



Board of Trustees Policy Committee

SBCCD Board Room, 114 S. Del Rosa Drive, San Bernardino CA 92408

Meeting Agenda – September 13, 2018, 2:30pm

I. Call to Order Donna Ferracone, Chair

II. Public Comment *Any member of the public who wishes to address the Committee on any matter is limited to five minutes. The total time for members of the public to speak on the same or a similar issue shall be limited to 20 minutes. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the meeting as possible.*

III. Approval of Minutes July 12, 2018 **p2**

IV. Current Topics A. BP & AP 2410 Board Policies & Procedures **p4**

B. Review of Policies & Procedures

- i. BP 1100 The San Bernardino Community College District (no AP) **p12**
- ii. BP 1200 District Mission Statement (no AP) **p13**
- iii. BP 2100 Board Elections (no AP) **p15**
- iv. BP & AP 2360 Minutes (AP is new suggested) **p17 & 18**
- v. BP & AP 2430 Delegation of Authority to the Chancellor (AP is new suggested) **p19 & 20**

- vi. BP & AP 2305 Annual Organizational Meeting **p21 & 22**
- vii. BP 2350 Speakers (no AP) **p23**
- viii. BP 2745 Board Self-Evaluation (no AP) **p25**
- ix. BP 2220 Committees of the Board (no AP) **p26**
 - a. standing committees **p27**
 - b. committee "charge"
 - c. expectations of board committees

V. Adjourn Next Meeting Scheduled for October 11, 2018, 12:00 PM



Board of Trustee Policy Committee

SBCCD Board Room, 114 S. Del Rosa Drive, San Bernardino CA 92408

Meeting Minutes – July 12, 2018, 3pm

Members present: Donna Ferracone, Gloria Harrison, and Donald Singer.

Recorder: Stacey Nikac

I. Welcome & Introductions

Donna Ferracone called the meeting to order at 3pm.

II. Public Comment

None.

III. Approval of Minutes

Don Singer motioned. Gloria Harrison seconded the motion to approve the minutes of February 8, 2018. Unanimous approval.

IV. Current Topics

The committee reviewed the chapter 2 policies & procedures list for 2018-2019.

- i. BP 2010 Board Membership (no AP)
– no changes from the committee
- ii. BP 2310 Regular Meetings of the Board (no AP)
– as amended in the meeting
- iii. BP 2315 Closed Sessions (no AP)
– no changes from the committee
- iv. BP & AP 2320 Special and Emergency Meetings
– no changes from the committee
- v. BP 2710 Conflict of Interest (AP was approved May 2017)
– no changes from the committee

A. The committee reviewed policies and procedures discussed at the Board Retreat.

- i. BP 2220 Committees of the Board (no AP)
– the policy to be discussed should be BP 2305 Annual Organizational Meeting. The committee will review BP 2305 at the September 13 meeting.
- ii. BP & AP 2510 Collegial Consultation
– the month of August will be used to research collegial consultation policies of other CCDs and changes to SBCCDs policy and practices over the years. The committee will address BP and AP 2510 at the September 13 meeting.

V. Adjournment

- iii. The committee will add BP 2350 Speakers to the agenda on September 13.

Next Meeting Scheduled for September 13, 2018, 2:30 PM
Donna Ferracone adjourned the meeting at 3:35pm.

Current Status: *Draft*

PolicyStat ID: 4655523



Origination: *NIA*
Last Approved: *NIA*
Last Revised: *NIA*
Next Review: *NIA*
Owner: *BOT Board of Trustees:*
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.

~~In matters relating to Board Policies in Chapter 2 (not including AP/BP 2410 & AP/BP 2510 which will go through the process described in AP 2410), the Board will submit board policies and policy changes to the District Assembly for information only. Is an agenda consent item.~~

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. 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 judgment, 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)

Attachments:

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

Clean version

BP 2410 Board Policies and Administrative Procedures

(Replaces SBCCD BP 2045)

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Attachments:

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

Current Status: Pending

PolicyStat ID: 4640542



Origination: 10/2011
 Last Approved: NIA
 Last Revised: 02/2018
 Next Review: 6 years after approval
 Owner: BOT Board of Trustees:
 Policy Area: Chapter 2 Board of Trustees
 References:

AP 2410 Board Policies and Administrative Procedures

(Replaces SBCCO 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 for review.~~

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor

Chapter 2: Board of Trustees and the Chancellor

In matters relating to Board Policies in Chapter 2 (not including AP/BP 2410 & AP/BP 2510 which will go through the process described below), the Board will submit Board policies and policy changes to the District Assembly for review and feedback only, prior to placing on Board agenda. This will occur at the next meeting of District Assembly.

