

DISTRICT ASSEMBLY MEETING  
Tuesday, December 2, 2014 – 3:00pm  
District Office – **Board Room**  
AGENDA

[Click here to view CCLC Policies & Procedures.](#)

- |   |                           |
|---|---------------------------|
| <b>1. Call to Order</b>   | <b>Stanskas</b>           |
| <b>2. Approval of Minutes</b>   | <b>Stanskas</b>           |
| a. November 4, 2014   |                           |
| <b>3. Old Business</b>  | <b>Members</b>            |
| a. Breakout Groups to Review and Recommend Changes to Policies & Procedures   |                           |
| i. AP 7160 Professional Development   |                           |
| ii. AP 4020 Program, Curriculum, and Course Development   |                           |
| iii. BP and AP 4025 Philosophy and Criteria for Associate Degree and General Ed.  |                           |
| iv. AP 4050 Articulation  |                           |
| b. Board Policies and Administrative Procedures For Further Review  |                           |
| i. Copy from Work Group Agenda  |                           |
| c. District Assembly Membership Vacancies   |                           |
| i. Crafton Hills College Alternate Student  |                           |
| ii. San Bernardino Valley College Alternate Student   |                           |
| <b>4. New Business</b>  | <b>Stanskas</b>           |
| a. Policy & Procedure Update #25 Overview   |                           |
| b. AP 5030 Fees   |                           |
| c. AP 7400 Travel   |                           |
| d. AP 2735 Board Member Travel  |                           |
| e. BP 6610 Local Hire (LOCAL, MINORITY, WOMEN, AND VETERAN OWNED ENTERPRISE PROGRAM)                                    |                           |
| <b>5. Academic Senate Reports</b>   | <b>Allen-Hoyt/Gilbert</b> |
| <b>6. Classified Senate Reports</b>   | <b>Tinoco/Thomas</b>      |
| <b>7. Student Senate Reports</b>  | <b>Robles/Sultzbaugh</b>  |
| <b>8. District Reports</b>  |                           |
| a. Parking Fees <a href="https://prezi.com/aghyh-cuuu2q/parking-fees/">https://prezi.com/aghyh-cuuu2q/parking-fees/</a> | <b>Torres</b>             |
| <b>9. Chancellor's Report</b>   | <b>Baron</b>              |
| <b>10. Public Comment</b>   |                           |
| <b>11. Future Agenda Items/Announcements</b>  | <b>Members</b>            |
| a. Chapter 6 Business & Fiscal Affairs  |                           |
| b. Chapter 4 Academic Affairs   |                           |
| c. Chapter 3 General Institution  |                           |
| d. Chapter 5 Student Services   |                           |

- e. Chapter 7 Human Resources
- f. AB 86 Committee to report back with information and recommendations to the Chancellor for District Assembly consideration and action (February)
- g. Annual Committee Evaluation (March)
- h. Discussion of Compressed Calendar (March)
- i. Annual Committee Evaluation Results Review (April)

**12. Adjourn**

**Stanskas**

DISTRICT ASSEMBLY MEETING  
Tuesday, November 4, 2014 – 3:00pm  
District Office – Board Room  
MINUTES

[Click here to view CCLC Policies & Procedures.](#)

Members Present

Allen, Denise R; Chavira, Rejoice C; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Levesque, Robert A; Marshall, Cheryl; Nikac, Stacey K; Oberhelman, Jason; Sultzbaugh, Crystal; Thomas, Cassandra S.; Weiss, Kathryn G.

Members Absent

Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Beavor, Aaron V.; Brown, Brandon; Bryant, Tom; Crow, Kathryn E.; Curasi, Gina N; Gamboa, Colleen G.; Gamboa, Benjamin R.; Gomez, Edward P; Gilbert, Jeremiah A; Lillard, Sheri J; Paddock, Ericka N; Stanskas, Peter-John; Smith, James E.; Tinoco, Michelle A ; Williams, Clyde; Williams, Nicole B

Guests:

Isaac, Matthew; Oliver Tim; Torres, Jose

Call to Order

Jodi Hanley called the meeting to order at 3:03pm

Approval of Minutes

Holbrook motioned and Levesque seconded a motion to approve the minutes of October 7, 2014.

AYES: Allen, Denise R; Chavira, Rejoice C; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Levesque, Robert A; Marshall, Cheryl; Nikac, Stacey K; Oberhelman, Jason; Sultzbaugh, Crystal; Thomas, Cassandra S.; Weiss, Kathryn G.

NOS: None

ABSENT: Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Beavor, Aaron V.; Brown, Brandon; Bryant, Tom; Crow, Kathryn E.; Curasi, Gina N; Gamboa, Colleen G.; Gamboa, Benjamin R.; Gomez, Edward P; Gilbert, Jeremiah A; Lillard, Sheri J; Paddock, Ericka N; Stanskas, Peter-John; Smith, James E.; Tinoco, Michelle A ; Williams, Clyde; Williams, Nicole B

ABSTENTIONS: None

Old Business

Approval of Consent Agenda

Kay Weiss pulled BP 4040 Library & Other Instructional Support Services from the consent agenda for further review with the work group.

Casey motioned and Weiss seconded a motion to approve the consent agenda without BP4040 and recommended the following administrative procedures and board policies: BP 4230 Grading and Academic Record Symbols; AP 4230 Grading and Academic Record Symbols; AP 5013 Students in the Military; BP 5075 Course Adds, Drops & Withdrawals; AP 5075 Course Adds, Drops & Withdrawals; BP 6925 Refreshments or Meals Served at Mtgs & District Events; AP 6925 Refreshments or Meals Served at Mtgs & District Events; BP 7160 Professional Development

AYES: Allen, Denise R; Chavira, Rejoice C; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Levesque, Robert A; Marshall, Cheryl; Nikac, Stacey K; Oberhelman, Jason; Sultzbaugh, Crystal; Thomas, Cassandra S.; Weiss, Kathryn G.

NOS: None

ABSENT: Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Beavor, Aaron V.; Brown, Brandon; Bryant, Tom; Crow, Kathryn E.; Curasi, Gina N; Gamboa, Colleen G.; Gamboa, Benjamin R.; Gomez, Edward P; Gilbert, Jeremiah A; Lillard, Sheri J; Paddock, Ericka N; Stanskas, Peter-John; Smith, James E.; Tinoco, Michelle A ; Williams, Clyde; Williams, Nicole B

