



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

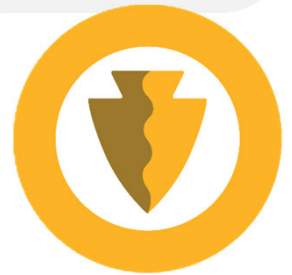
BOARD POLICIES & ADMINISTRATIVE PROCEDURES

March 28, 2024
Board Strategy Session





CONTEXT & TERMS



BOARD POLICIES & ADMINISTRATIVE PROCEDURES

CONTEXT & TERMS



Board Policies (BPs)

- Authorized by law or determined to be necessary for efficient operation
- Require BOT approval



Administrative Procedures (APs)

- Methods used to implement BPs
- Consistent with the intent of BPs
- Presented to the BOT for information



CONTEXT & TERMS

SOME FUNDAMENTALS



- BPs and APs are governed by AP 2410
- They are reviewed in pairs to ensure the AP supports the direction of the BP.
- If related to academic and professional matters, BPs and APS are designated as “10+1,” allowing for appropriate Academic Senate review.
- BPs and APs are separated by **Chapters** with assigned **Chapter Leads** who are charged with facilitating general correctness and operational feasibility.



CHAPTER LEAD

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD POLICIES & ADMINISTRATIVE PROCEDURES

CONTEXT & TERMS

March 28, 2024 | Board Strategy Session

BPPAC | BOARD POLICIES & PROCEDURES AD-HOC COMMITTEE



Board approved June 8, 2023, the **BPPAC** consists of less than a quorum of trustees, is not subject to Brown Act, and will meet at various times, based on availability and need. The group is charged with:

1. Prioritizing the annual review list, and
2. Reviewing BPs and APs from Chapters 1 and 2.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT		STANDARD FORM NO. 101
TO:	Board of Trustees	
FROM:	Diana Z. Rodriguez, Chancellor	
REVIEWED BY:	Diana Z. Rodriguez, Chancellor	
PREPARED BY:	Jose E. Torres, Executive Vice Chancellor Katherine Harrison, Vice Chancellor of HR & Public Services	on hold in AP 2413, goals, and values
DATE:	June 8, 2023	Internal evaluation
SUBJECT:	Appellate's Policy and Procedure Ad-Hoc Committee	comedy for making the process
RECOMMENDATION It is recommended that the Board of Trustees approve a Board Policy and Procedure Ad-Hoc Committee ("BPPAC") and appoint Jose E. Torres to chair the committee through December 31, 2023.		
OVERVIEW The BPPAC will consist of less than a quorum of trustees who will meet at various times, based on availability, to work on: 1. Prioritize the annual review list; 2. Review Chapter 1: The District's BOT Policies, and 3. Review Chapter 2: Board of Trustees Policies. The Board (BPPAC) has no authority or power to act on behalf of the SBCCD Board. Findings or recommendations of the Ad-Hoc Committee shall be reported to the SBCCD Board for review and approval to AP 2413. BPPAC is AP 2413, The Policy and Procedure Ad-Hoc Committee (BPPAC) is the Chancellor's Council is charged with guiding, leading, developing, and systematically reviewing Board Policies, APs, and Administrative Procedures (APs). This task is accomplished through a cyclical schedule which begins each academic year.		
BPPAC Report BPPAC Report (BPPAC) is a report of the BPPAC to the Board of Trustees.		BPPAC Report BPPAC Report (BPPAC) is a report of the BPPAC to the Board of Trustees.

BOARD POLICIES & ADMINISTRATIVE PROCEDURES

CONTEXT & TERMS

PPAC | POLICIES & PROCEDURES ADVISORY COMMITTEE



The **PPAC** is a collegial body that reports to the Chancellor's Council and is charged with updating, creating, developing, and **systematically reviewing** BPs & APs.



PPAC

CONTEXT & TERMS

CHAPTER LEADS



- Chapter Leads are assigned the task of reviewing BPs and APs.
- Chapter Leads are encouraged to collaborate with appropriate constituent groups.
- Chapter Leads will make recommendations based on correctness and operational feasibility.

