

Meeting of San Bernardino Community College District
Policy Committee Meeting Agenda
SBCCD Board Room
June 22, 2017, 10:00 a.m.

Board Members: Donna Ferracone (Chair), Donald Singer, Gloria Harrison

1. **Call to Order**

2. **Approval of Minutes**
3/23/17

3. **Old Business**
 - a. **AP/BP 2735**
 - b. **BP 2200**
 - c. **AP/BP 2410**
 - d. **AP/BP 2510**
 - e. **Certificate Policy**
 - f. **Vacation Policy**

4. **New Business**
 - a. **None**

5. **Public Comments**

6. **Adjourn**

Meeting of San Bernardino Community College District
Policy Committee Meeting Minutes
March 23, 2017, 9:30 a.m. – 10:30 a.m.

Board Members: Donna Ferracone (Chair), Donald Singer, Gloria Harrison

1. **Call to Order**

Meeting was called to order at 9:30am

2. **Old Business**

- a. **BP 7310** - going to Board 1st reading in April
- b. **AP/BP 2735** – no action
- c. **Vacation Policy** – We encourage out employees to take their earned vacation. Procedures to be request payout prior to March 31. Donna will write in the language and share with the committee.

3. **New Business**

a. **Discussion and Review of Board Policies & Procedures**

- i. **BP 2200** – hold for discussion at the Board Retreat 5/30/17-5/31/17
- ii. **AP 2410** – Move the AP forward as submitted. Add language to line 25 of the BP (after checking with Andrea for legal opinion).
- iii. **AP/BP 2510** -
- iv. **Certificate Policy** – no policy. Certificates to be used for internal awards (i.e. longevity, outstanding classified, applause) and when appropriate to our partners. To be signed by Board president.

4. **Adjourn**

Meeting adjourned at 10:30am



Current Status: Active

PolicyStat ID: 2812299



Origination: 01/2001
Last Approved: 11/2014
Last Revised: 11/2014
Next Review: 08/2017
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

BP 2735 Board Member Travel

(Replaces current SBCCD BP 2250)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Board member travel requests shall be made in accordance with the District's travel request and approval processes.

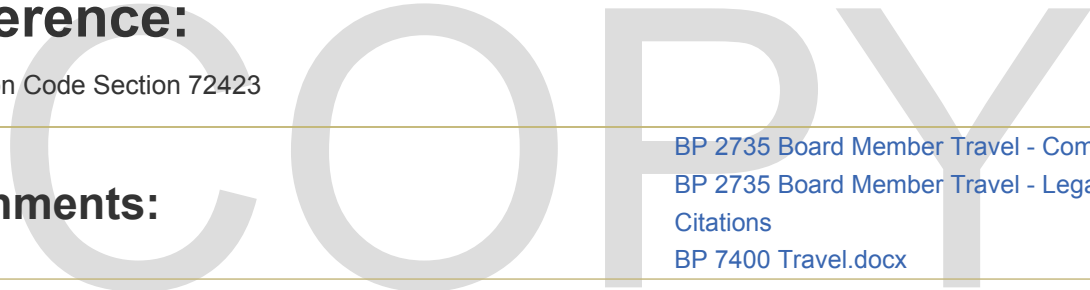
Also see BP/AP 7400 titled Travel

Reference:

Education Code Section 72423

Attachments:

- [BP 2735 Board Member Travel - Comments](#)
- [BP 2735 Board Member Travel - Legal Citations](#)
- [BP 7400 Travel.docx](#)





Origination: 01/2008
Last Approved: 10/2014
Last Revised: 10/2014
Next Review: 08/2017
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

AP 2735 Board Member Travel

(Replaces current SBCCD AP 2250)

A. Definition

Travel includes attendance at workshops, seminars, conventions, or other meetings of interest to the District.

B. Approval

Any travel, which involves reimbursable expenses in excess of \$1,000, and all travel outside of California shall be approved by the Board prior to the onset of the travel. The Board President or other Board member as designated must approve travel within the state with reimbursable expenses less than \$1,000. The Board President or designee shall sign all travel requests. The Board must ratify any exception.

C. General Reimbursement

Board members shall be reimbursed for actual and necessary expenses incurred in attending meetings and conferences, and while performing services approved by or directed by the Board. The allocation for Board travel will be determined during the budget planning process and will be approved in the annual budget.

D. Meals and Incidentals

Maximum reimbursement shall be based upon flat-rate daily per diem rates for the Los Angeles-Orange County area as established by the U.S. General Services Administration (www.gsa.gov/perdiem). The applicable GSA daily per diem rates shall apply for full days of travel. For first and last days of travel, 75% of the applicable GSA daily per diem rates will apply. The rates shall be updated in accordance with GSA per diem adjustments, which normally occur annually. Reimbursement shall be based upon actual and necessary meal costs, including tax and gratuity. A maximum acceptable gratuity is 20% of allowable meal expenses and taxes. Itemized receipts are required.

E. Lodging

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

F. Transportation

Private or other mode of transportation shall not exceed the lowest of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized on claim forms.

G. Registration

Registration fees are authorized.

H. **Conference Fees**

Conference fees for specific events shall be reimbursed, except cost of conference sponsored or unsponsored activities, which are essentially entertainment, or non business shall not be reimbursed.