ABSTENTIONS: None

The work group will continue to review the following policies and procedures and bring recommendations back to District Assembly for the consent agenda: AP 4040 Library & Other Instructional Support Services; AP 2510 Participation in Local Decision-Making (Senates to review District section by 11/14/14); AP 2435 Evaluation of the Chancellor (review with AP 7150 for committee selection process); BP 7150 Evaluation; AP 7150 Evaluation; AP 7160 Professional Development; AP 4020 Program, Curriculum, and Course Development (Academic Senates to review by 11/14/14); BP 4025 Philosophy and Criteria for Associate Degree and General Education (Academic Senates to review by 11/14/14); AP 4025 Philosophy and Criteria for Associate Degree and General Education (Academic Senates to review by 11/14/14); AP 4050 Articulation (Academic Senates to review by 11/14/14); BP 5500 Standards of Student Conduct & Discipline (Academic Senates to review by 12/9/14); AP 5500 Standards of Student Conduct & Discipline (Academic Senates to review by 12/9/14); BP 6200 Budget Preparation (Academic Senates to review by 12/9/14); AP 6200 Budget Preparation (Academic Senates to review by 12/9/14); BP 6300 Fiscal Management (Academic Senates to review by 12/9/14); AP 6300 Fiscal Management (Academic Senates to review by 12/9/14); BP 2010 Board Membership; BP 2015 Student Trustees; BP 2040 Board Authorization; BP 2100 Board Elections; BP 2105 Election of Student Trustees; AP 2105 Election of Student Trustees; BP 2110 Vacancies on the Board; AP 2110 Vacancies on the Board BP 2130 Term Limits; BP 2210 Officers; BP 2220 Committees of the Board; BP 2305 Annual Organizational Meeting; BP 2310 Regular Meetings of the Board; BP 2315 Closed Sessions; BP 2320 Special and Emergency Meetings; AP 2320 Special and Emergency Meetings; BP 2330 Quorum and Voting; BP 2340 Agendas; AP 2340 Agendas; BP 2345 Public Participation at Board Mtgs; BP 2350 Speakers; BP 2355 Decorum; BP 2360 Minutes; BP 2365 Recording; AP 2365 Recording; AP 2430 Delegation of Authority to the Chancellor; BP 2432 Chancellor Succession; BP 2610 Presentation of Initial Collective Bargaining Proposals AP 2610 Presentation of Initial Collective Bargaining Proposals; BP 2710 Conflict of Interest; AP 2710 Conflict of Interest; AP 2712 Conflict of Interest Code; BP 2716 Political Activity; BP 2717 Personal Use of Public Resources; BP 2720 Communications Among Board Members; BP 2730 Board Member Health Benefits AP 2730 Board Member Health Benefits; BP 2750 Board Member Absence from the State

#### District Assembly Membership Vacancies

Aaron Vergis, Jr. is Crafton Hills College Alternate Student. Still pending alternate student from San Bernardino Valley College.

#### New Business

AP and BP 3510 Workplace Violence will be added to the list of AP/BPs being reviewed by the work group.

Huston motioned and Feist seconded a motion to distribute the Annual Committee Evaluation to the committee in March and discuss the results of the evaluation in April. It was asked to move the two questions from the top of page two to the end of the survey and distribute to members at the meeting.

AYES: Allen, Denise R; Chavira, Rejoice C; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.;

Levesque, Robert A; Marshall, Cheryl; Nikac, Stacey K; Oberhelman, Jason; Sultzbaugh, Crystal; Thomas, Cassandra S.; Weiss, Kathryn G.

NOS: None

ABSENT: Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Beavor, Aaron V.; Brown, Brandon; Bryant, Tom; Crow, Kathryn E.; Curasi, Gina N; Gamboa, Colleen G.; Gamboa, Benjamin R.; Gomez, Edward P; Gilbert, Jeremiah A; Lillard, Sheri J; Paddock, Ericka N; Stanskas, Peter-John; Smith, James E.; Tinoco, Michelle A ; Williams, Clyde; Williams, Nicole B

ABSTENTIONS: None

#### Academic Senate Reports

Allen reported Brandman offering bachelor's degrees at the college campus and is being implemented smoothly. Discussing hiring prioritization is continuing in hopes of getting additional full-time staff and faculty. Working on student equity plan and plans to have it completed by the end of the year. Tablet pilot program that faculty has been working on and will have more pilots in the Spring. Finished basic skills report. Working on a proposal for a bachelor's degree that the 2-year colleges are being asked to submit. Academic Senate has on the agenda a letter to the board regarding the CBA/PLA asking the board to give them more time. Minors on campus policy will be forthcoming.

#### Classified Senate Reports

Alicia reported for Michelle Tinoco. Classified senate had a yogurt event during club rush that was a big success. Dr. Marshall will be at the next classified senate meeting to discuss hiring prioritization. Thomas reported senate has been focused on prioritizing positions. Concession stands for football games and fundraiser for Thanksgiving basket drive to give to staff that are in need. Professional development clearing house summit is upcoming and will be attended.

#### Student Senate Reports

Sultzbaugh reported a successful Club Rush. Student senate renovated the old police station to make a food pantry. They are working on ideas of how to keep the pantry full. Sent students to HACU and will send students to Fall General Assembly. Provided student feedback on the hiring prioritization. Updating equity plan and educational master plan goals. Will be hosting two forums in mid-November about the tablet initiative. Planning an upcoming carnival. Started a by-laws committee to make changes.

#### District Reports

Written reports were submitted for EDCT and Program Review

#### Public Comment

None

#### Future Agenda Items/Announcements

Chapter 6 Business & Fiscal Affairs

Chapter 4 Academic Affairs

Chapter 3 General Institution

Chapter 5 Student Services

Chapter 7 Human Resources

Academic Calendar 2015-2016 and 2016-2017 (February)

AB 86 Committee to report back with information and recommendations to the Chancellor for District Assembly consideration and action (February)

#### Adjourn

Hanley adjourned the meeting at 3:55pm.

Policy and Procedure Subscriber Service  
Community College League of California  
Liebert Cassidy Whitmore

**Update #25**  
November 2014

**OVERVIEW**

This is the twenty-fifth update to subscribers in the League's Policy and Procedure Subscriber Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update is in response to revised accreditation standards\* (June 2014), laws and regulations, legal opinions, and questions from subscribers that have occurred since Update 24, disseminated to member districts in April 2014.

\* At its June 2014 meeting, the Accrediting Commission for Community and Junior Colleges (ACCJC) adopted revised Eligibility Requirements and Accreditation Standards. The new Standards will be the basis for comprehensive institutional evaluations for reaffirmation of accreditation beginning spring 2016. The new Standards will, for all other purposes, be effective upon adoption, and may be used by institutions wishing to develop a baccalaureate degree.

Indicates the AP/BP has previously been approved by the board (in the new AP/BP format)

Non-highlighted items are either in the process or will soon go through the collegial update process.

**Revisions to the Board Policy Templates**

**BP 1200 District Mission** – This policy was updated to reflect revised Accreditation Standard I.A in the legal references.

**BP 2200 Board Duties and Responsibilities** – This policy was updated to reflect revised Accreditation Standard IV in the legal references.

**BP 2410 Board Policies and Administrative Procedures** – This policy was updated to reflect revised Accreditation Standards I.B.7, I.C.5, IV.C.7, and IV.D.4 in the legal references. **Additional language requiring the governing board to regularly assess its policies for effectiveness in fulfilling the District's mission was also included in this revision.**

**BP 2430 Delegation of Authority to the [CEO]** – This policy was updated to reflect revised Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 in the legal references.

**BP 2431 CEO Selection** – This policy was updated to reflect revised Accreditation Standards IV.B and IV.C.3 in the legal references.