CHAPTER LEAD
RECOMMENDATIONS



CONTEXT & TERMS

CHAPTER LEADS



1. The District

*BOT
Chancellor*

2. Board of Trustees

*BOT
Chancellor*

3. General Institution

*Chancellor,
Chancellor's Cabinet*

4. Academic Affairs

*Vice Chancellor of E&SSS
& Academic Senate
Presidents*

5. Student Services

*Vice Chancellor of E&SSS
& Academic Senate
Presidents*

6. Business & Fiscal

*Exec Vice Chancellor &
Vice Presidents of
Admin Services*

7. Human Resources

*Vice Chancellor of
Human Resources*

CHAPTER LEAD
RECOMMENDATIONS





THE PROCESS

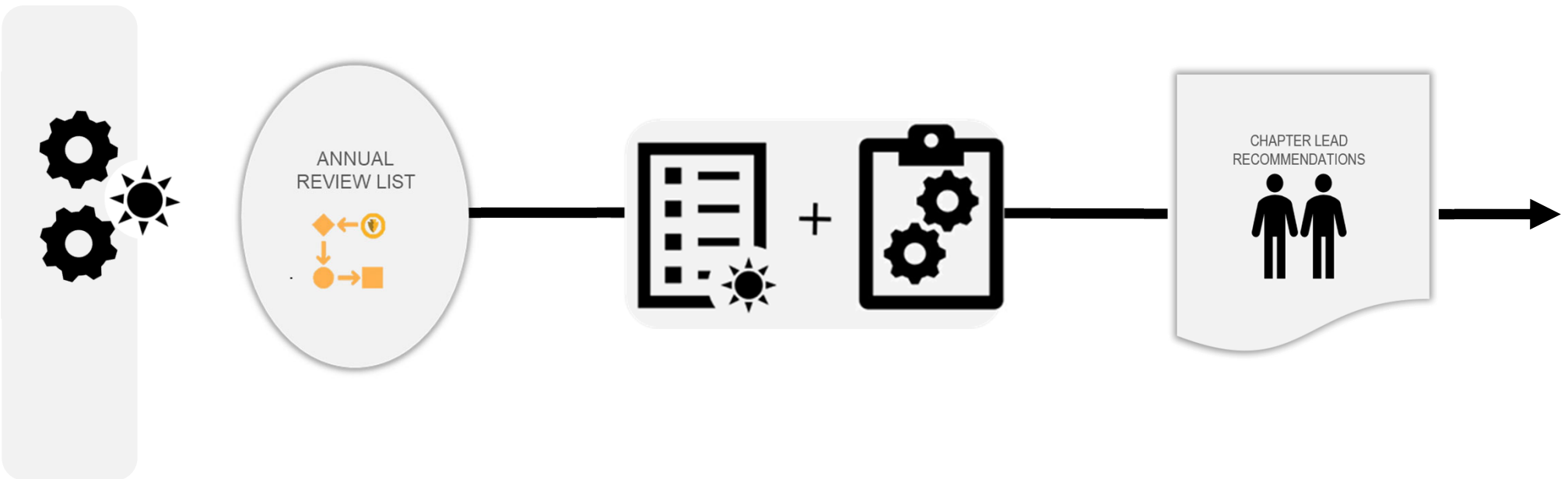


SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD POLICIES & ADMINISTRATIVE PROCEDURES

THE PROCESS

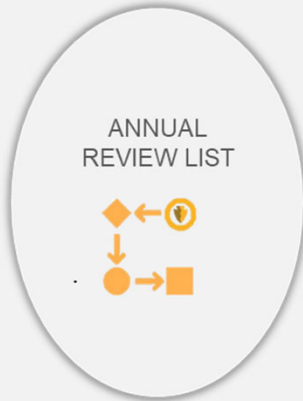
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BOARD POLICIES & ADMINISTRATIVE PROCEDURES

THE PROCESS

ANNUAL REVIEW LIST BASICS



- Initiated each academic year.
- Discussed at the Policies & Procedures Advisory Committee.
- Presented to the BOT.
- Updated and maintained throughout the year.

