLOR'S OFFICE (FTE 8.0)



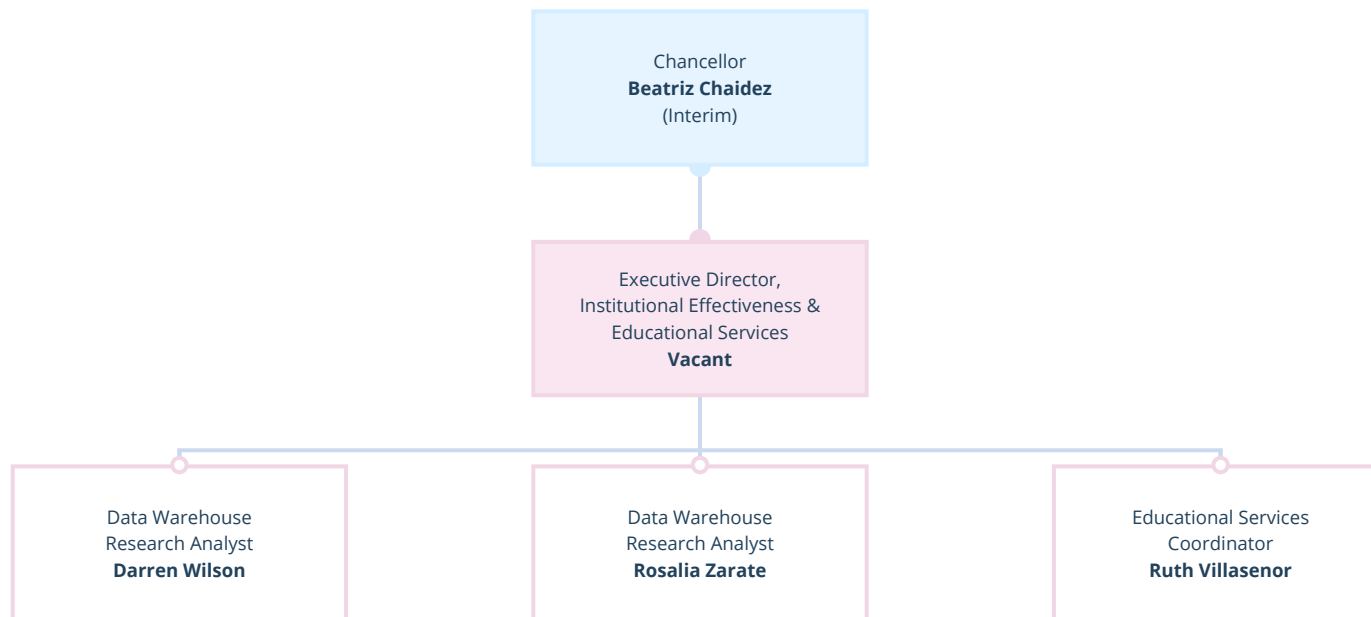
### ► QUESTIONS OR SUGGESTIONS?

Please send an email to [iess@sjeccd.edu](mailto:iess@sjeccd.edu) with the subject line "Handbook."