I. **Travel Claims**

1. Whenever travel is properly authorized and costs are incurred, a claim may be filed using a standard Purchase Requisition and Travel Claim Form, which shows in detail all expenditures, incurred. Invoices or proof of payment (receipts) shall be attached to the claim for all expenditures except mileage.
2. The claimant shall certify by signature that all amounts claimed were actual and necessary. The Chancellor, or his/her designee, shall be required to review and approve each travel claim. Claims shall be filed within thirty (30) days after return from travel.

J. **Travel Advances**

1. A travel advance must be requested on the Travel Claim Form and requires approval by the Chancellor or his/her designee. A travel advance shall not exceed 80% of the anticipated expense unless conference literature, travel reservations, and hotel brochures are submitted which indicate actual cost, in which case a request for 100% will be considered.
2. All advances must be followed by a resubmission of the Travel Claim Form within thirty (30) days after completion of travel whether or not the claim exceeds the advance. An advance made shall be deducted from the subsequent travel claim. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess amount within the thirty (30) days prescribed above.

K. **Porterage**

Reasonable portorage or baggage handling costs is allowed.

L. **Out-of-State Travel**

All out-of-state travel shall receive prior authorization by the Board. The request shall be accompanied by a complete explanation of the college business purpose to be served.

Reference:

Education Code Section 72423

Attachments:

[AP 2735 Board Member Travel - Comments](#)
[AP 2735 Board Member Travel - Legal Citations](#)
[AP 7400 Travel.docx](#)



Origination: 01/2001
Last Approved: 01/2016
Last Revised: 01/2016
Next Review: 6 years after approval
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

BP 2200 Board Duties and Responsibilities

(Replaces SBCCD BP 2000 and BP 2270)

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Select, hire, and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District
- Establish, as necessary, board ad hoc and standing committees

The Board is committed to excellence and effectiveness in all the operations and entities that comprise the District. It is committed to student access, retention and success and to prudent management of all the District's resources. The Board strives for and expects informed and excellent governance and leadership from themselves and from all the key leaders of the District.

To that end, the Board has established four Board Imperatives: that are adopted by the Board each year.

- ~~I. Institutional Effectiveness~~
- ~~II. Learning Centered Institution for Student Access, Retention, and Success~~
- ~~III. Resource Management for Efficiency, Effectiveness, and Excellence~~
- ~~IV. Enhanced and Informed Governance and Leadership~~

The Board directs the Chancellor to ensure that each entity of the District develops and meets goals to ensure that the Board's Imperatives are met.

In addition, the Board of Trustees is committed to fulfilling the following duties and responsibilities:

A. General

1. Select the Chancellor of the District.

2. Approve the college calendar and determine which holidays to observe and on what days to observe them within the framework of providing the necessary number of days of instruction to qualify for state apportionment. The calendar shall be established after consultation with the District constituencies.
3. Consider communications and requests from citizens or organizations on matters of administration and policy.
4. Provide auxiliary services necessary to achieve the purposes of the community college.
5. Approve and provide such classes, programs and facilities under the provisions of the Community Service Act and the Civic Center Act as deemed appropriate.
6. Notify the Board President or Chancellor when a member shall be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as possible.
7. Evaluate annually, in writing, the Chancellor's performance using selected evaluation instruments.
8. Evaluate annually, in writing, the Board of Trustees performance using selected evaluation instruments.
9. Review, change, and approve board policies as deemed necessary.

B. Business

1. Establish policies and approve long-range master plans for facilities, and submit such plans to the Board of Governors for review and approval.
2. Determine and control the District budget and present the budget to ~~County~~appropriate authorities.
3. Consider reports of the financial condition of the District.
4. Provide for periodic audit of funds of the District as provided by law, including those of student organizations, food services, bookstores, and others handled under the supervision of the District.
5. Authorize expenditures of funds and approve payment for authorized purchases.
6. Manage and control District property.
7. Contract for the procurement of such goods and services as authorized by law.
8. Receive and administer gifts, grants, and scholarships.

C. Educational

1. Establish policies for, and approve, current and long-range educational plans and programs, and promote orderly growth and development of the colleges within the District.
2. Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors.
3. Approve courses, programs of instruction, and certificate and graduation requirements.
4. Establish ad hoc citizen advisory committees and curricular or career and technical advisory committees, and appoint, upon the recommendation of the Chancellor, the members of such committees.

D. Personnel

1. Employ and assign all personnel.
2. Establish employment practices, salaries, and benefits for all employees.

3. Serve as a Board of final appeal for employees and the public.
4. Act upon the recommendations of the Chancellor pertaining to the appointment or dismissal of District employees.

E. Students

1. Establish such student fees as authorized by law.
2. Establish rules and regulations governing student conduct.
3. Serve as a final appeal for complaints regarding administrative actions against students, employees, and citizens of the District. The Board shall serve in its appellate role for students, employees, and citizens only after a decision on the matter in contention has been made by administrative action and then upon the basis of a request for reconsideration of the matter to the Board. Appeals on grievances and discipline matters of bargaining unit members will be handled in accordance with the Collective Bargaining Agreements.

References:

ACCJC Accreditation Standard IV (formerly IV.B.1.d);
 Education Code Section 70902

Attachments:

- [BP 2200 Board Duties and Responsibilities - Comments](#)
- [BP 2200 Board Duties and Responsibilities - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 1st reading	Board Board:	pending
District Assembly 2nd reading	District Assembly District Assembly: [SN]	03/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	03/2017
Chancellor's Cabinet	District Assembly District Assembly: [SN]	03/2017
Chancellor's Cabinet	District Assembly District Assembly:	01/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet:	01/2017



Origination: 10/2010
Last Approved: 02/2017
Last Revised: 02/2017
Next Review: 02/2023
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

BP 2410 Board Policies and Administrative Procedures

(Replaces SBCCD BP 2045)

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. [\[SN1\]](#) Administrative procedures are forwarded to the Board of Trustees. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgement, be inconsistent with the Board's own policies.