THE PROCESS

ANNUAL REVIEW LIST COMPONENTS



ANNUAL
REVIEW LIST



Annual Review

10% Review of
SBCCD BP & APs

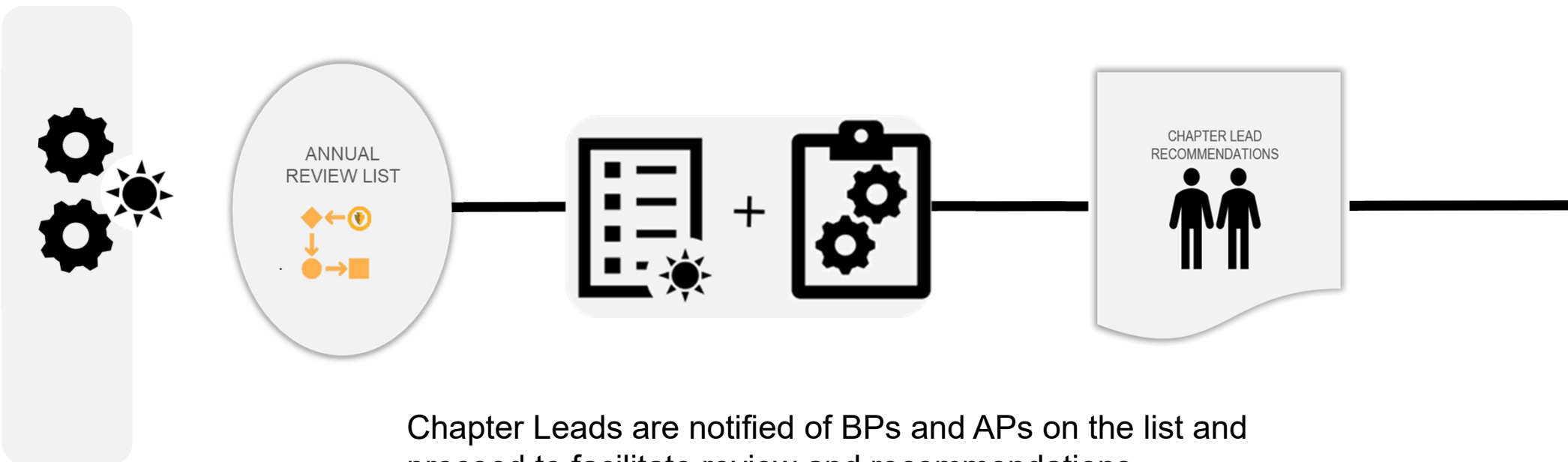
Legal Updates

Legal Updates from the
Community College
League of California

Other Requests

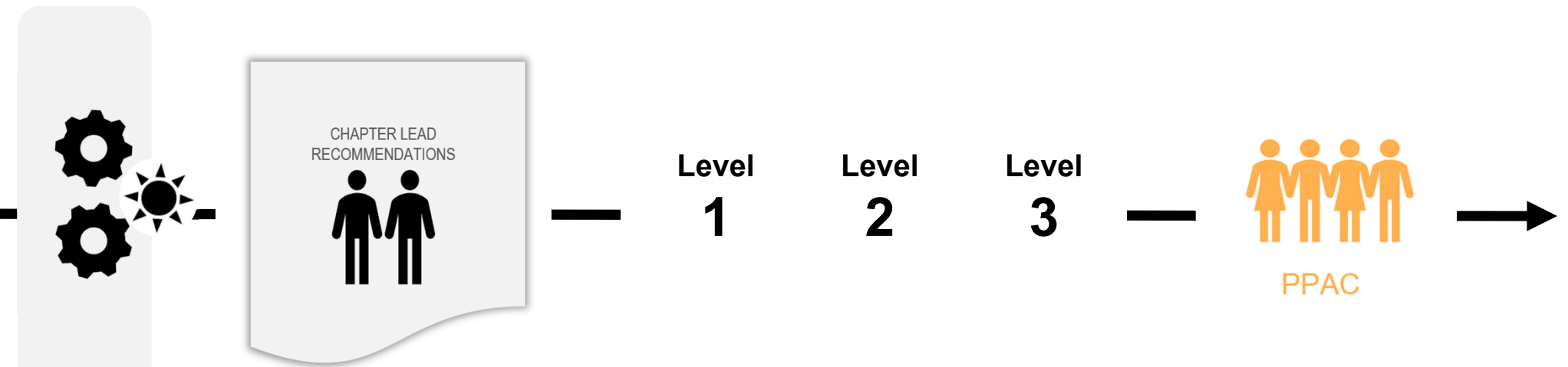
Initiated by
Trustees, Student,
Faculty, or Staff