**BP 2435 Evaluation of the [CEO]** – The title of this policy was revised to align with the title of the related AP 2435. Revised Accreditation Standard IV.C.3 was added to the legal references.

**BP 2510 Participation in Local Decision-Making** – This policy was updated to reflect revised Accreditation Standard IV.D.7 in the legal references.

**BP 2715 Code of Ethics/Standards of Practice** – This policy was updated to reflect revised Accreditation Standard IV.C.11 in the legal references and to include a clear notation regarding the necessity to insert language in the policy that addresses Code of Ethics violations.

**BP 2740 Board Education** – This policy was updated to reflect revised Accreditation Standard IV.C.9 in the legal references.

**BP 2745 Board Self-Evaluation** – This policy was updated to reflect revised Accreditation Standard IV.C.10 in the legal references.

**BP 3200 Accreditation** – This policy was updated to reflect revised Accreditation Standards I.C.12 and 13 in the legal references.

**BP 3250 Institutional Planning** – This policy was updated to reflect revised Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 in the legal references.

**BP 3410 Nondiscrimination** – This policy was updated to reflect the revised Accreditation Standard Catalog Requirements and Accreditation Requirement 20 in the legal references.

**BP 3540 Sexual and Other Assaults on Campus** – This policy was revised to add Education Code Section 67386 in the legal references and in the text of the document. (NOTE: SB 967 added Education Code Section 67386 effective January 1, 2015.)

**BP 3900 Speech: Time, Place, and Manner** – This policy was revised to note that it is legally advised, but not legally required, that the college(s) is/are a non-public forum.

**BP 4020 Program, Curriculum, and Course Development** – This policy was updated to reflect revised Accreditation Standards II.A and II.A.9 in the legal references.

**BP 4025 Philosophy and Criteria for Associate Degree and General Education** – This policy was updated to reflect revised Accreditation Standard II.A in the legal references.

**BP 4030 Academic Freedom** – This policy was updated to reflect revised Accreditation Standard I.C.7 and Accreditation Eligibility Requirement 20 in the legal references.

**BP 4040 Library and Learning Support Services** – The title of this policy was revised to align with the terminology used in the accreditation standards. Accreditation Standard II was added in the legal references as well.

**BP 4050 Articulation** – This policy was updated to reflect revised Accreditation Standard II.A.10 in the legal references.

**BP 5500 Standards of Student Conduct** – The title of this policy was revised to clarify that this document applies to student conduct. In addition, Accreditation Standards I.C.8 and 10 were added in the legal references.

**BP 5700 Athletics** – This policy was revised to correct the name of the *Sports Guides* to *Sports Championship Handbooks*.

**BP 6200 Budget Preparation** – This policy was updated to reflect revised Accreditation Standard III.D in the legal references.

**BP 6300 Fiscal Management** – This policy was updated to reflect revised Accreditation Standard III.D in the legal references.

**BP 6330 Purchasing** – This policy was updated to add Public Contract Code Section 20651 to the legal references.

**BP 6520 Security for District Property** – This policy was updated to reflect revised Accreditation Standard III.B.1 in the legal references.

**BP 6700 Civic Center and Other Facilities Use** – This policy was revised to add military and veteran status as a protected status.

**BP 7120 Recruitment and Hiring** – This policy was revised to clarify the Accreditation Standard in the legal references.

## **Revisions to the Administrative Procedure Templates**

**AP 2410 Board Policies and Administrative Procedures** - This procedure was updated to reflect revised Accreditation Standards I.B.7, I.C.5, IV.C.7, and IV.D.4 in the legal references.

**AP 2435 Evaluation of the [CEO]** - This procedure was updated to reflect revised Accreditation Standard IV.C.3 in the legal references.

**AP 2510 Participation in Local Decision-Making** - This procedure was updated to reflect revised Accreditation Standards IV.A and IV.D.7 in the legal references.

**AP 3050 Institutional Code of Ethics** - This procedure was updated to reflect revised Accreditation Standard III.A.13 in the legal references.

**AP 3200 Accreditation** - This procedure was updated to reflect revised Accreditation Standards I.C.12 and 13 in the legal references.



**AP 3250 Institutional Planning** - This procedure was updated to reflect revised Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 in the legal references.

**AP 3410 Nondiscrimination** - This procedure was updated to reflect the revised Accreditation Standard Catalog Requirements and Accreditation Requirement 20 in the legal references.

**AP 3420 Equal Employment Opportunity** - This procedure was revised to remove the requirement that equal employment opportunity plans must be approved by the California Community Colleges Chancellor's Office in compliance with recent changes to Title 5 Section 53003(a).

**AP 3430 Prohibition of Harassment** - This procedure was revised to more closely align it to state and federal law and to make it more likely to withstand a constitutional on First Amendment grounds.

**AP 3500 Campus Safety** - This procedure was revised to update the legal references.

**AP 3540 Sexual and Other Assaults on Campus** – The title of this procedure was revised to align with the title of the related policy. In addition, this procedure was revised to include the requirements of SB 967, known as the “yes means yes” law. Education Code Section 67386 was also added to the legal references. (*NOTE: SB 967 added Education Code Section 67386 effective January 1, 2015.*)

**AP 3560 Alcoholic Beverages** - This procedure was revised to permit a student at least 18 years of age to taste beer or alcohol as part of a degree program. In addition, this procedure was revised to add Business and Professions Code Section 25658 to the legal references.

**AP 3720 Computer and Network Use** - This procedure was revised to make it more likely to withstand a constitutional challenge.

**AP 3900 Speech: Time, Place, and Manner** - This procedure was revised to include options to limit speech and expressive activity to certain areas of campus or to permit speech and expressive activity in common areas of campus, and to clarify the obligation of persons distributing printed materials to retrieve, remove, or properly discard the materials.

**AP 4020 Program and Curriculum Development** - This procedure was updated to reflect revised to clarify the Accreditation Standard in the legal references.

**AP 4025 Philosophy and Criteria for Associate Degree and General Education** - This procedure was updated to reflect revised Accreditation Standard II.A in the legal references.

**AP 4040 Library and Learning Support Services** - The title of this procedure was revised to align with the terminology used in the accreditation standards. This procedure was updated to reflect revised Accreditation Standard II.B in the legal references.

**AP 4050 Articulation** - This procedure was revised to clarify that local procedures may identify baccalaureate-level institutions. In addition, this procedure was updated to reflect revised Accreditation Standard II.A.10 in the legal references.

**AP 5013 Students in the Military** - This procedure was revised to extend resident status to qualifying veterans and students.

**AP 5015 Residence Determination** - This procedure was revised to extend resident status to qualifying veterans and students and to students who demonstrate financial need and have a parent who has been deported or permitted to leave the state voluntarily, if the student lived in California immediately before moving.

**AP 5055 Enrollment Priorities** - This procedure was revised to update enrollment priorities in compliance with recent changes to Title 5 Section 58108.

**AP 5500 Standards of Student Conduct** – The title of this procedure was revised to clarify that this document applies to student conduct. In addition, this procedure was updated to reflect revised Accreditation Standards I.C.8 and 10 in the legal references.