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 or the District Assembly and shared with the Board of Trustees.
2. Updates to APs and BPs ~~will be reviewed~~ are 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. Policies and procedures that fall under the 10+1 (an academic and professional matter (within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations) will be submitted for consideration to the Academic Senates on both campuses with recommendations completed by up to four consecutive Academic Senate meetings, beginning with the date the policy/procedure is presented at District Assembly.~~

~~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 2 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 15 days.~~

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

~~a. The proposal will be submitted to the Academic Senates on both campuses, allowing for consideration during four consecutive regularly scheduled meetings, beginning with the first AS meeting with an unpublished agenda.~~

~~b.a. The Academic Senates will then submit the proposal to the District Assembly for action/information.~~

~~ag. The Chancellor will review the recommendation from the Academic Senate/District Assembly and will forward to the Board for approval/action. The Chancellor will submit the Academic Senates' changes to Administrative Procedures to the Board.~~

~~4. 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:~~

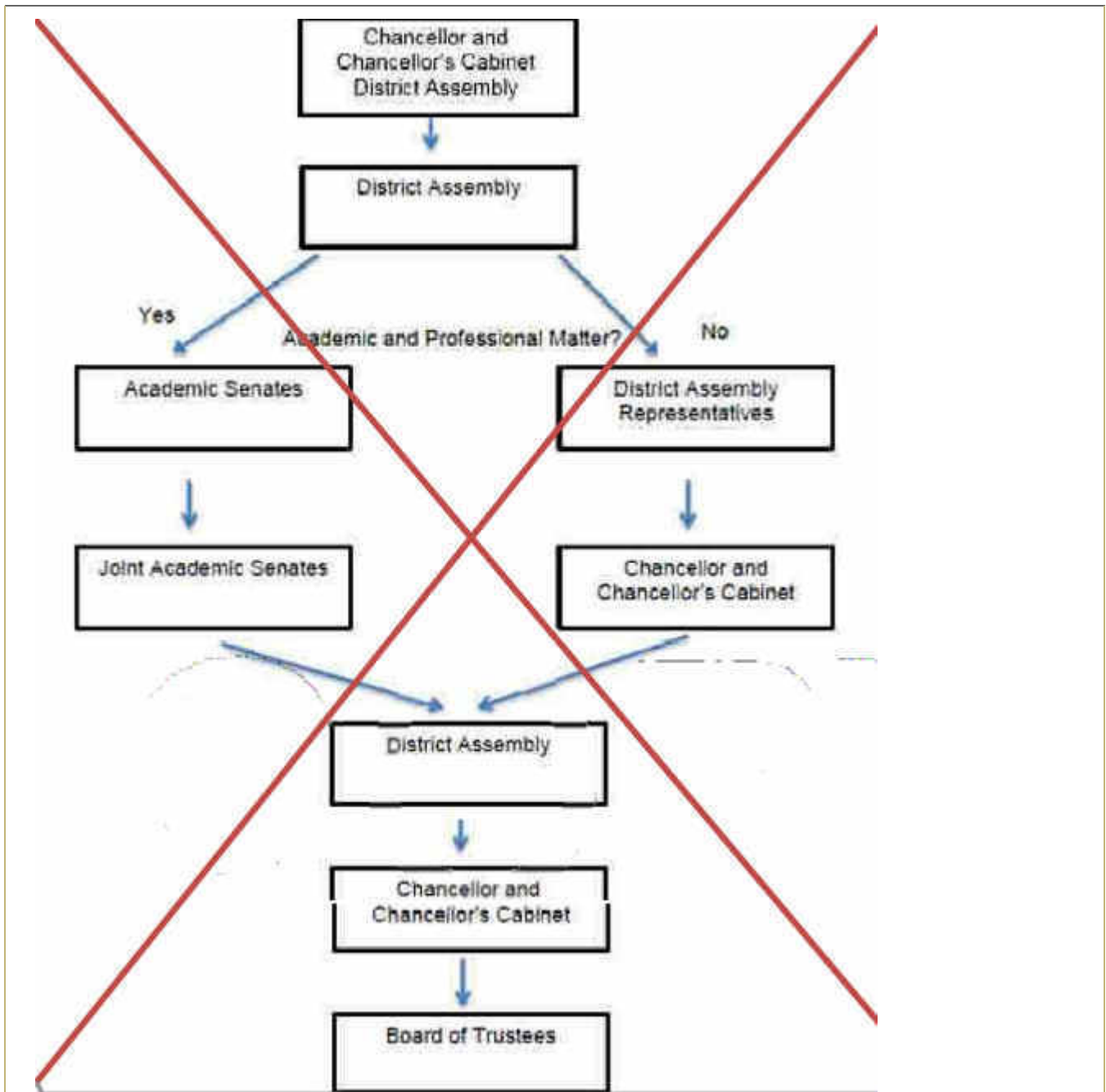
~~a.4. The proposal/Proposals that are not 10+1 under the definition in 3 above, will be submitted to the District Assembly for review and recommendation. The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item.~~