# DISTRICT OFFICE ORGANIZATIONAL CHARTS

## INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS (FTE 4.0)

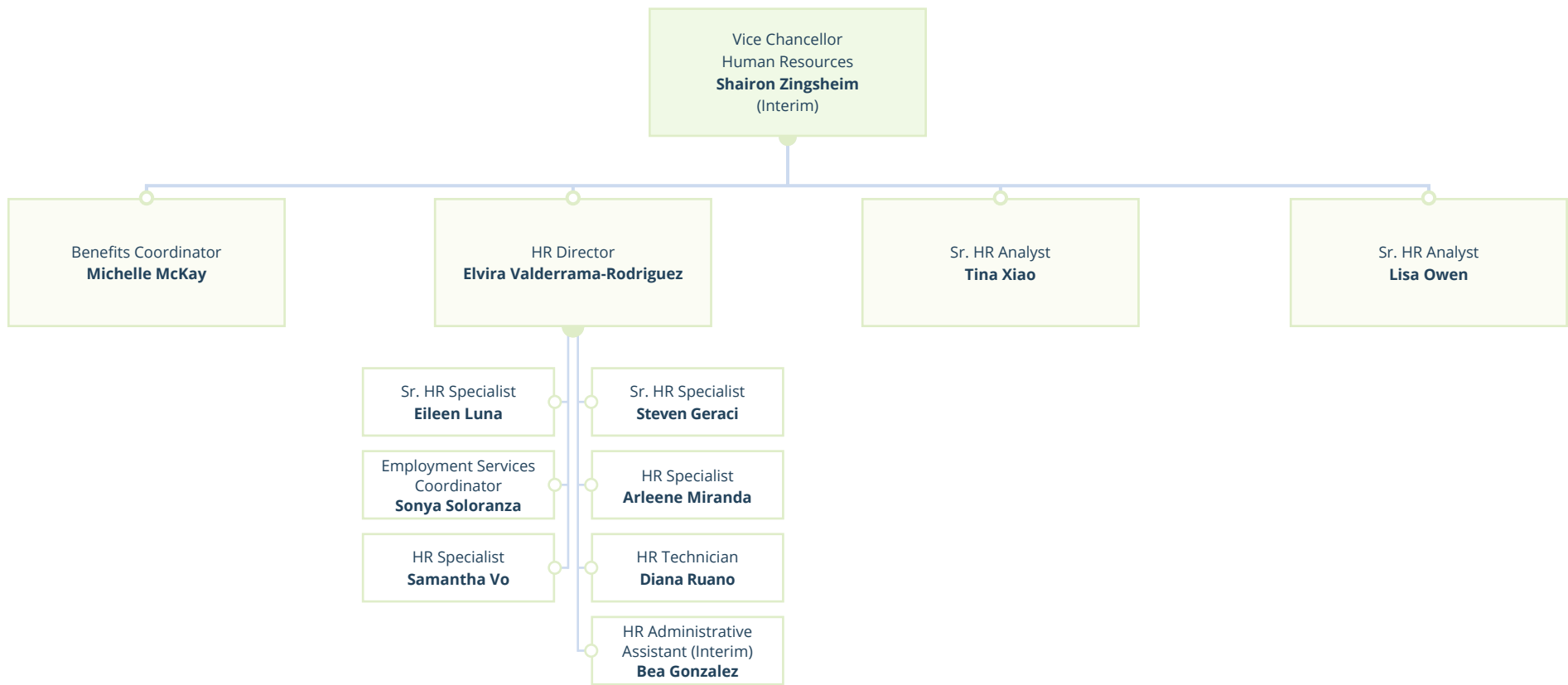


### ► QUESTIONS OR SUGGESTIONS?

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# DISTRICT OFFICE ORGANIZATIONAL CHARTS

## HUMAN RESOURCES (FTE 12.0)



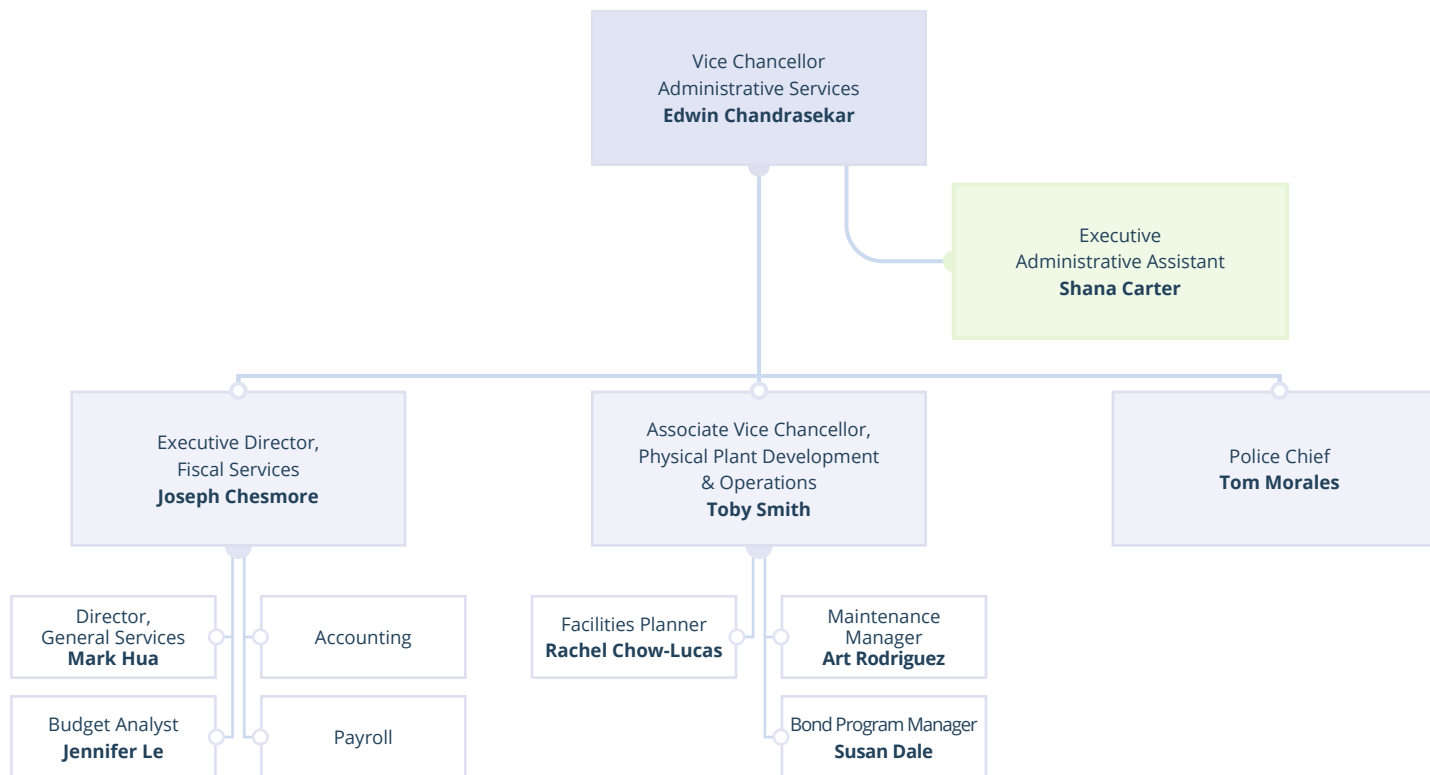
### ► QUESTIONS OR SUGGESTIONS?

Please send an email to [iess@sjeccd.edu](mailto:iess@sjeccd.edu) with the subject line "Handbook."