THE PROCESS



Chapter Leads are notified of BPs and APs on the list and proceed to facilitate review and recommendations.

THE PROCESS

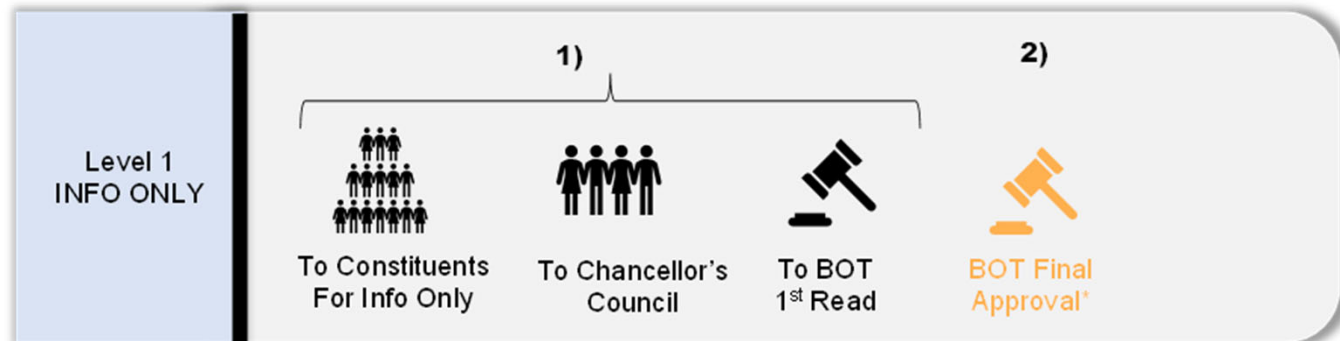
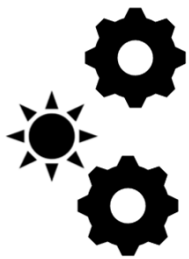


Chapter Lead Recommendations receive a review level rating of 1, 2, or 3 and are placed on the PPAC agenda.