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

~~e.a. The subcommittee will submit their response to the District Assembly within two months.~~

~~d.b. The recommendation of District Assembly will be submitted/reviewed by the Chancellor and forwarded to the Board for action, to the Chancellor and the Chancellor for submission to the Board. If the proposal concerns a Board Policy, the Chancellor will submit it to the Board for a first reading and/or approval.~~

~~5.6. If the Chancellor and Academic Senates do not agree that the proposal is 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 an "academic and professional matter" within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations.~~



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](#)

Clean version

AP 2410 Board Policies and Administrative Procedures

(Replaces SBCCO 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 for review.

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor

Chapter 2: Board of Trustees and the Chancellor

In matters relating to Board Policies in Chapter 2 (not including AP/BP 2410 & AP/BP 2510 which will go through the process described below), the Board will submit Board policies and policy changes to the District Assembly for review and feedback only, prior to placing on Board agenda. This will occur at the next meeting of District Assembly.

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

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/or the District Assembly and shared with the Board of Trustees.
2. Updates to APs and BPs are reviewed when forwarded from the Community College League of California (CCLC).

3. Policies and procedures that fall under the 10+1 (an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations) will be submitted for consideration to the Academic Senates on both campuses with recommendations completed by up to four consecutive Academic Senate meetings, beginning with the date the policy/procedure is presented at District Assembly.
 - a. The Academic Senates will then submit the proposal to the District Assembly for information.
 - b. The Chancellor will review the recommendation from the Academic Senate and will forward to the Board for action.
4. Proposals that are not 10+1 under the definition in 3 above 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.
 - a. The recommendation of District Assembly will be reviewed by the Chancellor and forwarded to the Board for action.



Origination:	01/2001
Last Approved:	07/2016
Last Revised:	07/2016
Next Review:	10/2018
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 1 The District</i>
References:	

BP 1100 The San Bernardino Community College District

(Replaces SBCCD BP 1000)

The District has been named the San Bernardino Community College District. The name is the property of the District. No person shall, without the permission of the Board of Trustees, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and/or education centers:

- San Bernardino Valley College
701 S. Mt. Vernon Avenue
San Bernardino, CA 92410
- Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399
- Technology and Educational Support Services
1289 Bryn Mawr Avenue, Suite B
Redlands, CA 92374
- District Office and Professional Development Center
114 S. Del Rosa Drive
San Bernardino, CA 92408
- Economic Development and Corporate Training
114 S. Del Rosa Drive
San Bernardino, CA 92408
- KVCR TV-FM
701 S. Mt. Vernon Avenue
San Bernardino, CA 92410

The District holds classes and conducts programs at its campus locations and other off-campus sites.

References:

Education Code Section 72000(b);

Attachments:

No Attachments



Origination:	01/2001
Last Approved:	06/2015
Last Revised:	06/2015
Next Review:	10/2018
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 1 The District</i>
References:	

BP 1200 District Mission Statement

(Replaces SBCCD BP 1100)

The mission of the San Bernardino Community College District is to transform lives through the education of our students for the benefit of our diverse communities.