Board policies and administrative procedures are to be reviewed on a six-year cycle per the schedule specified in AP 2410.

Board policies and administrative procedures shall be readily available on the District's website.

Reference:

Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)

[\[SN1\]](#)DA recommended striking the last sentence on lines 32-33 as it is addressed in lines 27-31.

Attachments:

[BP 2410 Board Policies & Admin Procedures - Comments](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	Board Board: [SN]	02/2017
Board of Trustees 1st reading	Board Board: [SN]	02/2017
District Assembly 2nd reading	District Assembly District Assembly:	01/2017
District Assembly 1st reading	District Assembly District Assembly:	01/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet:	01/2017

COPY



Origination: 10/2011
Last Approved: 12/2014
Last Revised: 12/2014
Next Review: 6 years after approval
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

AP 2410 Board Policies and Administrative Procedures

(Replaces SBCCD AP 2045)

Pursuant to Education Code Section 70902(a)(1), the Board of Trustees shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the Board of Trustees may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

The Chancellor, through the Collegial Consultation process, has the authority to propose new Board Policies and Administrative Procedures. Review of the policies designated in the 6-year cycle shall begin in October.

At the beginning of each academic year, the Chancellor will notify the appropriate parties of the chapters or specific BPs or APs to be reviewed.

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor

Chapter 2: Board of Trustees and the Chancellor

Chapter 3: Chancellor and Chancellor's Cabinet

Chapter 4: Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents

Chapter 5: Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents

Chapter 6: Vice-Chancellor of Fiscal Services and Vice-Presidents of Administrative Services

Chapter 7: Vice-Chancellor of Human Resources

It is incumbent on the Academic Senates to engage the campus community as appropriate.

The process for developing or changing Board Policies and/or Administrative Procedures is outlined below:

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and shared with the Board of Trustees.
2. Updates to APs and BPs will be reviewed when forwarded from the Community College League of California (CCLC).

3. Following review by the Chancellor, the proposal will be shared with Chancellor's Cabinet and the Chancellor will make the recommendation to District Assembly and forward to the Academic Senate presidents to determine whether either believes the proposal is an "academic and professional matter."

4. If the Chancellor and Academic Senates agree that the proposal is deemed to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:

a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 3 months to review and suggest appropriate changes to the proposal, in accordance with Title 5 and relevant state regulations.

b. After the Senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to reconcile any differences within 30 days.

c. The proposal will then be submitted to the Chancellor and the District Assembly as an information item.

d. The Chancellor will review the recommendation from the Academic Senate and will forward to the Board for approval. The Chancellor will submit the Academic Senates' changes to Administrative Procedures to the Board for information only.

5. If the Chancellor and Academic Senates agree that the proposal is deemed not to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:

a. The proposal will be submitted to the District Assembly for review and recommendation. The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item.

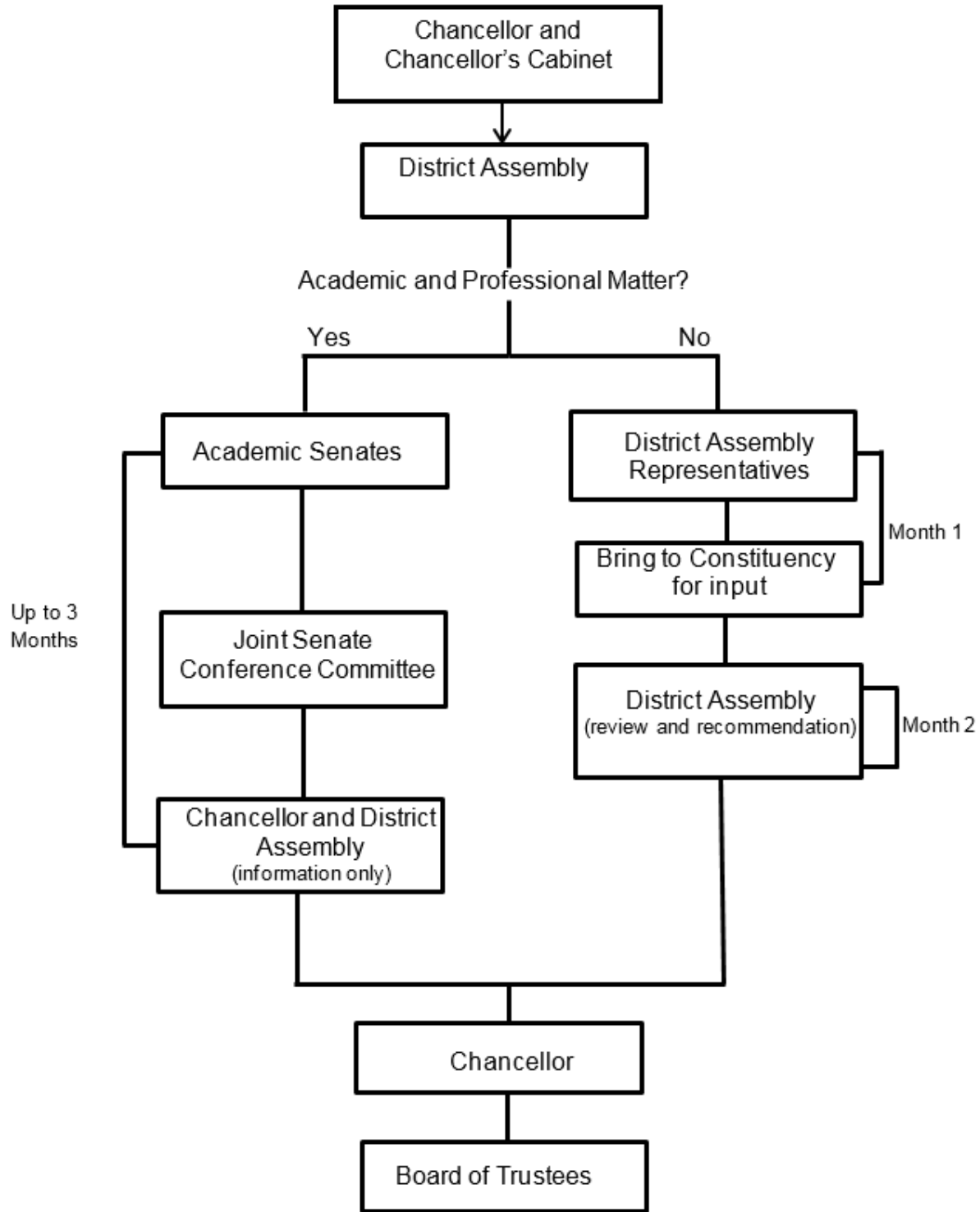
b. The District Assembly may, when appropriate, assign a subcommittee which will review and respond to the proposal.