# DISTRICT OFFICE ORGANIZATIONAL CHARTS

## ADMINISTRATIVE SERVICES

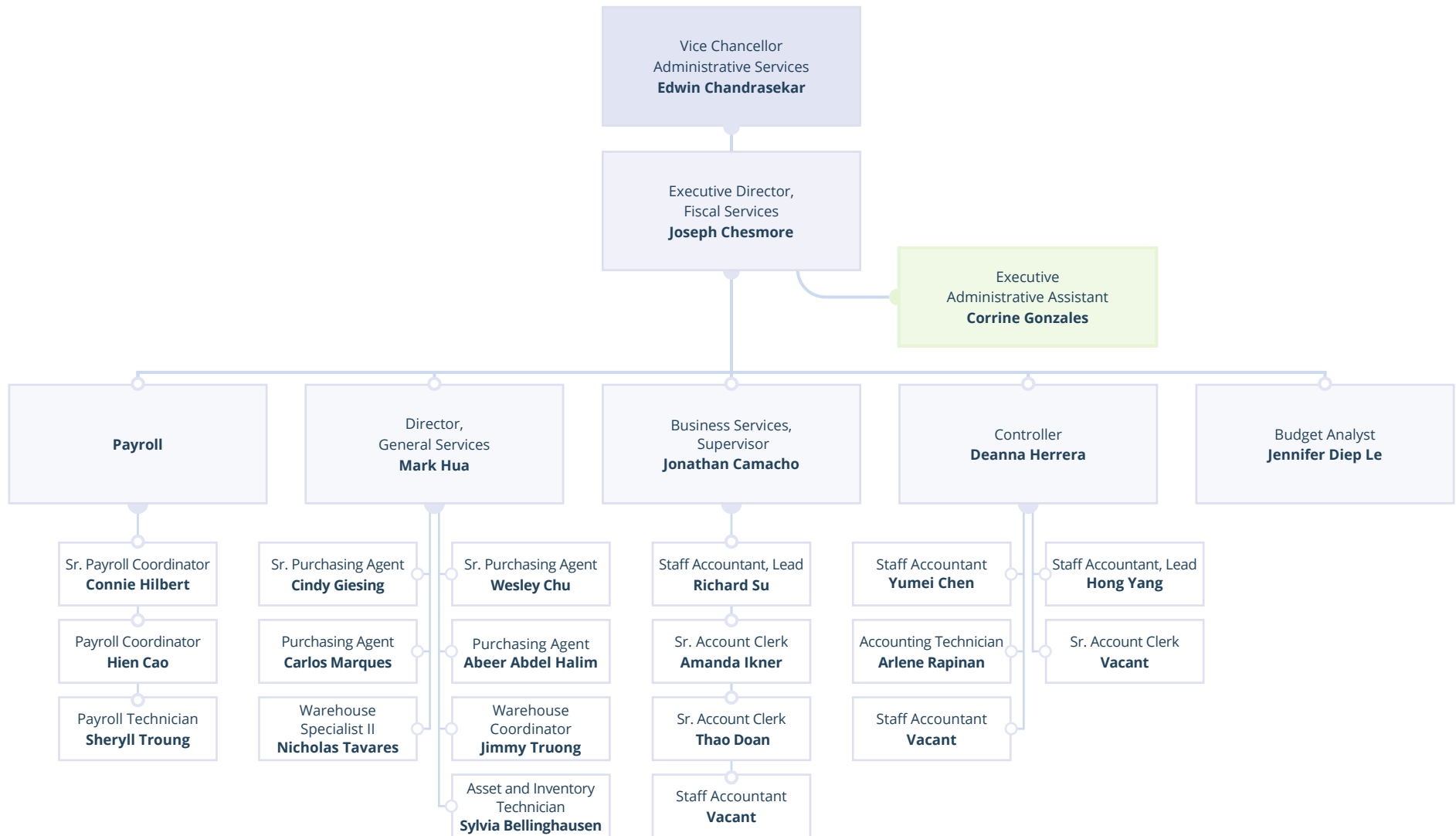


### ► QUESTIONS OR SUGGESTIONS?

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# DISTRICT OFFICE ORGANIZATIONAL CHARTS