This mission is achieved through the District's two colleges, public broadcast system (KVCR), Economic Development and Corporate Training Center (EDCT) by providing to the students and communities we serve high quality, effective and accountable instructional programs and services in the following areas:

- **Transfer education** programs that ensure the greatest possibility of success in baccalaureate programs.
- **General education** programs designed to give students a substantial and coherent exposure to the major broad domains of higher education.
- **Vocational/technical** education programs that offer opportunities in training, retraining, and skill building to provide business, industry and government with a qualified work force.
- **Workforce Development** programs of fee-based classes that provides an opportunity for individuals to develop occupational skills in preparation for employment or to improve or upgrade job skills to enhance performance in current employment.
- **Economic Development** programs that promote partnerships with corporate and commercial enterprise as well as government agencies to enhance the economic base of the community served.
- **A Public Broadcasting System** that contributes to meeting the educational and communications needs of the Inland Empire and partners with educational agencies and public agencies to broaden the scope of services to the community.
- **Education** programs that are coordinated with delivery systems and provide enhanced access and educational opportunities

These instructional programs will be supported by specific student services as identified below:

- **Comprehensive Support Services** enhanced by matriculation that provides for counseling and guidance to encourage student growth and development through assessment, academic planning, career planning and personal development.
- **Developmental Program** services that provide under-prepared students with the skills they need to enter transfer, general education, or vocational/technical programs.
- **Disabled and Disadvantaged Student** that provide students the opportunity for equitable access to the educational offerings of the college.
- **Commitment to Diversity** that recognizes the varied needs of diverse student population.

This mission is carried out in an environment that encourages intellectual development, enhances personal growth, and fosters openness to a wide range of ideas, cultures and people. Admission to these educational

programs is open to adults, high school graduates and others as identified by law who can profit from the instruction.

The Board of Trustees of the San Bernardino Community College District reaffirms the role of the community colleges as defined in the California Master Plan for Higher Education. The District has adopted and is committed to an Affirmative Action policy of nondiscrimination in all of its dealings with students, employees, and the community. This statement of mission is designed to assist the Board in carrying out its role and responsibility in developing fiscal, physical, and human resources on behalf of the people of this District.

The mission is evaluated and revised on a regular basis.

Reference:

ACCJC Accreditation Standard I.A

Attachments:

No Attachments

Applicability

San Bernardino Community College District



Origination: 04/2004
Last Approved: N/A
Last Revised: 09/2018
Next Review: 6 years after approval
Owner: BOT Board of Trustees:
Policy Area: Chapter 2 Board of Trustees
References:

BP 2100 Board Elections

(Replaces current SBCCD BP 2090)

Elections shall be held every two years, in even numbered years, for four-year overlapping terms. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the ~~first~~second Friday in December next succeeding his/her election.

The Board of Trustees has provided for the election of trustees by trustee areas.

Effective January 16, 2014, the trustee areas include:

- Areas 1, 3, 5, and 7 from which governing board members will be elected in November 2016 and every four years thereafter.
- Areas 2, 4, and 6 from which governing board members will be elected in November 2014 and every four years thereafter.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee area(s).

The Chancellor shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

References:

Education Code Sections 5000 et seq. and 72036

Attachments:

[BP 2100 Board Elections - Comments](#)

[BP 2100 Board Elections - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
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Applicability

San Bernardino Community College District

Comment by Nikac, Stacey: Administrator

9/3/2018, 8:45PM EDT

There were several education bills that have already been signed by Governor Brown, and one in particular, AB 2449 (Chapter 146/2018) School Districts, County Offices of Education, and Community College Districts: Governing Boards: Elections, extends the date (to the second Friday in December) by which a newly elected member of a school district, county board of education, and community college district governing board is to assume office after an election. This bill goes into effect January 1, 2019, and addresses the problem that the Education Code dates established the governing board's seating and organizational meeting ahead of the Election Code's 30-day deadline to certify the vote after even-year elections. This legislation will effect governing board elections beginning in 2020.

Draft saved by Nikac, Stacey: Administrator

9/3/2018, 8:49PM EDT

Edited by Nikac, Stacey: Administrator

9/3/2018, 8:50PM EDT

see comment posted on 9/3/18

COPY



Origination: 04/2004
Last Approved: 04/2015
Last Revised: 04/2015
Next Review: 08/2019
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

BP 2360 Minutes

(Replaces current SBCCD BP 2150)

The Chancellor shall cause minutes to be taken of all meetings of the Board of Trustees in accordance with the Brown Act and Education Code. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes of the Board meeting shall also record those present, who presided, all motions, show the names of persons making and seconding motions, and the vote on motions unless the vote is unanimous. The minutes shall indicate the time of arrival of members who arrive after the meeting begins and the time of departure of members who leave before the meeting concludes. In addition, the minutes shall record all resolutions and recommendations of the administration and the pertinent information upon which the Board has taken action.