**AP 6200 Budget Preparation** - This procedure was revised to clarify the Accreditation Standard in the legal references.

**AP 6300 Fiscal Management** - This procedure was updated to reflect revised Accreditation Standard III.D.9 in the legal references.

**AP 6330 Purchasing** – This procedure was updated to add Education Code Section 81656 as well as Public Contract Code Sections 20650 and 20651 to the legal references.

**AP 6520 Security for District Property** - This procedure was revised to clarify the Accreditation Standard in the legal references.

**AP 6700 Civic Center and Other Facilities Use** - This procedure was revised to make it more likely to withstand a constitutional challenge.

**AP 7120 Recruitment and Hiring** - This procedure was updated to reflect revised Accreditation Standard III.A.1 in the legal references.

**AP 7150 Evaluation** - This procedure was revised to provide that the District will assure the effectiveness of its evaluation processes in accordance with the accreditation standards. In addition, this procedure was updated to reflect revised Accreditation Standard III.A.5 in the legal references.

**AP 7160 Professional Development** - This procedure was revised to provide that the District provides appropriate professional development opportunities. In addition, this procedure was updated to reflect revised Accreditation Standard III.A.14 in the legal references.

11/14

Highlighted AP/BP have already been reviewed and approved.  
All others will be updated and reviewed through the process.



---

**San Bernardino Community College District**  
**Board Policy**  
Chapter 2 – Board of Trustees

---

**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.

At the July Regular Board of Trustees Meeting, the Chancellor shall present each member of the Board with copies of any revisions of administrative procedures since the last time they were provided. 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 shall be readily available on the District's website.

**Reference:** Education Code Section 70902;  
WASC/ACCJC Accreditation Standard IV.B.1.b & e



---

San Bernardino Community College District  
Administrative Procedure  
Chapter 5 – Student Services

---

**AP 5013 STUDENTS IN THE MILITARY**

***NOTE:** This procedure is **optional**. The following language may also be placed in other Administrative Procedures as appropriate, e.g., residence determination and grading and drop/add procedures.*

**Residence Determinations for Military Personnel and Dependents**

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this

1234 BP or AP #	Representative group	COMMENT	RESPONSE
BP 2015 – Student Trustees	Student Trustees 11/14/13	<p>Add to line 65: <i>The student trustee has the same general responsibilities as publicly elected trustees to be a contributing and ethical member of the board. The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties include:</i></p> <ul style="list-style-type: none"> <li>• <i>Attend conferences to enhance their own learning and contributions to the board.</i></li> <li>• <i>Help represent the college at community events.</i></li> <li>• <i>Help advocate for the college and students at the state and national legislatures.</i></li> <li>• <i>Attend ASO/ Associated Student Government board meetings</i></li> <li>• <i>Sit on district and/ or administrative committees</i></li> <li>• <i>Have monthly meetings with the President of college</i></li> <li>• <i>Have monthly meeting with the Vice Presidents of the college when necessary</i></li> <li>• <i>Have monthly meetings with the Chancellor</i></li> <li>• <i>Promote open, honest, and civil discussion between faculty, staff, administration and students.</i></li> </ul>	
AP 2435 – Evaluation of the Chancellor	1. Denise Allen-Hoyt 2. CHC Ed Policy	1. No issues 2. All managers, faculty and staff are all hand-picked by the chancellor...the only ones not picked by the chancellor	HOLD - WG reviewed 9/23/14 - This AP is to be reviewed with AP 7150 Evaluation to make sure both are

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		are the student representatives. At least some of the managers, faculty or staff should be appointed to ensure a fair evaluation.	consistent with the evaluation committee selection process.
AP 2510	SBVC Classified Senate	Line 166, add "(CSEA), Classified Senates, the Associated Students" Lines 141-142, add "classified staff jointly by the CSEA and Classified Senates as described in the Delineation of Roles and Responsibilities Statement" (November 2013)	WG reviewed in the Summer, 9/23/14 – Recommend sending back to Senates for clean-up and less details in the membership area as there are frequent changes to org structures, positions, and titles. Due back to Work Group 10/14/14.
AP 2510	CSEA	Strike Line 160. Superfluous when rest of language is stricken.	WG reviewed in the Summer, 9/23/14 – Recommend sending back to Senates for clean-up and less details in the membership area as there are frequent changes to org structures, positions, and titles. Due back to Work Group 10/14/14.
AP 2510	J. Holbrook  Denise Allen  Ed Policy Committee,	The intro sentence shows that additional work is necessary before this document can be fully ready for comment. Suggest adding the information as identified by the consultant and then send to full assembly. There are nine items listed on lines 22-30 – that need to be addressed. I would support keeping the list and then identifying the SBCCD AP/BP that has been written to address these 9 items. I agree with the strike through of the remaining text.	WG reviewed in the Summer, 9/23/14 – Recommend sending back to Senates for clean-up and less details in the membership area as there are frequent changes to org structures, positions, and titles. Due back to Work Group 10/14/14.

1234 BP or AP #	Representative group	COMMENT	RESPONSE
	CHC	Ed Code 70902 is referenced for this BP as well, but the wording is slightly different than the 70902 used for BP 2410. Check numbers 2 and 7 in the doc. A year citation for the Ed Code used should be included, since Ed Code is reviewed and revised yearly. This is a frequent issue in many of the documents.	
AP 2510	SBVC Academic Senate	<p><b>11/18/14 from Jeremiah: Both senates have discussed this and agree with restoring the language in lines 35-57 and cutting lines 59-150. Also, my senate will be looking at AP/BP 5500 tomorrow.</b></p> <p>AP 2225 (currently being changed to AP 2510) is referenced heavily in the Accreditation Document. It is used to support the campus shared governance structure. It is extremely important that AP 2510 exactly mirrors the 2225 language for campus/district shared governance structure. All committees, charges and memberships needs to be included. To streamline this AP and eliminate necessary information, would remove vital supporting evidence for the accreditation self-study report.</p> <p>Lines 122-124, "timely and appropriate notice" ,this seems too vague; change statement to "Collegial consultation is facilitated by communication, the timeline for the process is clearly communicated, notice of meetings, public</p>	<p>WG reviewed in the Summer, 9/23/14 – Recommend sending back to Senates for clean-up and less details in the membership area as there are frequent changes to org structures, positions, and titles. Due back to Work Group 10/14/14.</p>