c. After the subcommittee has completed its review, their response will be submitted to the District Assembly within two months.

d. The recommendation will be submitted to the Chancellor. If the proposal concerns a Board Policy, the Chancellor will submit it to the Board for a first reading and/or approval.

6. If the Chancellor and Academic Senates do not agree that the proposal is deemed not to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations, the Chancellor, with concurrence with the Board, may overrule the determination by an Academic Senate that a policy or procedure is indeed an "academic and professional matter" within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations.

Flow Chart for Changes to Board Policies or Administrative Procedures




References:

Education Code Section 70902;

ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b & e)

Attachments:

[AP 2410 Board Policies & Admin Procedures - Comments](#)
[AP 2410 Board Policies & Admin Procedures - Legal Citations](#)
[AP 2410 Board Policies & Admin Procedures - revised.docx](#)
[AP 2410 Board Policies & Admin Procedures-with Rejected Changes - Comments](#)
[Flow Chart for Changes to Board Policies or Administrative Procedures](#)
 Image 01

Approval Signatures

Step Description	Approver	Date
Board of Trustees 1st reading	Board Board:	pending
District Assembly 2nd reading	District Assembly District Assembly: [SN]	04/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	04/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	04/2017

COPY

Add to Policy 2410: Policies which govern the regulations, actions and issues about the Board itself will be proposed, written and revised by the Board and will be submitted to other constituent groups for information only.

Changes to Policy 2200

The Board is committed to fulfilling its responsibilities to:

- Act as a unit
- Represent the common good
- Set policy direction
- Employ, support, and evaluate the chief executive officer
- Define policy standards for college operations
- Monitor institutional performance
- Create a positive climate
- Support and advocate the interests of the institution
- Lead as a thoughtful, educated team

In addition, the each Board member accepts the following responsibilities to:

- Work as a member of the board unit
- Make being a trustee a priority
- Understand their role and the colleges' roles
- Know the community and represent its best interests
- Be visionary and thoughtful
- Support the colleges' pursuit of their missions
- Act with integrity and respect
- Use influence effectively
- Avoid conflicts of interest

To that end, the Board establishes Board Imperatives that will be reviewed, revised and adopted by the Board each year.

In addition, the Board of Trustees is committed to fulfilling its roles and responsibilities in the following ways:

- Act as a Unit – The board as a whole is a corporate body. It governs as a unit, with one voice. Each trustee contributes his or her talents, skills, and backgrounds to the board but has no power or authority to act on his or her own to further individual agendas or direct college employees or operations. Individual trustees do not make commitments for the board to constituents, nor do they criticize or work against board decisions once they are made.
- Boards of trustees exist to represent the general public for whom they hold the colleges in trust. They are responsible for balancing and integrating the wide variety of interests and needs into policies that benefit the common good and the future of their region. Trustees should learn as much as they can about the communities they serve. Representing the public means considering multiple viewpoints and discussing the issues in public.