References:

Education Code Section 72121(a);
Government Code Section 54957.5

Attachments:

[BP 2360 Minutes - Comments](#)
[BP 2360 Minutes - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination: 12/2016
 Last Approved: 12/2016
 Last Revised: 12/2016
 Next Review: 10/2018
 Owner: *BOT Board of Trustees:*
 Policy Area: *Chapter 2 Board of Trustees*
 References:

AP 2360 Minutes

Reference:

Education Code Section 72121(a)

Note: This procedure is **suggested as good practice**. Minutes must be taken, but local practice, if any, regarding the procedures for minutes can be inserted here.

Procedures may address the:

- responsibility for minutes,
- format, and
- minimum information required in minutes.

Attachments:

[AP 2360 Minutes.doc](#)

Applicability

San Bernardino Community College District



Origination:	01/2001
Last Approved:	04/2017
Last Revised:	04/2017
Next Review:	04/2023
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2430 Delegation of Authority to the Chancellor

(Replaces current SBCCD BP 2170)

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him/ or her by the Board [including the administration of colleges and centers], but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is empowered to develop administrative procedures for submittal to the board.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board, in consultation with the Chancellor, shall develop the job description and goals and objectives for performance.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be provided to all trustees.

The Chancellor is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.

The Chancellor is delegated the authority to confer with District Counsel in addressing legal matters of the District with the exception of legal matters directly affecting the Board relationship with the Chancellor.

The Chancellor is delegated the authority to accept written resignations.

The Chancellor shall act as the professional advisor to the Board in policy formation.



Origination: 12/2016
Last Approved: 03/2017
Last Revised: 03/2017
Next Review: 10/2018
Owner: BOT Board of Trustees:
Policy Area: Chapter 2 Board of Trustees
References:

AP 2430 Delegation of Authority to the Chancellor

References:

Education Code Section 70902;
 ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 (formerly IV.B.1.j and IV.B.2)

NOTE: This procedure is **suggested as good practice** . Local practice, if any, may be inserted here. If language substantially similar to the following was **not** incorporated into BP 2430 titled Delegation of Authority, it is suggested that it be considered here.

The Chancellor may delegate any powers and duties entrusted to him or her by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

For Multi-College districts:

The Chancellor delegates full responsibility and authority to the College Presidents to implement and administer delegated policies without interference and holds College Presidents accountable for the operation of the Colleges.

Attachments:

[AP 2430 Delegation of Authority to the CEO
 Rev. 11-14.docx](#)



Origination: 06/2009
Last Approved: 01/2016
Last Revised: 04/2015
Next Review: 01/2021
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

BP 2305 Annual Organizational Meeting

(Replaces current SBCCD BP 2100)

The Board shall hold an annual organizational meeting on a day within fifteen calendar days of the last Friday in November

The purpose of the annual organizational meeting is to elect a president, vice president, and a clerk, and conduct any other business as required by law or determined by the Board.

Reference:

Education Code Section 72000(c)(2)(A)

Attachments:

- [BP 2305 Annual Organizational Meeting - Comments](#)
- [BP 2305 Annual Organizational Meeting - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination: 11/2016
Last Approved: 11/2016
Last Revised: 11/2016
Next Review: 11/2021
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References: *Brand New - optional*

AP 2305 Annual Organizational Meeting

New Administrative Procedure

- A. Election of officers takes place at the Board's Annual Meeting
 - a. The offices of president, vice president, and clerk will be elected by the board of trustees
 - b. New officers will begin their term of service at the first meeting of the board in January of the next year
- B. Prior to the first board meeting in January, the outgoing board president and the newly elected board president will meet together to discuss:
 - a. Duties of the board officers, especially the president
 - b. Board policy dates pertinent to the function of the board
 - i. Evaluation of the Chancellor
 - ii. Board self-evaluation
 - iii. Any current ongoing discussions with the Chancellor

Attachments:

No Attachments

Applicability

San Bernardino Community College District



Origination:	08/2013
Last Approved:	04/2015
Last Revised:	04/2015
Next Review:	08/2020
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2350 Speakers

(Replaces current SBCCD BP 2140)

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Any member of the public who wishes to address the Board on any matter on the agenda of a regular Board meeting or on the notice for a special Board meeting is limited to five minutes per person and 20 minutes per agenda topic unless the time limit is extended by a majority vote of the Board.