THE PROCESS

AP 2410 REVIEW & APPROVAL

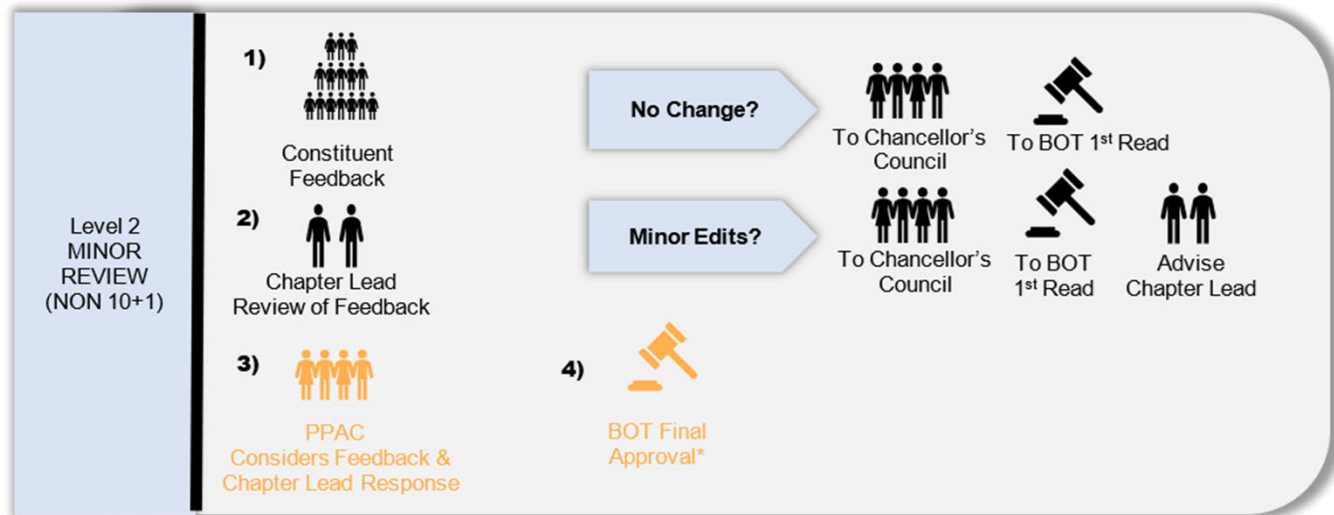
- Level 1** Generally consists of Chapter Lead Recommendations for P&Ps which are:
- 1**
- Reviewed with no changes,
 - Reviewed with only minor clerical edits or legal reference changes, or
 - Chapters 1 and 2 BOT P&Ps which are not designated 10+1.



THE PROCESS

AP 2410 REVIEW & APPROVAL

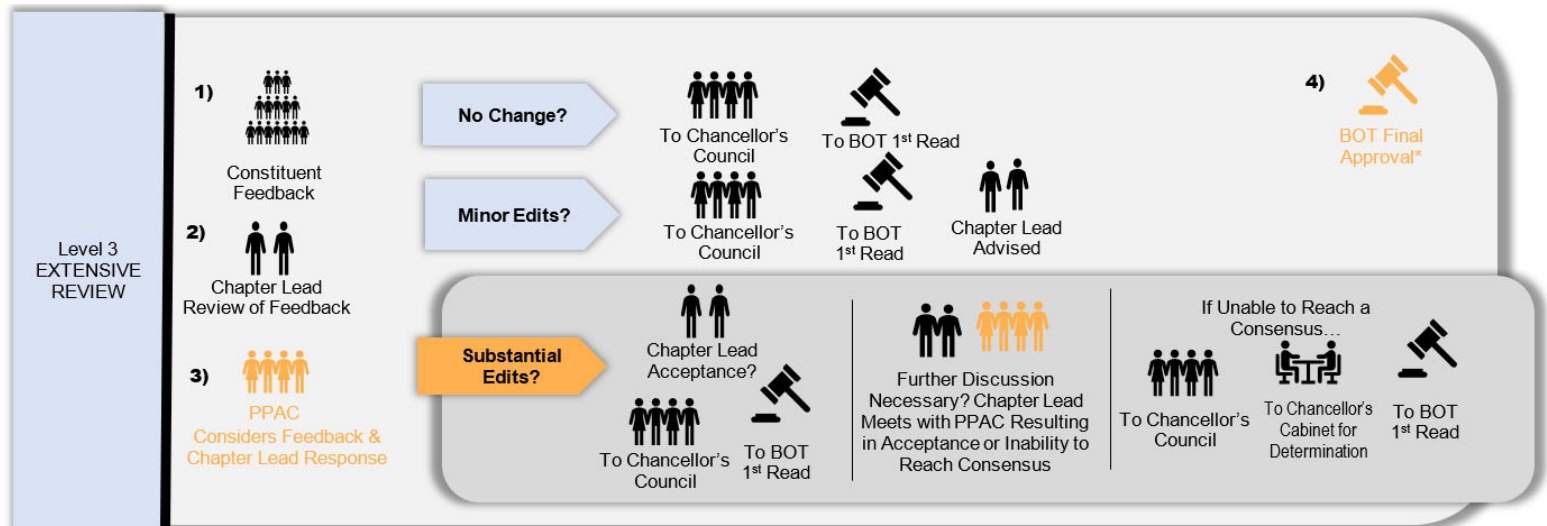
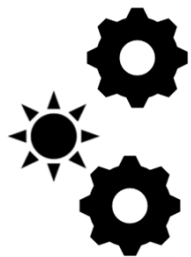
- Level 2** Generally consists of Chapter Lead Recommendations on:
- Existing P&Ps which are simple and non-controversial.
 - New P&Ps that are simple and non-controversial.