- Set the Policy Direction – Policy is defined as a set of broad statements that define the institutional mission and vision as well as acceptable practices to achieve them. Governing boards provide guidance to the Chancellor and administration of the colleges through their policies. Visionary boards are aware of broad values and diverse needs- they gain this knowledge through the work they do to learn about and communicate with many different groups.
- Employ, Evaluate and Support the Chancellor – One of the essential factors for successful governance is a good relationship between the board and the Chancellor. He or she is the primary agent of the board and is the single most influential person in creating an outstanding institution. Selecting, evaluating, and supporting the Chancellor are among the board’s most important responsibilities. This paradoxical relationship works best when there are clear, mutually agreed on expectations and role descriptions. The partnership thrives on open communication, confidence, and trust.
- Define Policy Standards for College Operations – Successful boards of trustees establish policies that set standards for quality, ethics, and prudence in college operations, including the following:
 - Educational Programs and Services – The colleges’ educational programs and services are guided by the policy direction set by the board. The board adopts policies that set standards for student achievement and how students should be treated. At its discretion, Program Review or other evaluations processes may be addressed in board policy.
 - Personnel and Human Resources – The board will establish policies that ensure the District and Colleges attract and retain high quality personnel and that hiring, evaluation, and dismissal procedures are legal, equitable, and clear. Policies and budgets should create an expectation for professional development and growth. The board will define standards for salaries and benefits, and collective bargaining processes.
 - Fiscal Health and Stability- The board is responsible for ensuring that the public’s money is spent wisely and well. It will set policy standards for the use of public funds. Policy will address budgets, expenditures and protection of assets. The board will adopt a budget based on its support of progress toward the educational goals of the colleges.
- Create a Positive Climate – The board sets the tone for the entire District. Through their behavior and policies, they establish a climate in which learning is valued, and professional growth is enhanced. The importance of student success and adding value to the community are of utmost importance. The board creates a positive climate by focusing on the future, acting with integrity, supporting risk taking, and challenging the Chancellor and college staff to strive for excellence.
- Monitor Institutional Performance – The board is responsible for holding the Chancellor and the Colleges accountable for serving current and future community learning needs. The board, through the Chancellor, will monitor adherence to board policy standards for programs, personnel, and fiscal and asset management. All monitoring processes culminate in the evaluation of the Chancellor as the institutional leader.
- Support and be Advocates for the Colleges – Trustees promote the college in the community and seek support for it from local, state, and national policymakers.
- Lead as a Thoughtful, Educated Team- Each trustee will function as a part of the team, by being well informed, and committed to working with each other. Trustees will speak

openly for their points of view during decision making processes and then will support the position of the board.



Origination: 04/2003
Last Approved: 12/2014
Last Revised: 12/2014
Next Review: 12/2020
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

BP 2510 Collegial Consultation

(Replaces current SBCCD BP 2225)

The Board embraces the concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students the right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations, while retaining its own right and responsibilities in all areas defined by state laws and regulations.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) (Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board of Trustees recognizes the definition of "academic and professional matters" as stated in the Title 5 regulations:

1. Curriculum including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Education program development;
5. Standards or policies regarding student preparation and success;
6. District and college consultation structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Process for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

The Board also recognizes its obligation, under Title 5 Regulations, to "consult collegially" with the Academic Senate on these "academic and professional matters." Additional academic and professional matters may be added as specified in #11 only through formal resolution of the Board.

The Board further recognizes that, under Title 5, it may choose to "consult collegially" through the option of "mutual agreement" on policy issues, or the option of "relying primarily on the advice and judgment of the senate" when adopting policies and procedures on "academic and professional matters."

The Board of Trustees shall have the final responsibility for developing all policies governing the community college district, including academic and professional matters. For purposes of academic and professional matters, the Board shall rely primarily on the advice of the Academic Senate. If the Board has a compelling reason for not accepting the advice of the Academic Senate, it shall provide that reason in writing upon request of the Academic Senate. The decision of the Board on all policy shall be final.

Classified Staff (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the classified staff will be given every reasonable consideration.

Associated Students (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

References:

Education Code Section 70902(b)(7);

Attachments:

[BP 2510 Collegial Consultaion - Comments](#)

[BP 2510 Collegial Consultaion - Legal Citations](#)



Origination: 10/2012
Last Approved: 02/2015
Last Revised: 02/2015
Next Review: 6 years after approval
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

AP 2510 Collegial Consultation

(Replaces current SBCCD AP 2225)

MISSION STATEMENT

Collegial Consultation is a process involving faculty, administrators, classified staff and students in deliberations regarding certain day-to-day and long-range planning and policies for the District and the colleges. These deliberations lead to recommendations that the Chancellor carries forward to the Board of Trustees for final approval. In issues related to academic and professional matters the Board will rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy will be mutually agreed upon between the Governing Board, the Academic Senate, administration, staff and students.

PHILOSOPHY OF COLLEGIAL CONSULTATION

Collegial Consultation is the democratic process utilized on campus in decision-making procedures. Successful Consultation creates an environment of awareness throughout the District by having each constituency represented throughout the process. To be effective, collegial Consultation must exhibit the following characteristics:

- Capacity to establish directions and goals
- React to internal and external stimuli
- Move with diligence and timeliness
- Provide the campus community with an annual cycle of planning and budgeting

The process is designed to establish the goals, priorities, and objectives of the college. The exercise of administrative prerogatives must reflect these aims in order to perpetuate an environment of mutuality and trust.

DISTRICT ASSEMBLY

Charge

The District Assembly provides a forum for effective communication among representatives of the Academic Senates, Faculty Association, California School Employees Association (CSEA), the Associated Students, and the Management. The District Assembly will discuss issues of policy to the college community and assign those issues to appropriate committees for development of recommendations. The District Assembly is an

advisory group to the Chancellor. (The College Council reviews the collegial Consultation Administrative Regulations annually and recommends revisions to the Chancellor and the college constituencies.)

It is a function of the District Assembly to review certain recommendations and to try to reach consensus prior to moving recommendations forward to the Board of Trustees.

See the District website for additional web links regarding participation in local decision- making.