1234 BP or AP #	Representative group	COMMENT	RESPONSE
AP 2510 cont.		<p>deliberation, and public records are transparent and done on a timely manner, which allows for comprehensive participation and feedback from the campus community”</p> <p>Lines 126 -129, second sentence indicates a past practice of forwarding minutes to constituencies. . Change statement to “Each subcommittee is charged with publishing their agenda, minutes and related supportive documents at respective websites or submitting documents to the respective constituency groups”..</p> <p>Lines 129-130, Meaning of the sentence here is unclear, better word phrasing of this to clarify what these sub-committees have to do.</p> <p>Lines 139 – 147, Members to Collegial consultation committees requiring consultation with the Presidents adversely impacts the independence of groups like CSEA and Academic Senate. This requirement should be removed. At minimum this should be changed to indicate that consultation should be with the president of the appropriate campus not both Presidents.</p> <p>Line 151-153, conflicts on meeting times should probably be stated as “Any conflicts on meeting times will be discussed and amended by consultation amongst the leaders of the constituency groups, the Chancellor or the College Presidents” instead of “settled by”.</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
AP 2510 cont.		<p>Lines 155-158, what do we mean by “a designated responsibility center”? Do we have a center dedicated for these responsibilities? Should change to, “shall be provided by the designated responsible clerk of the committee.”</p> <p>Lines 164-166, does “Faculty Association” represents all the different “Faculty associations”? Are there any inclusion of “Faculty and Staff association”? What about the “San Bernardino Community College Teachers Association”?</p> <p>Since the remaining areas of District committees are no longer listed in the AP, A statement about where these committees can be found should be listed here.</p> <p>Additional comments on the AP for the various committee to consider:</p> <p>(1) “District Strategic planning” committee needs to update their name, instead of “district Institutional planning”.</p> <p>(2) District Facilities plan? Aka?</p> <p>(3) Chair of District Strategic planning?</p> <p>(4) TESS instead of DE Coordinating committee? Where DE Coordinating Council is part of TESS? So TESS's charge, membership, reporting might be different from the DE Coordinating Council's charge, need update.</p> <p>(5) Administrative services advisor council, does this still</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>exist? Has this committee's charge combined with District budget committee's?</p> <p>(6)What about the Resource Allocation committee? Is it still alive? Meeting postings dated back in August 2010.</p> <p>(7) What about the District Marketing and outreach committee, their charge, membership, and reporting?</p> <p>(8), if College council is a collegial consult group, then change the co-chairs as a Faculty and a Manager, currently AP description is muddy in comparison to our practice.</p> <p>(9)Under SBVC Collegial consultation committees, we are missing the Academic Senate and the Classified Senate.</p> <p>(10)under additional committees, we are missing Budget committee, the Sustainability committee,</p> <p>(11) "Matriculation" Committee name changed to "Student Success and Support" Committee Omit "Matriculation Coordinator" in that one does not yet exist.</p>	
AP 2510	SBVC Managers	<p>Line 35 – Question</p> <p>This appears to be a part of a philosophy rather than a mission</p>	<p>WG reviewed in the Summer, 9/23/14 – Recommend sending back to Senates for clean-up and less details in the membership area as there are frequent changes to org structures, positions, and titles. Due back to Work Group 10/14/14.</p>
AP 2510	SBVC managers	<p>Line 161 – Question should it be District Assembly rather than College Council?</p>	<p>WG reviewed in the Summer, 9/23/14 – Recommend sending back to Senates</p>

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		Insert correct body	for clean-up and less details in the membership area as there are frequent changes to org structures, positions, and titles. Due back to Work Group 10/14/14.
AP 2510	SBVC Managers	if striking all language from line 177 on, there need to be clear connections between all committees and the primary decision making processes and bodies on each campus and their relationship to district assembly. The note indicates that “there is already a link on the District’s website with links and sub-links to each group. I don’t believe all these groups are included, and it becomes more unclear as to which committees are part of the “collegial consultation” committees and therefor part of the decision making processes. During the 2008 accreditation site visits, AP 2225 (prior number) was cited extensively as our process. By striking this, we are eliminating substantive evidence from our accreditation processes.	WG reviewed in the Summer, 9/23/14 – Recommend sending back to Senates for clean-up and less details in the membership area as there are frequent changes to org structures, positions, and titles. Due back to Work Group 10/14/14.
AP 2510	SBVC Managers	There needs to be some process for review of all committee charges and membership (campuses do this annually?) Where is this provided for within our AP, if not here? Refer to Accred. Standard IVA cite – “The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution”	WG reviewed in the Summer, 9/23/14 – Recommend sending back to Senates for clean-up and less details in the membership area as there are frequent changes to org structures, positions, and titles. Due back to Work Group 10/14/14.

1234 BP or AP #	Representative group	COMMENT	RESPONSE
AP 2510	SBVC Academic Senate & College Council – received 8/25/14	See changes made on document called: AP 2510 revisions 2013_2014 final docx - SBVC Academic Senate and College Council. File is located in the Dropbox.	WG reviewed in the Summer, 9/23/14 – Recommend sending back to Senates for clean-up and less details in the membership area as there are frequent changes to org structures, positions, and titles. Due back to Work Group 10/14/14.
AP 2735 Board Member Travel	Business & Fiscal Services 11/19/14	<p>This AP should be revised to reflect adjustments to the GSA daily per diem rates on partial travel days.</p> <p>Line 34 – Change as indicated: “shall apply for <b>first and last days of travel, and for full days of travel.</b> For first and last days of travel, 75% of the applicable GSA daily per diem rates will apply.”</p> <p>Line 38 – Change as indicated: “Detailed <b>receipts</b> Receipts are required.”</p>	Recently approved 10/9/14
AP 3510	POLICE	<p>LINE 56 <b>District Police 909-384-4491</b></p> <p>LINE 66 <b>District police or 911</b></p> <p>LINE 67 <b>Emergency 911</b></p>	
AP 4020	J. Holbrook	This document needs to be completed and then returned to the committees. This is much like 2510	ACADEMIC & PROFESSIONAL MATTER – Senates to review and

1234 BP or AP #	Representative group	COMMENT	RESPONSE
	Denise Allen Ed Policy Committee, CHC	<b>I declare this an Academic and Professional Matter</b> – the chair of the curriculum committee can provide the procedures for each action listed in lines 18-25. Agree with comments above, this AP needs to be directly addressed by the Curriculum Committee.	return recommendations to District Assembly in December (or sooner if possible).
AP 4020	SBVC Academic Senate  Added: 9/22/14	Add where the curriculum handbooks are made available. Website? Embedded within the Governance handbook or Faculty Handbook?  AP 4020 not officially approved by SBVC Senate but verbally agreed for line 30-31, changed to “curriculum development procedures for each college in the District are developed by curriculum committee under the purview of the Academic Senate. The respective curriculum handbooks prepared by each campus can be found on the curriculum website.”	ACADEMIC & PROFESSIONAL MATTER – Senates to review and return recommendations to District Assembly in December (or sooner if possible).
BP 4025	SBVC Classified Senate	Line 31-...It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major <del>society</del> societal problems. Line 35 - The procedures established by the chancellor shall be evaluated by the Academic Senate as to their adherence to the guidelines of Title V.	ACADEMIC & PROFESSIONAL MATTER – Senates to review and return recommendations to District Assembly in December (or sooner if possible).
BP 4025	Denise Allen	SEE COMMENTS FOR AP 4025 - I assume text inserted	ACADEMIC & PROFESSIONAL

1234 BP or AP #	Representative group	COMMENT	RESPONSE
	Ed Policy Committee, CHC	for this BP is from Title 5, section 55061 – As was previously stated BP 4025 is a restatement of the text contained in AP4025 – The AP should define how the Criteria for Associate degree and General Education is decided at each campus – which would be an <b>Academic and Professional matter</b> . Agree with Denise’s comments above, keeping in mind the comments for AP 4025 as well.	MATTER – Senates to review and return recommendations to District Assembly in December (or sooner if possible).
BP 4025	SBVC Academic Senate	Spoke too much about theory and not enough about criteria.	ACADEMIC & PROFESSIONAL MATTER – Senates to review and return recommendations to District Assembly in December (or sooner if possible).
AP 4025	SBVC Classified Senate	Line 29- think and communicate clearly and effectively orally and writing in speaking and writing Line 31-understand and use mathematics in everyday living Line 33-understand the modes of inquiry of the major disciplines-understand the methods used in knowledge acquisition within major disciplines such as science, humanities, and social sciences Line 35-be aware and receptive to other cultures and time periods Line 40-to develop the capacity for improved self-understanding Line 54-Procedures to determine which courses	ACADEMIC & PROFESSIONAL MATTER – Senates to review and return recommendations to District Assembly in December (or sooner if possible).