The Board acknowledges that the Brown Act, Government Code Section 54954.3, requires that every agenda for regular meetings, but not every notice for special meetings, shall provide an opportunity for members of the public to directly address the Board on items of interest to the public that are not on the agenda.

A member of the public who wishes to address the Board on an item not on the agenda, but related to the business of the District, is limited to five minutes unless a majority of the Board votes to extend the time limit. The total time for members of the public to speak on the same or a substantially similar subject shall be limited to twenty minutes unless a majority of the Board votes to extend the time limit. Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters.

Members of the public desiring to address the Board shall complete and submit a Public Comment card.

As a matter of law, members of the Board may not discuss or respond to public comments unless the matters are properly noticed for discussion or action in Open Session.

References:

Education Code Section 72121.5; Government Code Sections 54950 et seq.

Attachments:

[BP 2350 Speakers - Comments](#)

[BP 2350 Speakers - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination:	01/2001
Last Approved:	12/2014
Last Revised:	12/2014
Next Review:	08/2019
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2745 Board Self-Evaluation

(Replaces current SBCCD BP 2020)

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To this end the Board has established the following processes for evaluation:

An ad hoc committee of the Board shall be appointed in April to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to Board President.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

1. The Board and the Chancellor shall establish Goals and Objectives to be accomplished each fiscal year.
2. A report will be completed by the Chancellor to report on the accomplishments of the Board Goals and Objectives at the end of the fiscal year.
3. The Board shall develop an evaluation instrument jointly with the assistance of the Chancellor that will address functions and responsibilities of the Board.
4. Each Board member will complete the self-evaluation instrument and submit it to the Chancellor.
5. The Chancellor shall synthesize the annual report and the self-evaluation and the information shall be shared with the Board.
6. The Board shall meet in open session to complete a final review and assessment of the Board.

Reference:

ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)

Attachments:

[BP 2745 Board Self-Evaluation - Comments](#)
[BP 2745 Board Self-Evaluation - Legal Citations](#)



Origination: 01/2001
Last Approved: 01/2016
Last Revised: 01/2016
Next Review: 01/2022
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

BP 2220 Committees of the Board

(Replaces current SBCCD BP 2220)

The Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board can be found on the Board of Trustees page of the District Website http://www.sbccd.org/Board_of_Trustees

Reference:

Government Code Section 54952

Attachments:

[BP 2220 Committees of the Board - Comments](#)
[BP 2220 Committees of the Board - Legal Citations](#)

Applicability

San Bernardino Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: BOT Policy Committee

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Senior Executive Assistant

DATE: October 11, 2018

SUBJECT: Consideration to Approve Board Standing Committees and Their Charge

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of BOT Standing Committees and their charge.

OVERVIEW

At the Board Retreat on June 13, 2018, the Board of Trustees tasked the BOT Policy Committee to identify BOT Standing Committees and to include their charge.

Per Board Policy *2220 Committees of the Board*, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board and its membership and charge can be found on the Board of Trustees page of the District Website http://www.sbccd.org/Board_of_Trustees.

INSTITUTIONAL VALUES

- 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

FINANCIAL IMPLICATIONS

No impact to the budget.

**SBCCD BOARD OF TRUSTEES
STANDING COMMITTEES
(with committee charge)**

<p>Policy & Procedures Standing Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> • Acting in a manner consistent with its policies and by laws. • Regularly assessing its policies for their effectiveness in fulfilling the mission and recommending revisions as necessary. 	<ol style="list-style-type: none"> 1. Donna Ferracone 2. Gloria Harrison 3. Donald Singer
<p>Budget Standing Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> • Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf. • Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. • Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum. • Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees. 	<ol style="list-style-type: none"> 1. Gloria Harrison 2. Joseph Williams 3. Donna Ferracone
<p>Student Success Standing Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> • Providing a forum for Board members, managers, faculty, and staff to regularly dialogue, review, and monitor programs, policies, and requirements that directly impact student success. • Understanding the successes, needs, and challenges facing the colleges to enable the Board to better make informed decisions to promote student success. 	<ol style="list-style-type: none"> 1. Joseph Williams 2. Anne Viricel 3. John Longville