See the Crafton Hills College organizational handbook and college website for additional web links regarding participation in local decision-making.

SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE MISSION STATEMENT

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve quality of life in the Inland Empire and beyond

EDUCATIONAL PHILOSOPHY

We believe

- That a well-educated populace is essential to the general welfare of the community.
- That quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- That an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.
- That our strength as an institution is enhanced by the cultural of our student population and staff.
- That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.
- That we can measure our success by the degree to which our students become self- sufficient learners and contributing members of society.
- That plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.
- That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.
- That as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.
- That interaction between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.

- That we must hold ourselves and our students to the highest ethical and intellectual standards.
- That we must maintain a current, meaningful and challenging curriculum.
- That students succeed best when following an educational plan and when enrolled in classes that meet their interest and goals, and match their level of academic preparedness.
- That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- That students learn best on a campus that is student-centered and aesthetically pleasing.
- That we must be responsible stewards of campus resources.

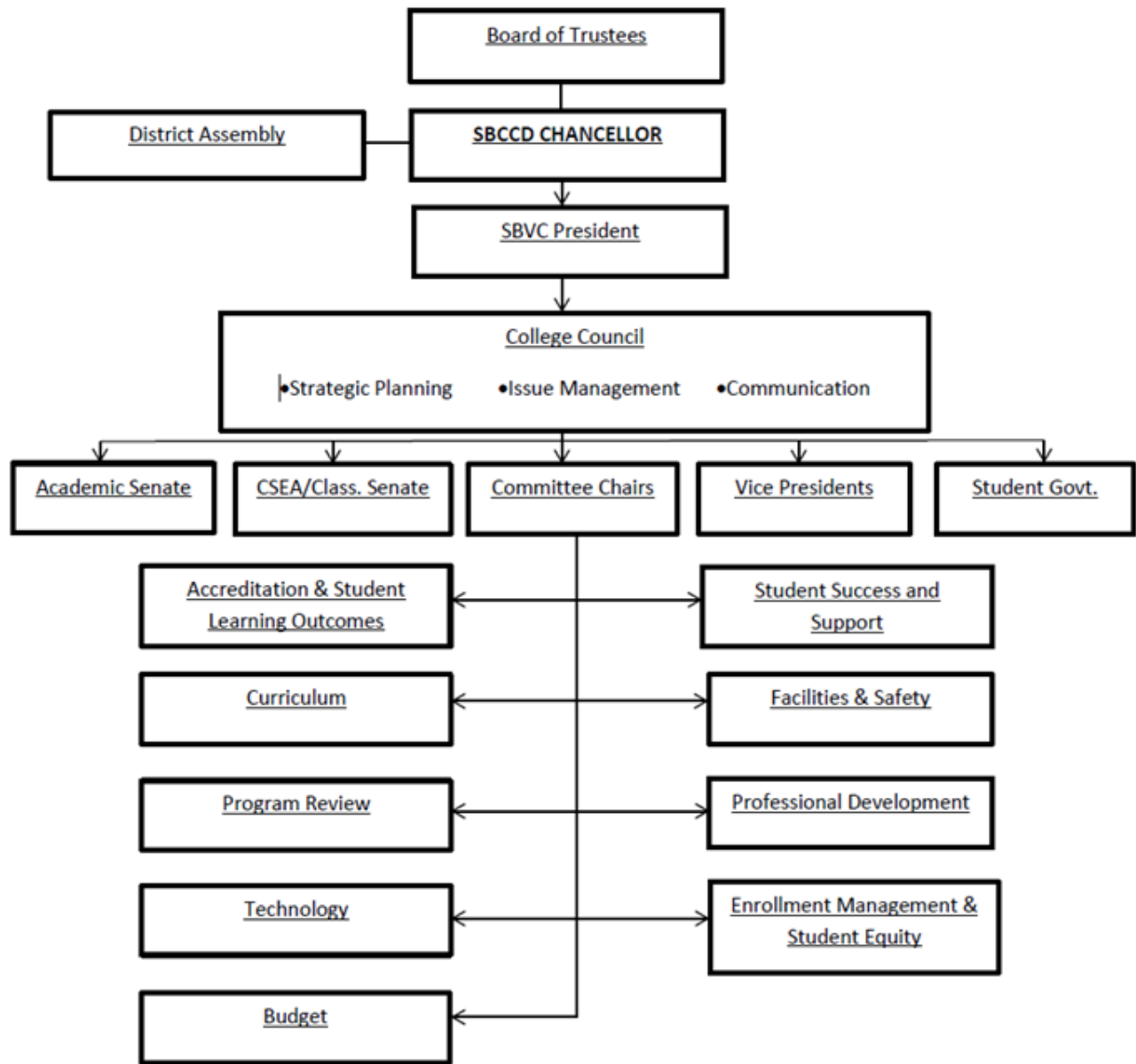
VISION STATEMENT

San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the "alma mater" of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society. (Revised 1-25-06)

GOVERNANCE PHILOSOPHY

San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them.

We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.



COLLEGE COUNCIL

Charge

The College Council has three primary functions: planning, issue management, and communication.

The college planning function includes the college Educational Master Plan (EMP), thereby developing the college's Education Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

The issue management function takes place as campus issues are presented to the College Council and referred to the appropriate committee for review, consideration, and recommendation to the President.

The communication function is served by the College Council as the central communication venue for college governance issues including budget, in that all constituent groups are represented and are responsible for reporting and disseminating of information to their appointing body.

