DATE: August 4, 2010

TO: Audit Committee

FROM: Dr. Don Q. Griffin, Chancellor

SUBJECT: POLICY MANUAL
Notice of Intention to Amend the SFCCD Policy Manual By Adding Board Policy BP 3151 – DISCLOSURE OF CAMPAIGN CONTRIBUTION BY AFFECTED ADMINISTRATOR (Resolution No. 100804-PXXX)

BACKGROUND INFORMATION:
The Board of Trustees continues to adopt revisions to its Policy Manual. Chapter 3, titled “General Institution,” which has yet to be adopted by the Board, contains a policy related to the Chancellor’s responsibilities for recommending the administrative and organizational structure necessary to meet the mission and goals of the District.

SHARED GOVERNANCE REVIEW:
Yes _____; No ___; If yes, which committee: __________________________
Date of Review: ____________________________
(A negative response indicates that a review is not necessary.)

RECOMMENDATION:
The Board review and provide direction to staff regarding the proposed amendments to the District policy manual.

RESOLVED: That the San Francisco Community College District Policy Manual be amended by adding the following:

BP 3151 DISCLOSURE OF CAMPAIGN CONTRIBUTION BY AFFECTED ADMINISTRATOR

Any resolution before the Board of Trustees appointing any employee as an administrator or recommending change in appointment, title, or increase in compensation or benefits of any administrator shall disclose (1) any individual monetary or in-kind contributions by that employee to any campaign committee controlled by any and all sitting members of the Board of Trustees during his or
her last election cycle and (2) the amount of each of employee’s monetary or in-kind contribution(s).

This Policy includes sitting administrators appointed to serve any subsequent term as an administrator.

Originators:

Steve Ngo