THE PROCESS

AP 2410 REVIEW & APPROVAL

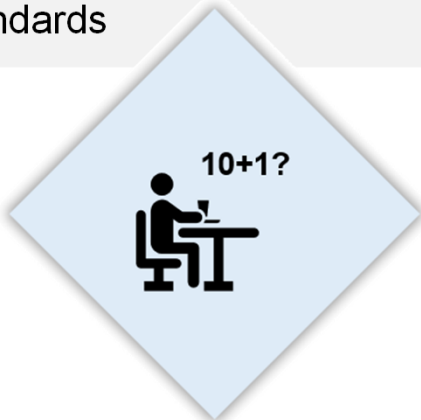
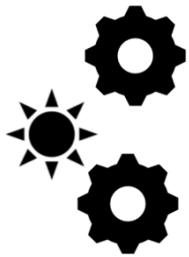
- Level 3** Generally consists of Chapter Lead Recommendations on:
- Existing P&Ps with substantial changes and/or **subject to 10+1**.
 - New P&Ps that are controversial, complex and/or **subject to 10+1**.



THE PROCESS

SUBJECT TO 10+1

Ensures the right of our Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards



10+1 | ACADEMIC & PROFESSIONAL

Relating to policy development and implementation matters for the following:

- 1) Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2) Degree and certificate requirements;
- 3) Grading policies;
- 4) Educational program development;
- 5) Standards or policies regarding student preparation and success;
- 6) District and college governance 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) Processes for institutional planning and budget development; and
- 11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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THE PROCESS



** Items that do not receive BOT approval should begin the cycle again under the Other Requests method.*



EXAMPLES



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT BOARD POLICIES & ADMINISTRATIVE PROCEDURES EXAMPLES

March 28, 2024 | Board Strategy Session

BP 5015 Residence Determination (10+1) 03/28/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Chapter Lead
N Ornelas

Date Requested
8/7/2023

Anticipated Date
Recommendation Received

Received:
2/21/2024

10+1 Designation (when applicable)

Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this policy to add a reference to the Education Code.
- > Legal Update 42: The Service updated this policy to allow specified athletes to be entitled to classification as residents tuition and fee purposes pursuant to changes in the Education Code.
- > Legal Update 39: The Service updated this policy to add language regarding exceptions to California residency determinations for certain students with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679) The Service also added a legal citation to the U.S. Code. (2022-23 carryover)

Review Level
Level 3

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

02/26/2024 PPAC Approves Review Level
03/06/2024 Level 3 First Anticipated AS Review
03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
04/05/2024 Level 3 Second Anticipated AS Review
04/08/2024 PPAC Reviews Second AS Feedback
05/09/2024 BOT First Reading
06/13/2024 BOT Final Approval

Action Requested

- Please review this Chapter Lead recommendation based on the reasons above.
- Staff recommended changes are shown in red.
- Legal changes are shown in blue and should only be considered optional if indicated.
- If there are no changes showing, this item is being presented for information only.
- For questions on this recommendation, please contact J Torres or kgoodric@sbbcc.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>. Page 1 of 2

BP 5015 Residence Determination (10+1) 03/28/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this policy to add a reference to the Education Code.
- > Legal Update 42: The Service updated this policy to allow specified athletes to be entitled to classification as residents tuition and fee purposes pursuant to changes in the Education Code.
- > Legal Update 39: The Service updated this policy to add language regarding exceptions to California residency determinations for certain students with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679) The Service also added a legal citation to the U.S. Code. (2022-23 carryover)

Review Process Notes:

(Replaces current SBCCD-BP-5015)