Membership

Membership is comprised of the President, College Vice Presidents, the President of the Academic Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA President or designee, the CTA President or designee, the Dean of Research, Planning & Institutional Effectiveness and the non-manager co-chairs of the following standing committees: Budget, Enrollment Management & Student Equity, Accreditation & Student Learning Outcomes, Curriculum, Facilities and Safety, Student Success and Support Programs, Professional Development, Program Review, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.

College Council Standing Committees

The standing committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by a non-manager (faculty or staff) and one manager (that assists with clerical support, copying, and dissemination of materials as needed).

Should representation not occur in any group, the President will confer with the appropriate representative/ President/designee to determine the best alternative to secure appropriate representation and participation from the absent group. Meetings: Unless otherwise noted, standing committees are not held during the summer.

COLLEGIAL CONSULTATION COMMITTEES ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

Charge

The Accreditation and Student Learning Outcomes Committee prepares the self-study, prepares for the accreditation team site visit, follow up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of student learning process.

Membership

Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division and other interested faculty, administrators, staff and students.

CURRICULUM COMMITTEE

Charge

Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is an academic matter and, therefore, the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed.

Membership

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, faculty members from each division as recommended by the Academic Senate, two students, and two Instruction Office staff members (Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist) appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

(College Council approved revisions on 11/13/13)

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

Charge

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's Cabinet regarding enrollment. The committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review.

Membership

Membership is comprised of the Vice President of Student Services or designee, Dean of Counseling and Matriculation, two Deans from Instruction, Dean of Research, Planning and Institutional Effectiveness, Director of Financial Aid, Director of Admissions and Records, and Director of Marketing and Public Relations, Student Success Services and Programs Coordinator, and other interested faculty, administrators, staff and students.

(College Council approved revisions on 5/14/14)

FACILITIES & SAFETY COMMITTEE

Charge

The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, emergency preparedness, sustainability practices, and campus

safety training. Additionally, the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

(College Council approved revisions on 10/23/13)

STUDENT SUCCESS AND SUPPORT PROGRAMS COMMITTEE

Charge

The Student Success Committee and Support Programs is authorized by the Academic Senate to annually review and update the College's Student Success Plan, propose the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation assessment, counseling, prerequisites, follow-up, training, and research.

Membership

Membership is comprised of the Vice President of Student Services, Dean of Counseling and Matriculation, Director of Admissions & Records, Director of Financial Aid, Student Success Coordinator, Dean of Research, Planning and Institutional Effectiveness, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

(College Council approved revisions on 5/14/14)

PROGRAM REVIEW COMMITTEE

Charge

For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies.

Program Review is conducted by authorization of the SBVC Academic Senate.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

Membership

Membership is comprised of at least 3 Vice Presidents or their designees, as appointed by the President, 10% faculty representation by Division, at least 3 classified staff members as appointed by Classified Senate/CSEA, and one student.

(College Council approved revisions to charge on 3/12/14), (College Council approved revisions on 12/11/13)

PROFESSIONAL DEVELOPMENT COMMITTEE

Charge

The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Professional Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally the committee is responsible for planning, programming and communication of campus professional development programs. The faculty member on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee.

Membership

Membership is comprised of one manager (designated by the President), Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.

TECHNOLOGY COMMITTEE

Charge

The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. In addition, members serve as campus representatives on District Technology Committees.

Membership

Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services or their designees; a representative from the Audio Department; a representative from District Computing Services, representative(s) from the college Network Specialist and all other interested faculty and staff in the campus community.

BUDGET COMMITTEE

Charge

The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial wellbeing of the college and to operate successfully within our budget. The Budget Committee makes data- driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations.

The Budget Committee serves in all three areas of the College Council's primary functions including: planning, issue management, and communication. Specifically, the Budget Committee develops annual budget assumptions, recommends reserve and contingency funds, identifies discretionary monies, and reviews and develops strategies for funding campus priorities. The Budget Committee reviews and makes recommendations for resolution of emerging budget issues and creates processes for better budget development and management. Throughout the year, the Budget Committee articulates and clarifies the budget development and management process for the campus community, including training, promoting budget awareness, and maintaining the transparency of budget decisions.

Membership

The Budget Committee membership totals eight, including the Vice President of Administrative Services (chair) representing management, and seven appointed members representing management (1), faculty (3), classified staff (2), Associated Student Government (1). One non-management member will be elected co-chair annually.

(College Council approved inclusion of committee on 9/11/13), (Revised membership approved by College Council on 3/12/14)

ADDITIONAL COMMITTEES

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process. These include:

OFFICE OF THE PRESIDENT MANAGER'S MEETING

Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council and to study leadership theory and practices.

PRESIDENT'S CABINET

The President meets weekly in a staff meeting with the Vice Presidents, Dean of Research, Planning & Institutional Effectiveness, and Director of Marketing and Public Relations to discuss operations and logistics.

SCHOLARSHIPS COMMITTEE

Charge

The Scholarships Committee reviews applications for scholarships and makes awards according to guidelines.

Membership

Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.

ANNUAL AWARDS COMMITTEE

Charge

The Annual Awards Committee plans and implements the Annual *Spotlighting Our Success Faculty & Staff Awards Celebration* event each spring. This event recognizes outstanding employees and retirees from all areas of the campus. The committee organizes a campus-wide nomination and voting process that leads to organizing and coordinating all logistics related to the awards ceremony event. The committee chair is the Director of Marketing & Public Relations with guidance from the Office of the President.