## FISCAL SERVICES (FTE 24.0)

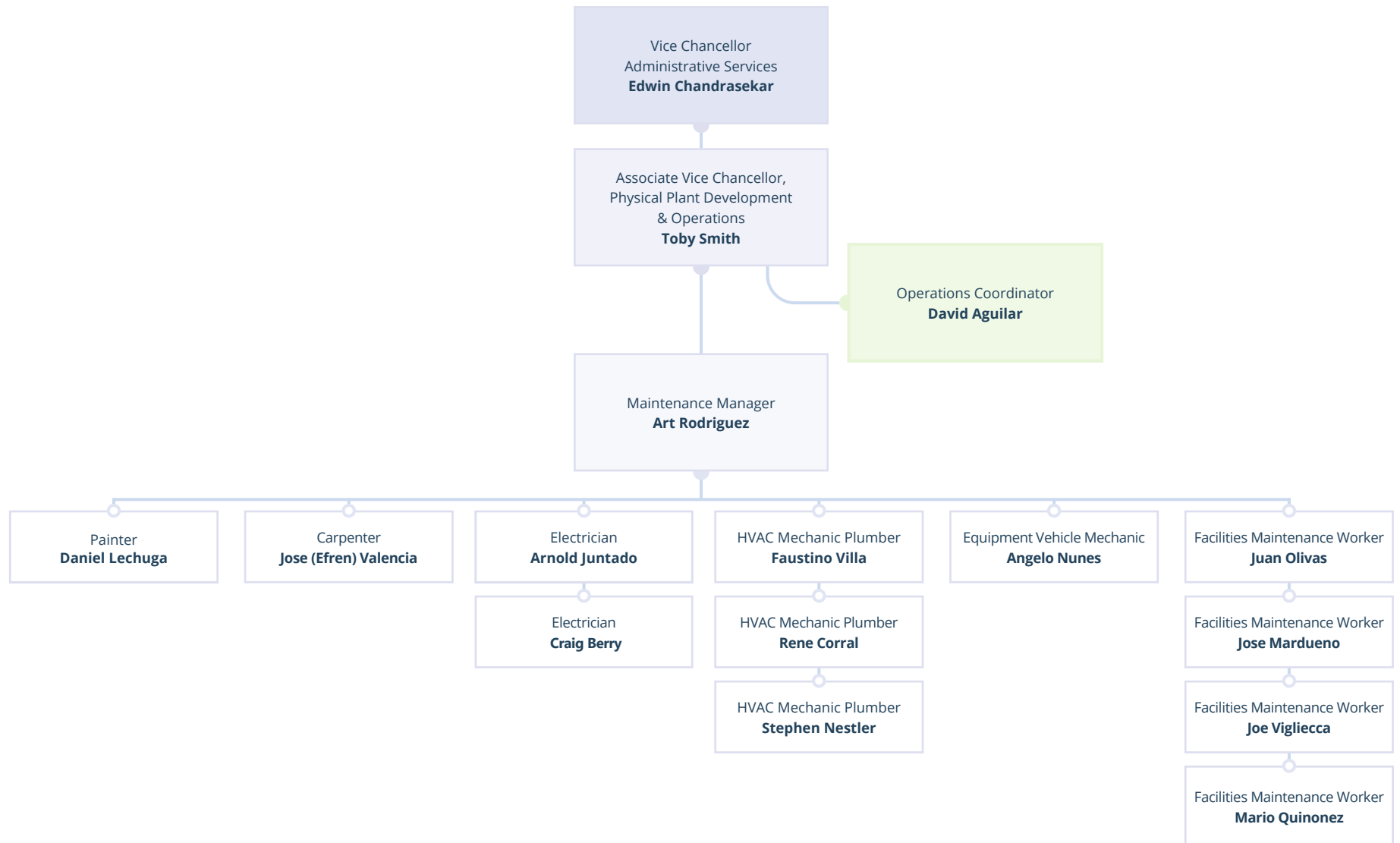


### ► QUESTIONS OR SUGGESTIONS?

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# DISTRICT OFFICE ORGANIZATIONAL CHARTS

## MAINTENANCE DEPARTMENT (FTE 15.0)



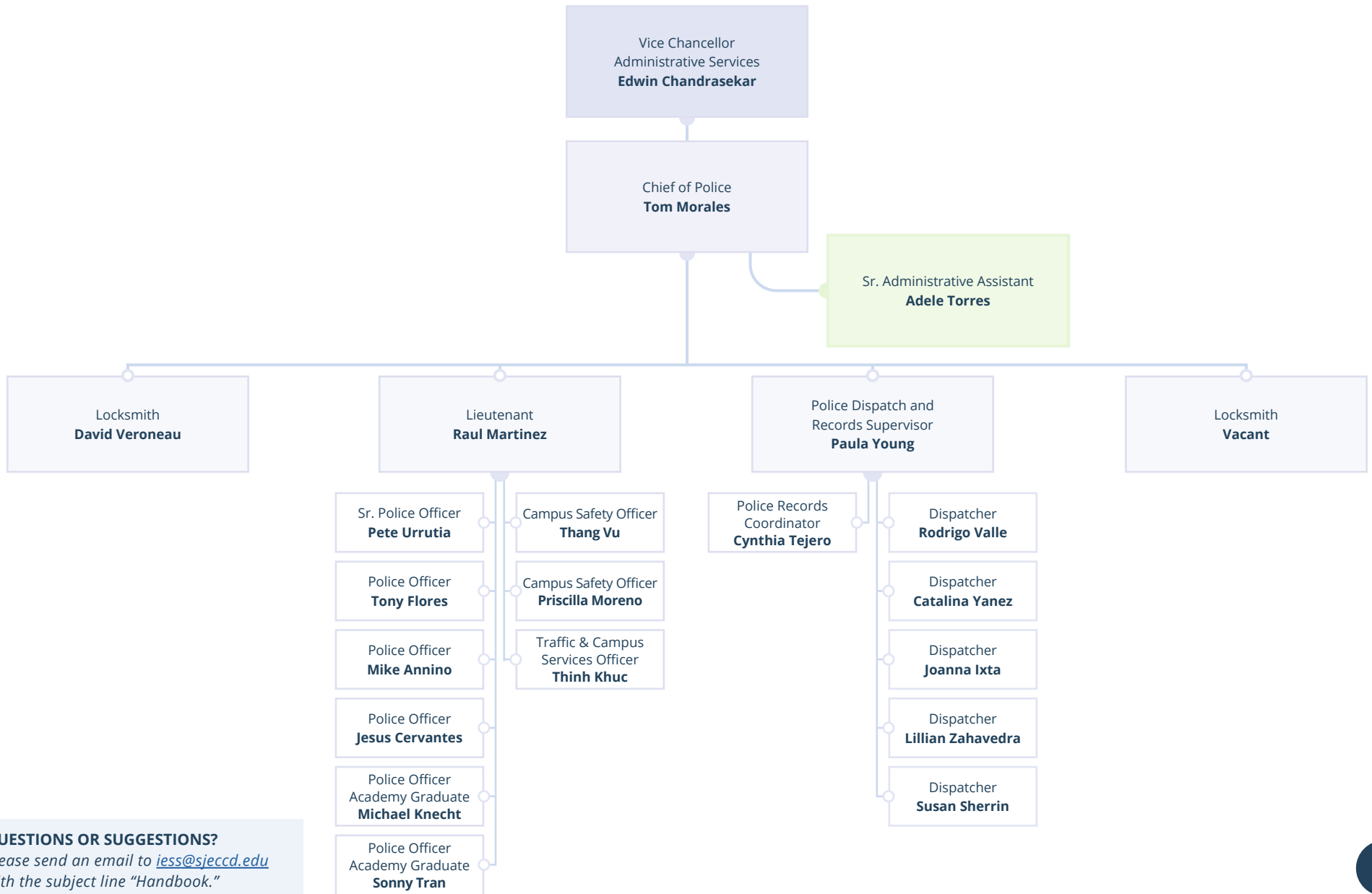
### ► QUESTIONS OR SUGGESTIONS?