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		implement this philosophy are developed by each college and are documented in the respective curriculum handbooks a collaboration between department faculty chairs and deans, documented in the respective curriculum handbooks, and reviewed annually by the curriculum committee for recommendations	
AP 4040	This version developed by SBVC Library faculty and approved by College Council on 9/4/14	<p style="text-align: center;"><b>AP 4040 LIBRARY SERVICES</b></p> <p><b><u>MISSION</u></b> Libraries in the San Bernardino Community College District provide instruction, information resources, and services to support and supplement the instructional programs and mission statement of the District. Additionally, the colleges support professional, personal, intellectual and cultural development and learning for students, faculty, and staff of the college communities served.</p> <p>As part of the District's Instructional and Student Support Services, the library shall support student learning by providing instruction in critical thinking, information literacy, and educational technology.</p>	AP 4040



1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>In support of this mission, it is the responsibility of faculty librarians to ensure that the libraries provide a wide range of learning resources, at varying levels of difficulty, with diversity of appeal and the presentation of differing points of view, in order to meet the needs for educational development the college community including students, staff, and instructors.</p> <p>The District supports the Standards and the Association of College &amp; Research Libraries (ACRL) and the American Library Association's (ALA) Library Bill of Rights, and operates in accordance with the Education Code, Sections 78100, 78101, 78103 and Title 5, Section 51023.</p> <p><b><u>ETHICAL AND PROFESSIONAL CONSIDERATIONS FOR ACQUISITIONS AND COLLECTION MANAGEMENT</u></b></p> <p><b><u>STATEMENT OF ETHICS</u></b> Overarching acquisition guidelines are based on the following tenets from the American</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>Library Association's <i>Library Bill of Rights</i>:</p> <ul style="list-style-type: none"> <li>▪ Books and other library resources should be for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.</li> <li>▪ Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.</li> <li>▪ Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.</li> </ul>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<ul style="list-style-type: none"> <li>▪ Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas</li> </ul> <p><b><u>COLLECTION MANAGEMENT</u></b> Collection management is required by the standards of the Accrediting Commission of California Junior and Community Colleges (ACCJC), a branch of the Western Association for Schools and Colleges (WASC) Accreditation Commission. These standards are the means by which the Library is tasked to provide an organized collection of print and non-print resources that will meet institutional, curricular research, and instructional requirements, as well as supporting the development of the lifelong habit of reading.</p> <p>Under the supervision of the appropriate administrator, faculty librarians will utilize their collection management training and</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>skills to ensure that the cultural and personal enrichment needs of the college community are met through the development and maintenance of library collections which best fulfill the above-stated requirements.</p> <p>Broad objectives for selection of educational materials include:</p> <ul style="list-style-type: none"> <li>▪ To provide materials that enrich and support the curriculum</li> <li>▪ To provide materials that will stimulate growth in factual knowledge</li> <li>▪ To provide a background of broad-based information resources to empower students to make informed judgments in their daily lives</li> <li>▪ To provide materials representative of the diversity of the District, and</li> <li>▪ To place library ethics above personal opinion and prejudice in the selection of materials.</li> </ul>	

Deleted:

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>As a measure of adequacy the library shall review its collection against the recommended lists of materials for community college libraries, professional journals in all disciplines taught at the college, and current bibliographic publications, and assess, supplement, or withdraw materials from all areas as needed.</p> <p><b><u>CHALLENGES TO MATERIALS</u></b>  On occasion, a patron may question or challenge the suitability of an item or items found in the collection. On these occasions, the complainant will be reminded that it is the obligation of academic libraries to promote intellectual freedom. As such entities, district libraries will provide materials that promote free, open, and educational discussion of sometimes-controversial matters in order to prepare students to make informed decisions about challenges in their daily lives. It is the sole responsibility of the librarians and library</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>administration to make final decisions concerning inclusion and exclusion of materials in the libraries' collections.</p> <p><b><u>CIRCULATION SERVICES</u></b>  <b>STUDENTS:</b> Currently-enrolled SBCCD students have free access to library materials and services both on campus and online during posted hours. Students utilizing library materials or services will be held responsible for them and overdue fines/replacement costs will apply. At each time of checkout, students must provide to staff their student identification number and a current photo I.D. for protection against identity theft. Certain library material and items must be used in the college library only.</p> <p><b>DISTRICT EMPLOYEES:</b> Currently-employed District employees may borrow materials from the circulating collections of the libraries. Standard loan periods and fines may apply. Library services are cancelled upon termination of employment.</p> <p><b>COMMUNITY MEMBERS and ALUMNI</b></p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p><b>ASSOCIATION MEMBERS:</b> All are welcome to use the library facility, circulating books, and reference materials while in the building. Upon proof of residence in a college's service area and the verification of a valid email address, individuals over the age of 18 may borrow a limited number of items as defined locally by each campus, from the general circulating collection. An activation fee may apply and vary by location. Community and Alumni Association members are prohibited from use of the Library Computer Lab and may not check out Reserve and Textbook Bank materials, student computers, nor obtain remote access to databases, as these materials and services are reserved for the exclusive use of the colleges' students.</p> <p><b><u>LIBRARY FINES</u></b>  Loan periods for library materials vary by item type. Notification of overdue materials will be sent via email, and it is the responsibility of every borrower to monitor the loan period of the materials s/he borrows. The following fines apply to borrowed</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>materials not returned for any reason:</p> <ul style="list-style-type: none"> <li>▪ <b>General Circulating Collection:</b> 10¢ per item, per day, accumulating to a \$5.00 maximum per item borrowed.</li> <li>♦ <b>Replacement Cost for General Collection Materials:</b> A minimum charge of \$40.00 per title, or the cost incurred to replace the title, will be assessed, whichever is greater. If an item is overdue for more than three weeks, it will be considered lost, and a non-refundable clerical fee of \$2.00 per item will be charged in addition to the minimum charge as detailed above. If an item is returned in damaged condition such as to render it unusable by other students (as determined by the Library Circulation Supervisor or by</li> </ul>	