Except for students seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of the semester for which the student applies to attend. Notwithstanding this standard for determining bona fide California residency, a student with military or veteran status may be deemed to qualify as a California resident for in-state tuition eligibility, in accordance with state and federal law.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

References:
Education Code Sections 68040, 68083, 68086, and 76140;
Title 5 Sections 54000 et seq.
38 U.S. Code Section 3679

End of Recommendation for BP 5015 Residence Determination

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>. Page 2 of 2

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD POLICIES & ADMINISTRATIVE PROCEDURES

EXAMPLES

March 28, 2024 | Board Strategy Session

Cover Sheet

BP 6320 Investments

03/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Chapter Lead	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	1/15/2024

Reason(s) for Review/Changes

> Annual Review as required by Board Policy; staff recommends no changes.

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

02/06/2024 BPPAC Approval
02/26/2024 PPAC Approves Review Level
02/27/2024 Level 1 to Constituents for Information Only
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD POLICIES & ADMINISTRATIVE PROCEDURES

EXAMPLES

March 28, 2024 | Board Strategy Session

Recommendation

BP 6320 Investments

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/27/24

Reason(s) for Review/Changes

> Annual Review as required by Board Policy; staff recommends **no changes**.

Review Process Notes:

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including Government Code Sections 53600 which states:

"The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern."

Investments shall be made based on the following criteria:

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD POLICIES & ADMINISTRATIVE PROCEDURES

EXAMPLES

March 28, 2024 | Board Strategy Session

Cover Sheet

BP 3420 Equal Employment Opportunity

03/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Chapter Lead	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	2/21/2024

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.

Review Level

Level 2

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

02/26/2024 PPAC Approves Review Level
02/27/2024 Levels 2 & 3 to Constituents for Feedback
03/11/2024 Level 2 PPAC Hears Constituent Feedback
04/11/2024 BOT First Reading
05/09/2024 BOT Final Approval

BOARD POLICIES & ADMINISTRATIVE PROCEDURES

EXAMPLES

Recommendation

BP 3420 Equal Employment Opportunity

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/27/24

Reason(s) for Review/Changes

> **Legal Update 42:** The Service updated this policy to align with updated Title 5 regulations.

Review Process Notes:

3/11/2024 PPAC: This item was reviewed with no feedback provided.

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program. Equal employment opportunity includes not only a process for equal opportunity in hiring, but also practices and processes that create inclusive, respectful work environments.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation. The Chancellor shall develop hiring procedures driven by diversity, equity, and inclusion and consistent with the Board's intent described above.

Also see BP/AP 3410 titled Nondiscrimination and BP/AP 7100 titled Commitment to Diversity.

References:

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.
ACCJC Accreditation Standard III.A.12

End of Recommendation for BP 3420 Equal Employment Opportunity

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD POLICIES & ADMINISTRATIVE PROCEDURES

EXAMPLES

March 28, 2024 | Board Strategy Session

Cover Sheet

AP 4235 Credit for Prior Learning (10+1)

03/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Chapter Lead	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	3/5/2024

Reason(s) for Review/Changes

> Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned by such examinations. (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

03/11/2024 PPAC Approves Review Level
04/03/2024 Level 3 First Anticipated AS Review
04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
04/17/2024 Level 3 Second Anticipated AS Review
05/13/2024 PPAC Reviews Second AS Feedback
06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

SAN BERNARDINO COMMUNITY COLLEGE
BOARD POLICIES
EXAMPLES

Board Strategy Session

AP 4235 Credit for Prior Learning (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District

Recommendation



03/27/24

Reason(s) for Review/Changes

> Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned by such examinations. (2022-23 carryover)

Review Process Notes:

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by ~~examination in the~~ College Level Examination Program (CLEP) [examination](#).
- [Achievement of a score that qualifies for credit by International Baccalaureate examination.](#)
- Evaluation of joint service transcript (JST) that considers the credit recommendations of the American Council on Education pursuant to Education Code 66025.71.
- Evaluation of industry-recognized credential documentation.
- Evaluation of student-created portfolios.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.
- Assessment approved or conducted by proper authorities of the college.

Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.



THANK YOU.