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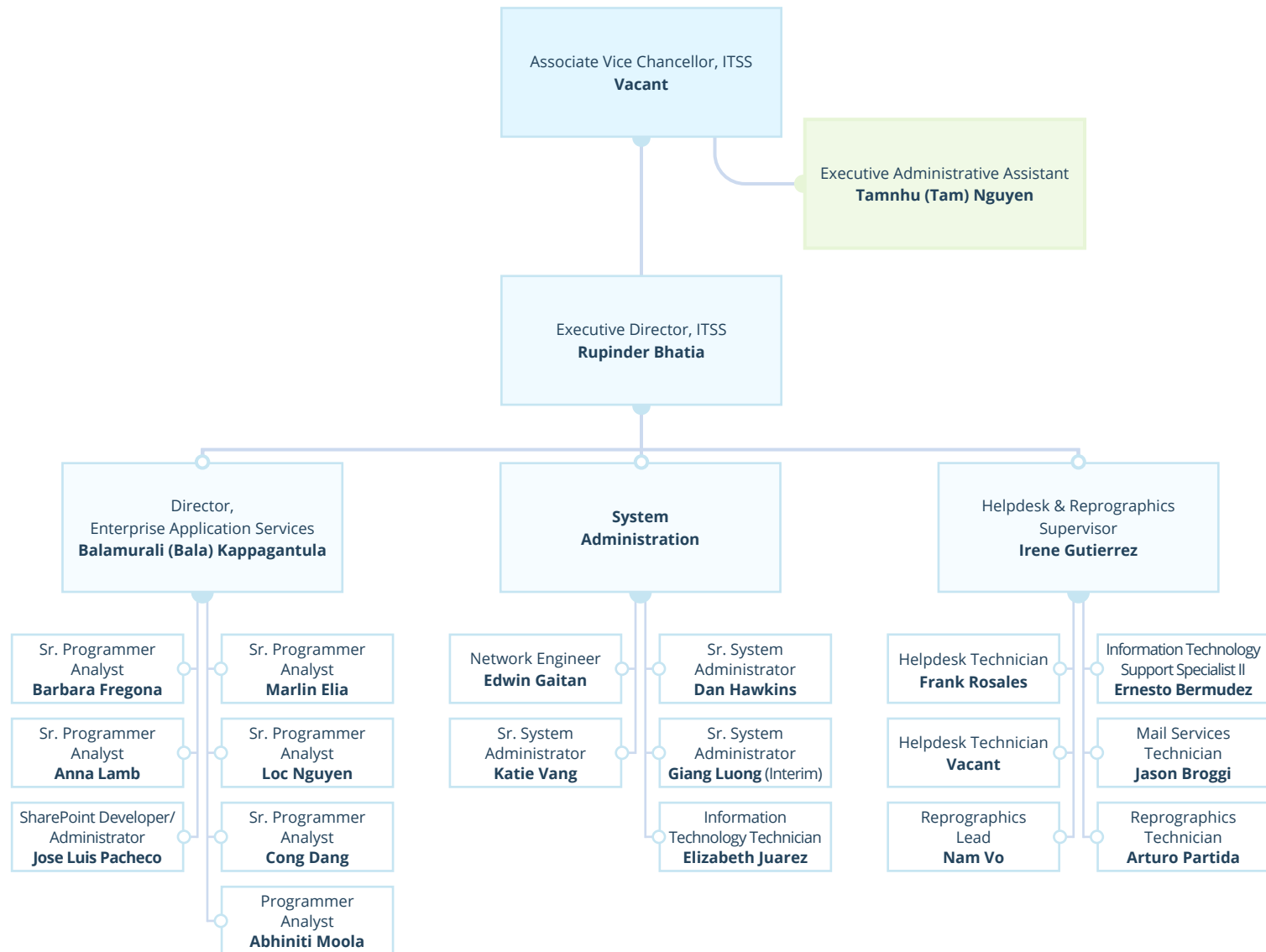
# DISTRICT OFFICE ORGANIZATIONAL CHARTS

## POLICE DEPARTMENT (FTE 21.0)



# DISTRICT OFFICE ORGANIZATIONAL CHARTS

## INFORMATION TECHNOLOGY SUPPORT SERVICES (23.0 FTE)



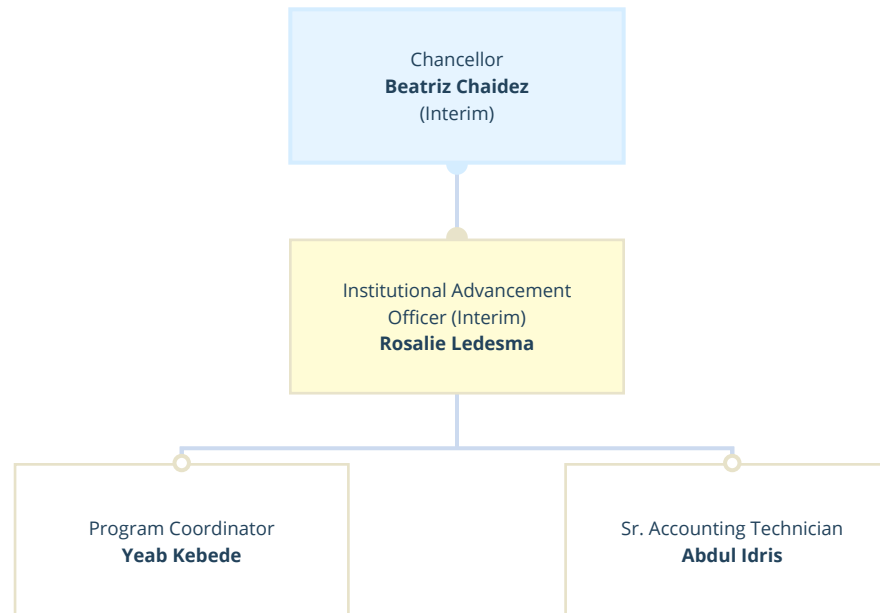
### ► QUESTIONS OR SUGGESTIONS?

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# DISTRICT OFFICE ORGANIZATIONAL CHARTS

## FOUNDATION

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### ► QUESTIONS OR SUGGESTIONS?