Membership

Membership is comprised of at least one member from classified, faculty, management, Faculty Association and other interested individuals.

INSTRUCTIONAL SERVICES INSTRUCTIONAL CABINET

Charge

The Instructional Cabinet reviews instructions related issues and concerns and advises the Vice President of Instruction.

Membership

Membership is comprised of the Vice President of Instruction and the deans reporting to the Vice President of Instruction.

TENURE REVIEW COMMITTEE

Charge

The Tenure Review Committee follows the charge, membership, and timeline as defined in the current agreement between the SBCCD and the SBCCD Chapter CTA.

ONLINE PROGRAMS COMMITTEE

Charge

The Online Programs Committee advises the Vice President of Instruction regarding issues related to online learning at the college. In addition, the committee assists discipline faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information among faculty, administration, and students by providing vision for issues related to online learning.

Memberships

Membership is comprised of interested faculty, administrators, staff, and students.

HONORS COMMITTEE

Charge

The Honors Committee serves as an advisory committee to the Vice President of Instruction relative to the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of honors courses, proposals for new honors courses, and the evaluation of existing honors courses.

Membership

Membership is comprised of the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators and faculty.

WORKFORCE DEVELOPMENT COMMITTEE

Charge

This Workforce Development Committee reviews recommendations from the Career and Technical Education (CTE) advisory committees. The committee participates in the Perkins Grant allocation process and makes recommendations to the Perkins Grant administrator.

Membership

Membership is comprised of the Perkins Grant Administrator and includes representation from vocational certificates and degree areas as well as other interested administrators, faculty, classified staff, and students.

BASIC SKILLS COMMITTEE

Charge

The Basic Skills Committee creates the planning documents, oversees the implementation of the campus basic skills plan, and prepares the college's basic skills report.

Membership

Membership is comprised of the Vice President of Instruction, at least one faculty member from counseling, english, mathematics, and reading, and other interested faculty, administrators, staff, and students.

(College Council approved revisions on 12/11/13)

STUDENT SERVICES ARTS, LECTURES, AND DIVERSITY COMMITTEE

Charge

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.

Membership

Membership includes the Vice Presidents of Instruction and Student Services or designees, Dean of Humanities, and interested administrators, faculty, classified staff and students.

CAMPUS LIFE AND COMMENCEMENT COMMITTEE

Charge

This Campus Life and Commencement Committee monitors and serves as the primary clearing house for student activities on the campus, including commencement. The committee develops a campus-wide master calendar in coordination with the Director of Marketing.

Membership

Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Student Services Coordinator, Director of Marketing and Public Relations, and interested administrators, faculty, classified staff, and students.

(College Council approved revisions on 5/14/14)

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE

Charge

This Disabled Student Programs and Services (DSPS) Advisory Committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.

Membership

Membership is comprised of the Student Success Coordinator, Coordinator of Disabled Student Services, Coordinator of Health Services, and interested faculty, staff, and students.

(College Council approved revisions on 5/14/14)

STUDENT POLICIES & SCHOLASTIC STANDARDS COMMITTEE

Charge

The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.

Membership

The membership is comprised of the Director of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records office, and one student.

(College Council approved revisions on 5/14/14)

STUDENT SERVICES MANAGER'S MEETING

Charge

The Student Services Manager's Meeting reviews Student Services related issues and concerns in an advisory capacity to the Vice President of Student Services.

Membership

Membership is comprised of the Vice President of Student Services, Dean of Counseling and Matriculation, Director of Admissions and Records, Director of DSP&S, Director of EOP&S, Director of Financial Aid, Director of First Year Experience, Director of Library and Learning Services, Director of Student Life, and Manager, CalWORKs and Workability III.

STUDENT SERVICES COUNCIL

Charge

The Student Services Council meets monthly to discuss and review campus issues particularly applicable to student success.

Membership

Membership is comprised of the Vice President of Student Services and the Student Services leadership team.

(College Council approved revisions on 5/14/14)

ADMINISTRATIVE SERVICES ADMINISTRATIVE SERVICES CABINET

Charge

Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meets on a periodic basis to discuss and review campus related issues and advise the Vice President of Administrative Services.

Membership

Membership is comprised of the Vice President of Administrative Services and the Administrative Services Supervisors.

CAMPUS SUSTAINABILITY COMMITTEE

Charge

The Campus Sustainability committee charge is to advance and implement the strategies and seven goals of the SBVVD Sustainability Plan on the San Bernardino Valley College campus; specifically developing, designing, and implementing campus policies and procedures for sustainability.

Membership

Membership includes all SBVC members of the SBCCD Sustainability Committee, and any other interested managers, faculty, staff, and students.

(College Council approved revisions on 2/12/14)

References:

Education Code Section 70902(b)(7);

Title 5 Sections 53200 et seq., 51023.5, and 51023.7;

ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

Attachments:

[AP 2510 Collegial Consultation - Comments](#)

[AP 2510 Collegial Consultation - Legal Citations](#)

[Board of Trustees](#)

 [Image 01](#)

 [Image 02](#)

[Organizational Chart](#)

Approval Signatures

Step Description	Approver	Date
District Assembly 2nd reading	District Assembly District Assembly:	pending
District Assembly 1st reading	District Assembly District Assembly: [SN]	03/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	03/2017
Chancellor's Cabinet	Board Board: [SN]	03/2017

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