1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>the Library Administration), the same fees shall apply for replacement.</p> <ul style="list-style-type: none"> <li>▪ <b>Reserve Materials:</b> 25¢ per <i>item</i>, per <i>hour</i>, accumulating to a maximum of \$10.00 per item borrowed.</li> <li>▪ <b>Textbook Bank Materials:</b> 25¢ per <i>item</i>, per <i>hour</i>, accumulating to a maximum of \$10.00 per item borrowed. <ul style="list-style-type: none"> <li>♦ <b>Replacement Cost for Reserve and Textbook Bank Materials:</b> If lost, the replacement textbook copy charge will be the amount incurred by the library to replace the item, plus the overdue fine.</li> </ul> </li> </ul> <p><b><u>SBVC and CHC STUDENT PRINTING SERVICES</u> *(from AP 5030 Library Fees)</b> Students at CHC and SBVC are provided printing</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>and copy services for a fee.</p> <p>At the discretion of the department offering courses these fees may be waived, for classroom assignments, during scheduled class hours only.</p> <p>Fees for utilizing these services are as follows:</p> <ul style="list-style-type: none"> <li>▪ Photocopiers: ten cents (10¢) per page</li> <li>▪ Laser printout from computers (black &amp; white): fifteen cents (15¢) per page</li> <li>▪ Laser printout from computers (color, with or without text): fifty cents (50¢) per page</li> </ul> <p>Fees collected from student copiers become part of Campus Technology Services budget to maintain and support student printing and copying systems.</p>	
AP 4040	This version developed by SBVC Library faculty and approved by	<p style="text-align: center;"><b>AP 4040 LIBRARY SERVICES</b></p> <p><b><u>MISSION</u></b> Libraries in the San Bernardino Community College District provide instruction, information resources,</p>	AP 4040

1234 BP or AP #	Representative group	COMMENT	RESPONSE
	College Council on 9/4/14 received by Stacey 11/20/14	<p>and services to support and supplement the instructional programs and mission statement of the District. Additionally, the colleges support professional, personal, intellectual and cultural development and learning for students, faculty, and staff of the college communities served.</p> <p>As part of the District's Instructional and Student Support Services, the library shall support student learning by providing instruction in critical thinking, information literacy, and educational technology.</p> <p>In support of this mission, it is the responsibility of faculty librarians to ensure that the libraries provide a wide range of learning resources, at varying levels of difficulty, with diversity of appeal and the presentation of differing points of view, in order to meet the needs for educational development the college community including students, staff, and instructors.</p> <p>The District supports the Standards and the Association of College &amp; Research Libraries (ACRL)</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>and the American Library Association's (ALA) Library Bill of Rights, and operates in accordance with the Education Code, Sections 78100, 78101, 78103 and Title 5, Section 51023.</p> <p><b><u>ETHICAL AND PROFESSIONAL CONSIDERATIONS FOR ACQUISITIONS AND COLLECTION MANAGEMENT</u></b></p> <p><b><u>STATEMENT OF ETHICS</u></b>  Overarching acquisition guidelines are based on the following tenets from the American Library Association's <i>Library Bill of Rights</i>:</p> <ul style="list-style-type: none"> <li>▪ Books and other library resources should be for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.</li> </ul>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<ul style="list-style-type: none"> <li>▪ Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.</li> <li>▪ Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.</li> <li>▪ Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas</li> </ul> <p><b><u>COLLECTION MANAGEMENT</u></b> Collection management is required by the standards of the Accrediting Commission of California Junior and Community Colleges (ACCJC), a branch of the Western Association for Schools and Colleges</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>(WASC) Accreditation Commission. These standards are the means by which the Library is tasked to provide an organized collection of print and non-print resources that will meet institutional, curricular research, and instructional requirements, as well as supporting the development of the lifelong habit of reading.</p> <p>Under the supervision of the appropriate administrator, faculty librarians will utilize their collection management training and skills to ensure that the cultural and personal enrichment needs of the college community are met through the development and maintenance of library collections which best fulfill the above-stated requirements.</p> <p>Broad objectives for selection of educational materials include:</p> <ul style="list-style-type: none"> <li>▪ To provide materials that enrich and support the curriculum,</li> <li>▪ To provide materials that will</li> </ul>	

Deleted:

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>stimulate growth in factual knowledge</p> <ul style="list-style-type: none"> <li>▪ To provide a background of broad-based information resources to empower students to make informed judgments in their daily lives</li> <li>▪ To provide materials representative of the diversity of the District, and</li> <li>▪ To place library ethics above personal opinion and prejudice in the selection of materials.</li> </ul> <p>As a measure of adequacy the library shall review its collection against the recommended lists of materials for community college libraries, professional journals in all disciplines taught at the college, and current bibliographic publications, and assess, supplement, or withdraw materials from all areas as needed.</p> <p><b><u>CHALLENGES TO MATERIALS</u></b> On occasion, a patron may question or</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>challenge the suitability of an item or items found in the collection. On these occasions, the complainant will be reminded that it is the obligation of academic libraries to promote intellectual freedom. As such entities, district libraries will provide materials that promote free, open, and educational discussion of sometimes-controversial matters in order to prepare students to make informed decisions about challenges in their daily lives. It is the sole responsibility of the librarians and library administration to make final decisions concerning inclusion and exclusion of materials in the libraries' collections.</p> <p><b><u>CIRCULATION SERVICES</u></b>  <b>STUDENTS:</b> Currently-enrolled SBCCD students have free access to library materials and services both on campus and online during posted hours. Students utilizing library materials or services will be held responsible for them and overdue fines/replacement costs will apply. At each time of checkout, students</p>	



1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>must provide to staff their student identification number and a current photo I.D. for protection against identity theft. Certain library material and items must be used in the college library only.</p> <p><b>DISTRICT EMPLOYEES:</b> Currently-employed District employees may borrow materials from the circulating collections of the libraries. Standard loan periods and fines may apply. Library services are cancelled upon termination of employment.</p> <p><b>COMMUNITY MEMBERS and ALUMNI ASSOCIATION MEMBERS:</b> All are welcome to use the library facility, circulating books, and reference materials while in the building. Upon proof of residence in a college's service area and the verification of a valid email address, individuals over the age of 18 may borrow a limited number of items as defined locally by each campus, from the general circulating collection. An activation fee may apply and vary by location. Community and Alumni Association members are prohibited from use of the Library Computer Lab and may not check out</p>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>Reserve and Textbook Bank materials, student computers, nor obtain remote access to databases, as these materials and services are reserved for the exclusive use of the colleges' students.</p> <p><b><u>LIBRARY FINES</u></b></p> <p>Loan periods for library materials vary by item type. Notification of overdue materials will be sent via email, and it is the responsibility of every borrower to monitor the loan period of the materials s/he borrows. The following fines apply to borrowed materials not returned for any reason:</p> <ul style="list-style-type: none"> <li>▪ <b><i>General Circulating Collection:</i></b> 10¢ per item, per day, accumulating to a \$5.00 maximum per item borrowed.</li> <li>♦ <b><i>Replacement Cost for General Collection Materials:</i></b> A minimum charge of \$40.00 per title, or the cost incurred to replace the title, will be assessed, whichever is greater.</li> </ul>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>If an item is overdue for more than three weeks, it will be considered lost, and a non-refundable clerical fee of \$2.00 per item will be charged in addition to the minimum charge as detailed above. If an item is returned in damaged condition such as to render it unusable by other students (as determined by the Library Circulation Supervisor or by the Library Administration), the same fees shall apply for replacement.</p> <ul style="list-style-type: none"> <li>▪ <b>Reserve Materials:</b> 25¢ per item, per hour, accumulating to a maximum of \$10.00 per item borrowed.</li> <li>▪ <b>Textbook Bank Materials:</b> 25¢ per item, per hour, accumulating to a maximum of \$10.00 per item borrowed.</li> </ul>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>♦ <i>Replacement Cost for Reserve and Textbook Bank Materials:</i> If lost, the replacement textbook copy charge will be the amount incurred by the library to replace the item, plus the overdue fine.</p> <p><b><u>SBVC and CHC STUDENT PRINTING SERVICES</u></b> <i>(*from AP 5030 Library Fees)</i>  Students at CHC and SBVC are provided printing and copy services for a fee.</p> <p>At the discretion of the department offering courses these fees may be waived, for classroom assignments, during scheduled class hours only.</p> <p>Fees for utilizing these services are as follows:</p> <ul style="list-style-type: none"> <li>▪ Photocopiers: ten cents (10¢) per page</li> <li>▪ Laser printout from computers (black &amp; white): fifteen cents (15¢) per page</li> <li>▪ Laser printout from computers (color,</li> </ul>	