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# DISTRICT SHARED GOVERNANCE COMMITTEES

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## DISTRICT SHARED GOVERNANCE COMMITTEES

The Board of Trustees of the San José – Evergreen Community College District is committed to collegial governance. In accordance with Title 5, Sections 51023.7, 51023.5, and 53200-53204, and the mission of San José – Evergreen Community College District: the District shall adopt policies for the appropriate delegation of authority and responsibility to the Academic Senates, and provide students and classified staff with an opportunity to participate in the formulation and development of policies and procedures that have or will have a significant effect on students and staff.

Board Policy 2510 was adopted with the intent of ensuring that faculty, students, and classified staff have the right to participate effectively in the governance of the District. The policy also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards. This policy also does not limit other rights and responsibilities of management and the Board as specifically provided in existing state and other regulations

The major District participatory governance councils and committee groups:

- District Council
- District Budget Committee
- District Institutional Effectiveness Committee
- District Technology Planning Committee

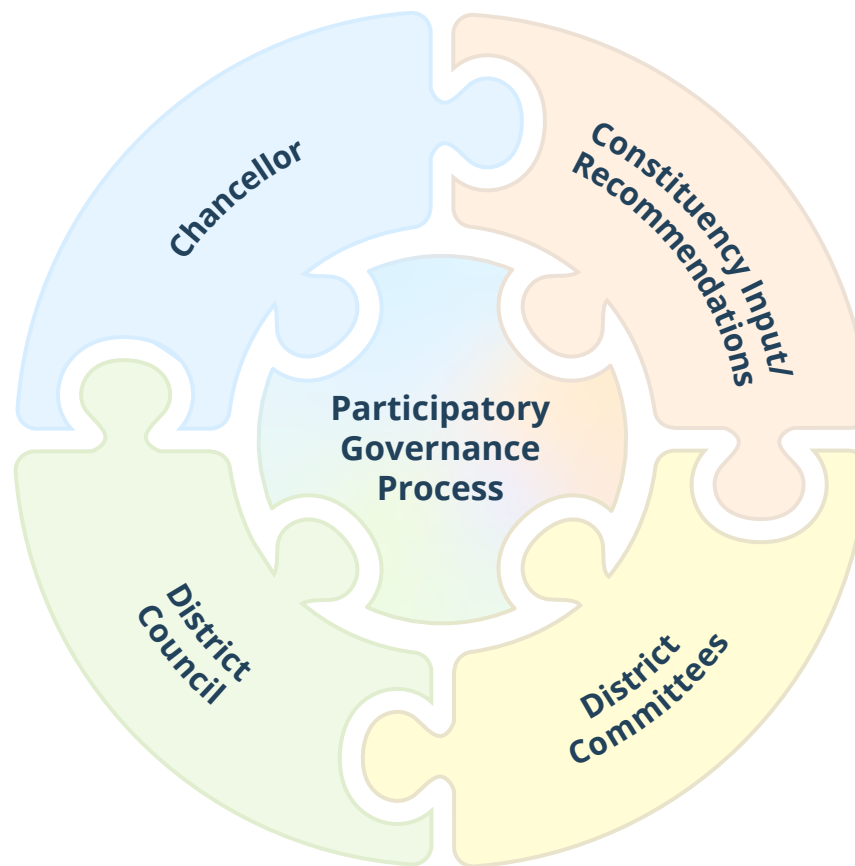
Other committees and workgroups may function under the auspices of the Vice Chancellor, Associate Vice Chancellors, and Executive Directors in order to carry out specific functions.



## HOW DISTRICT SHARED GOVERNANCE COMMITTEES WORK

There are four district shared governance committees: District Council (DC), District Budget Committee (DBC), District Institutional Effectiveness Committee (DIEC), and District Technology Planning Committee (DTPC). Constituency group members are appointed to these committees to represent their constituency's voice on committee business as well as to communicate the work of the committee back to their constituency group. Committees make recommendations to the committee chairs.

DBC, DIEC, and DTPC report to the District Council. Committee Chairs report committee actions at the DC meeting, allowing for transparency and accountability. This is also another opportunity for constituency groups to provide additional feedback to committee chairs.



District Committees are not Brown Act Committees and are therefore not subject to Brown Act requirements.



## DISTRICT COUNCIL COMMITTEE CHARGE

### DISTRICT SHARED GOVERNANCE COMMITTEES

The District Council is the primary participatory governance advisory committee to provide the Chancellor with input and advice in addressing the Strategic Priorities and Board Ends Policies. It is distinguished as a council to reflect its overall responsibility for coordinating District-wide planning, including coordination, input, and review of District policies and procedures and District-wide committees. The council must have direct representation from the other District advisory committees in order to ensure appropriate linkages with the other planning processes within the District. Members of the Council will be responsible for bringing information back to their constituent groups. This permits a constant flow of information between the colleges and the District Office, and across all planning activities of the various entities and constituency groups.

The duties of the council shall include the following:

- Articulate a vision of the future for the District, reflective of its mission.
- Develop a set of long-range goals for the District through a collaborative process involving all segments of the District.
- Collect, analyze, maintain, and disseminate institutional planning data.
- Develop planning assumptions and priorities to advance the strategic priorities and Board Ends Policies.
- Coordinate implementation of District planning priorities through District-wide committees.
- Coordinate the review of all proposals for Board Policies and Administrative Procedures changes to ensure that all appropriate constituencies have had adequate opportunity to review and comment on the proposed changes.
- Provide recommendations and information that reflects the views of their respective College Councils and constituent groups.
- Accept responsibility for taking information back to the colleges and their respective groups for discussion, revision, and input.
- Create standing committees and task forces when needed.

#### MEETING DAY AND TIME (SUBJECT TO CHANGE)

3<sup>rd</sup> or 4<sup>th</sup> Thursday of the month  
3:30 p.m. - 5:00 p.m.

9/28, 10/26, 11/30, 12/14/2023  
2/1, 2/29, 3/21, 4/25, 5/15/2024

#### MEMBERSHIP COMPOSITION (27)

##### VOTING MEMBERS (26)

**Chair: Chancellor (1)**

**Non-voting**

**Full-time Faculty (7)**

2 appointed by each College Academic Senate; 1 District Academic Senate, 2 appointed by AFT 6157

**Classified Representatives (8)**

4 appointed by CSEA, Chapter 363 and 2 each appointed by College Classified Senates

**Students (2)**

1 per campus

**MSCC Representatives (2)**

**College Council Representatives (2)**

1 from each College

**District Representatives (3)**

1 Vice Chancellor Administrative Services, 1 AVC ITSS,  
1 VC Human Resources

#### ► QUESTIONS OR SUGGESTIONS?

Please send an email to [less@sjeccd.edu](mailto:less@sjeccd.edu) with the subject line "Handbook."

## DISTRICT BUDGET COMMITTEE CHARGE

### DISTRICT SHARED GOVERNANCE COMMITTEES

The District Budget Committee (DBC) serves as a Chancellor's advisory committee and is also advisory to the District Council (DC) on fiscal matters pertaining to the District planning process. It has the responsibility for coordinating budget planning in a manner that assists the District in maximizing its fiscal resources in the pursuit of the District's mission.

The committee's responsibilities include, but are not limited to:

- Establish an annual budget planning calendar;
- Review State budget actions by the Governor, Legislature, and the State agencies, and propose, when appropriate, institutional positions on funding issues for consideration by the DC and the Chancellor to convey to the State during annual budget development;
- Recommend District fiscal priorities;
- Review and recommend District procedures for the distribution of funds between the campuses, District Office, and other District operations;
- Inform the District community on overall budget matters, including the identification of key indicators of the District's economic health;
- Evaluate the fiscal impact of proposed institutional plans and other policy-level actions;
- Review college initiatives when they have a significant impact on the District as a whole;
- Identify patterns of change in the District's operating environment that may have a significant impact on budget planning or fiscal operations;
- Identify potential areas for analysis on cost savings or effective use of resources;
- Participate in the design and implementation of plans for acquiring additional District resources;
- Advise the Chancellor and the DC in fiscal matters affecting the District as a whole; inform the District community of any such matters.

#### MEETING DAY AND TIME (SUBJECT TO CHANGE)

3<sup>rd</sup> or 4<sup>th</sup> Thursday of the month  
1:30 p.m. - 3:00 p.m.

9/28, 10/26, 11/16, 12/14/2023  
2/1, 2/29, 3/21, 4/25, 5/16/2024

#### MEMBERSHIP COMPOSITION (24)

##### VOTING MEMBERS (23)

**Chair: Vice Chancellor, Administrative Services (1)**

**Non-voting**

##### **Classified Representatives (8)**

4 appointed by CSEA, Chapter 363 and 2 from each location appointed by Classified Senate

##### **Faculty (7)**

2 appointments from each campus' Academic Senate of which one will be the District Academic Senate President and an additional Academic Senate members and two appointed by AFT 6157

##### **MSCC (2)**

Appointed by MSCC

##### **Business Officers (4)**

Business officer from each location

##### **Students (2)**

1 per campus

#### ► QUESTIONS OR SUGGESTIONS?

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## DISTRICT INSTITUTIONAL EFFECTIVENESS COMMITTEE CHARGE

### DISTRICT SHARED GOVERNANCE COMMITTEES

**Purpose/Functions:** The District Institutional Effectiveness Committee is a standing committee of the District Council that fulfills an advisory, monitoring and coordinating role regarding matters related to institutional effectiveness and data governance. The committee is to promote a culture of evidence and inquiry, in which relevant research and accurate data is developed and reviewed for District-level planning, research and institutional effectiveness purposes.

Functions include but are not limited to:

#### Planning:

- Provide advisory review of indicators or outcome measures used for District-wide planning and allocation purposes.
- Review District-wide planning and evaluation processes (District Program Review, District Committee Self Evaluation) and monitor annual progress.

#### Data Governance:

- Provide advisory guidance on the development of data governance policies, procedures, and guidance that support data integrity, security, and user adoption.

#### Research:

- Provide advisory review of the District-wide research agenda that reflects the most critical needs of the District.
- Review and provide guidance on internal and external requests for research including Institutional Review Board (IRB).

#### Institutional Effectiveness:

- Review accreditation eligibility, accreditation standards and Commission facilitated through the District Office in support of the Colleges.
- Provide advisory review of the District-wide Survey Management Policy to be implemented by IESS and the Colleges resulting in evidence-based decision making, decreased survey fatigue, increased data quality and security, and alignment with institutional priorities.

#### MEETING DAY AND TIME (SUBJECT TO CHANGE)

3<sup>rd</sup> or 4<sup>th</sup> Tuesday of the month  
3:30 p.m. - 4:30 p.m.

9/26, 10/24, 11/28, 12/19/2023  
2/27, 3/19, 4/23/2024

#### MEMBERSHIP COMPOSITION (15)

##### VOTING MEMBERS

**Chair: Executive Director of Institutional Effectiveness and Educational Services at SJECCD (1)**

##### MSCC (2)

Appointed by MSCC

##### Faculty (3)

Appointed by each Academic Senate (SJCC, EVC, and District)

##### Classified Representatives (2)

1 each appointed Classified Senate and CSEA

##### Chairs/Representatives from each College Institutional Effectiveness (IE) Committees (2)

##### Dean of Research, Planning and Institutional Effectiveness, or representative (2)

##### Representatives from each College Admissions and Records Office (2)

##### ITSS Colleague Representative (1)

#### ► QUESTIONS OR SUGGESTIONS?

Please send an email to [iess@sjeccd.edu](mailto:iess@sjeccd.edu) with the subject line "Handbook."