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		with or without text): fifty cents (50¢) per page Fees collected from student copiers become part of Campus Technology Services budget to maintain and support student printing and copying systems.	
AP 4050	J. Holbrook Denise Allen  Ed Policy Committee, CHC	No issues with this AP <b>Academic and Professional Matter –</b> No changes are requested so the AP does not need to be reviewed by the Academic Senate at this time. The terms “sufficient time” in line 41 should be expanded upon...Who establishes the sufficient time-line?	ACADEMIC & PROFESSIONAL MATTER – Senates to review and return recommendations to District Assembly in December (or sooner if possible). Senates to add TMC reference.
AP 4050	SBVC Academic Senate  Added: 9/22/14	Omit CSU Baccalaureate list and replace with CSUGE.. “Inter-Institution” should be defined. ASSIST does not compare between 2 community colleges.  There should be a reference to the TMC here.  AP 4050 approved by SBVC Senate by adding “#7 Review TMC as defined by CCCCCO.”	ACADEMIC & PROFESSIONAL MATTER – Senates to review and return recommendations to District Assembly in December (or sooner if possible). Senates to add TMC reference.
AP 5030	Business & Fiscal Services 11/19/14	After researching the Aquatic Center Fee, we’ve found that this <b>should not be a mandatory student fee</b> as was the	Recently approved 10/9/14

1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>intention of the students' vote several months ago.</p> <p>CHC would like this fee to be programmed into the registration process for Summer 2015 as an "opt out" fee, which appears appropriate.</p> <p>Lines 219-221:</p> <p>Y. Aquatics Center Fee Students registering for Spring, Fall, or Summer semesters pay: \$2.00 per semester</p> <p>to:</p> <p>Y. <b>Crafton Hills College</b> Aquatics Center Fee Students registering for <b>CHC</b> for the Spring, Fall, or Summer semesters <b>have the option</b> to pay: \$2.00 per semester</p>	
BP 5500 – Standards of Student Conduct and Discipline		<b>CHC Academic Senate Requests a 90 day extension on this BP</b>	WG reviewed 9/23/14 –CHC requested extension. Due back to Work Group 12/9/14.
AP 5500 – Standards of Student Conduct		<b>CHC Academic Senate Requests a 90 day extension this BP</b>	WG reviewed 9/23/14 –CHC requested extension. Due back to Work Group 12/9/14.

1234 BP or AP #	Representative group	COMMENT	RESPONSE
and Discipline			
<b>BP 6200 – Budget Preparation</b>		<b>Request input from the campus budget committee and additional time for review by the CHC Academic Senate. CHC Academic Senate Requests a 90 day extension on this BP</b>	WG reviewed 9/23/14 –CHC requested extension. Due back to Work Group 12/9/14.
<b>AP 6200 – Budget Preparation</b>		<b>Request input from the campus budget committee and additional time for review by the CHC Academic Senate. CHC Academic Senate Requests a 90 day extension on this BP</b>	WG reviewed 9/23/14 –CHC requested extension. Due back to Work Group 12/9/14.
<b>BP 6300 – Fiscal Management</b>		<b>Request input from the campus budget committee and additional time for review by the CHC Academic Senate. CHC Academic Senate Requests a 90 day extension on this BP</b>	WG reviewed 9/23/14 –CHC requested extension. Due back to Work Group 12/9/14.
AP 6300	Fiscal Services – 7/16/14	Line 178-179 – A signed and dated original receiving report, packing slip, or statement with date and signature of an employee acknowledging receipt of goods or services.  Line – 214-215 – An accounts payable clerk employee other than the payment batch preparer shall mail the warrant to the appropriate vendor for payment.	WG reviewed 9/23/14 –CHC requested extension. Due back to Work Group 12/9/14.
<b>AP 6300 – Fiscal Management</b>		<b>Request input from the campus budget committee and additional time for review by the CHC Academic Senate. CHC Academic Senate Requests a 90 day extension on this BP</b>	WG reviewed 9/23/14 –CHC requested extension. Due back to Work Group 12/9/14.

1234 BP or AP #	Representative group	COMMENT	RESPONSE
AP 6300	Business & Fiscal Services  10/7/14	Line 362...1. Single disbursements from petty cash may not exceed <del>\$25.00</del> \$50.00.	
AP-7150	Managers and Management Association	<p>-I have spoken to several managers who have expressed the opinion that the language in the passage below--referring to the evaluation committee selection process--should remain as it is. The manager knows best who can evaluate and or supervise the evaluation of their work. With no input from the manager being evaluated, there could be a committee of people who know the manager personally but who have no real knowledge of their work product. This is less likely when the manager nominates three candidates from each work group.</p> <p><b>Evaluation Committee</b></p> <p>In the case of the district-level managers, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA <del>as appropriate to the job assignment</del>. In each case, the manager will</p>	



1234 BP or AP #	Representative group	COMMENT	RESPONSE
		<p>nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made</p> <p>Prior to the evaluation conference, the person being evaluated will submit to the supervisor a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The employee may submit a portfolio of representative work, or any other items he/she considers appropriate</p>	
AP 7400 Travel	Business & Fiscal Services 11/19/14	<p>This AP should be revised to reflect adjustments to the GSA daily per diem rates on partial travel days.</p> <p>Line 96 – Change as indicated: “shall apply for <b>first and last days of travel, and for full days of travel. For first and last days of travel, 75% of the applicable GSA daily per diem rates will apply.</b>”</p> <p>Line 100 – Change as indicated: “<b>Detailed receipts Receipts</b> are required.”</p>	Recently approved 10/9/14

<b>1234 BP or AP #</b>	<b>Representative group</b>	<b>COMMENT</b>	<b>RESPONSE</b>