## DISTRICT TECHNOLOGY PLANNING COMMITTEE CHARGE

### DISTRICT SHARED GOVERNANCE COMMITTEES

The District Technology Planning Group provides advisory guidance to ensure that the District Technology Plan is in alignment with the District Strategic Goals and College Technology Plans.

1. Review the District Technology Plan and provide advisory guidance to ensure that it is in alignment with the District Strategic Goals and College Technology Plans.
2. Provide advisory guidance to prioritize District-wide technology projects that are directly related to the Technology Plan Strategic Initiatives.
3. Provide advisory review of District Technology Plan Progress Reports.
4. Provide advisory guidance for technology project and planning issues as requested.

#### MEETING DAY AND TIME (SUBJECT TO CHANGE)

2<sup>nd</sup> Thursday of the month  
3:00 p.m. - 4:30 p.m.

9/14, 10/12, 11/19, 12/14/2023  
2/8, 3/14, 4/11, 5/9/2024

#### MEMBERSHIP COMPOSITION (16)

Members have significant working knowledge of College and District functions that rely upon information technology resources, services and support.

#### VOTING MEMBERS

**Chair: Associate Vice Chancellor, Information Technology (1)**

**IT Managers (3)**

From DO, EVC and SJCC

**College Technology Committee Chair or Designee (2)**

From EVC and SJCC

**College Technology Committee Members (2)**

From EVC and SJCC

**Faculty Representatives (2)**

From EVC and SJCC

**Student Representatives (2)**

From EVC and SJCC

**Classified Representatives (2)**

**Manager/Supervisor/Confidential Representatives (2)**

#### ► QUESTIONS OR SUGGESTIONS?

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# **CITIZENS' BOND OVERSIGHT COMMITTEE**

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## CITIZENS' BOND OVERSIGHT COMMITTEE

### MEASURES G AND X

The Citizens' Bond Oversight Committee (CBOC) is responsible for reviewing expenditures related to the District's \$748 million general obligation bond (Measure X) approved by voters in November 2016, \$268 million general obligation bond (Measure G-2010) approved by voters in November 2010, and \$185 million general obligation bond (Measure G-2004) approved by voters in November 2004.

Proposition 39, which governs the District's general obligation bonds, requires the establishment of a citizens' oversight committee.

A strong effort has been made to ensure that the membership of the Citizens' Bond Oversight Committee reflects the diversity of the communities and the region served by the District. The District continues to seek candidates to fill the required categories and ensure there are no vacancies on the CBOC.

The Committee's duties include:

- **Inform the public:** The Committee shall inform the public concerning the District's expenditure of bond proceeds.
- **Review expenditures:** The Committee shall review expenditure reports produced by the District.
- **Annual report:** The Committee shall present to the Board, in public session, an annual written report.

For a member of the public to be eligible for appointment to the Committee, the individual must be at least 18 years of age. Members may not include any employee; officials of the District; or any vendor, contractor, or consultant of the District. Interested applicants must submit an application and, if recommended, are forwarded to the Board of Trustee for appointment. Each Committee member is eligible to serve up to three two-year terms.

The Committee is required to meet once per year; however, the SJECCD Citizens' Bond Oversight Committee generally meets four times per year. Its members receive no compensation for their work on this Committee.

### MEMBERSHIP COMPOSITION (7)

The Committee is made up of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit.

#### **Student Representative (1)**

Enrolled and active in a community college support group, such as student government

#### **Business Organization Representative (1)**

Active in a business organization representing the business community located in the District

#### **Senior Citizens' Organization Representative (1)**

Active in a senior citizens' organization

#### **Bona-fide Taxpayers Association Representative (1)**

Active in a bona-fide taxpayers association

#### **Community at-large Representatives (3)**

#### ► QUESTIONS OR SUGGESTIONS?

Please send an email to [jeess@sjeccd.edu](mailto:jeess@sjeccd.edu) with the subject line "Handbook."



SAN JOSÉ · EVERGREEN  
Community College District

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# RETIREMENT BOARD OF AUTHORITY

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## RETIREMENT BOARD OF AUTHORITY

The San José – Evergreen Community College District Retirement Board consists of nine members appointed by the Board of Trustees to govern the District's compliance plan relating to Governmental Accounting Standards Board (GASB) Statements 43 & 45. These statements recommend reporting and funding guidelines for Other Post-Employment Benefits (OPEB) (i.e., retiree medical, dental and other welfare plans provided to eligible employees and retirees). According to a GASB 43 & 45 actuarial report completed in November 2007, the District had an annual accrued OPEB liability on June 30, 2007 of \$47,719,500. Of this amount, \$37.2 million represented the estimated liability for current retirees' welfare benefits and \$10.5 million represented the estimated liability for active employees not yet retired who are eligible for welfare benefits.

The Retirement Board's first official meeting was conducted on February 7, 2008. The Board approved a plan to be compliant with GASB 43 & 45 compliance guidelines, including establishment of an irrevocable trust from which OPEB liabilities are to be paid. The Board appointed a GASB 43 & 45 advisor, a trust company and an investment manager as part of the compliance plan. It also established a formal investment policy and reviews the performance of the trust company, which in turn monitors the performance of the investment manager in achieving the goals reflected in the investment policy.

All Retirement Board meetings are subject to the requirements of the Brown Act.

### MEMBERSHIP COMPOSITION (9)

**Vice Chancellor, Human Resources**

**Executive Director, Fiscal Services**

**Vice Chancellor, Administrative Services**

**Faculty and Member of AFT 6157**

**Faculty and President of AFT 6157**

**Retired Faculty and Member of AFT 6157**

**Classified Representative and Member  
of CSEA, Chapter 363**

**Classified Representative and Member  
of CSEA, Chapter 363**

**Retired Staff and Former Member of CSEA, Chapter 363**

### ALTERNATES

**Faculty and Member of AFT 6157**

**Classified Representative and Member  
of CSEA, Chapter 363**





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