DISTRICT ASSEMBLY AGENDA

October 6, 2015
3:00pm
District Board Room

Present:

Absent:

Guests:

TOPIC	DISCUSSION
Call to Order -Stanskas	
Chancellor's Report	
Approval of Minutes – 9/1/15 **(p.3)**	Once approved, minutes and materials will be posted on the District web-site: http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly
Old Business • Review Membership & Constitution • 6-Year Review Cycle Spreadsheet for 2nd Reading **(p.7)** • Policies & Procedures for 2nd Reading ▪ AP 2410 **(p.23)**	• Constitution • Membership List
New Business • Policies & Procedures for 1st Read • BP 2200 Board Duties & Responsibilities (as requested by the Board Policy Ad Hoc Committee) **(p.32)** • BP 2210 Officers (as requested by the Board Policy Ad Hoc Committee) **(p.37)** • BP 2220 Committees of the Board (as requested by the Board Policy Ad Hoc Committee) **(p.41)** • BP 2305 Annual Organizational Meeting (as requested by the Board Policy Ad Hoc Committee) **(p.43)** • BP/AP 7250 Educational Administrators (as requested by VC Human Resources) • BP/AP 7150 Evaluation (as requested by VC Human Resources) • BP/AP 5530 Student Rights & Grievances (as requested by VP Student Services and VP Instruction)	
Reports: • Non-Credit Updates from Senates • Calendar Committee Recap and Update • Master Plan Update **(p.45)** • Academic Senates • Classified Senates • Student Senates Written District Reports • Technology/DTSP **(p.6)**	

Public Comments District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the meeting as possible.	
Future Agenda Items • Policies & Procedures per review cycle spreadhsheet	
Adjourn	

<table>
<tr><td>DISTRICT ASSEMBLY MINUTES</td><td>September 1, 2015
3:00pm
District Board Room</td></tr>
</table>

Present: Brink, Holbrook, Huston, Briggs, Pires, Garcia, Feist, Thomas, Miller, Levesque, Paddock, Weiss, Burgess, Cazquez, Subero, Baron, Marshall, Fisher, Allen, Gilbert, Nikac

Absent: Crow, Stanskas, Danley, Beebe, Hallex, Gamboa, Chavira, Dale Carter, Rowley, Jaramillo, Tinoco, Eation, Lillard, Williams, Cota

Guests: Ferracone, Dusik, Torres, Norman

TOPIC	DISCUSSION
Call to Order -Allen	Denise called the meeting to order at 3:03pm
Chancellor's Report	Chancellor Baron welcomed everyone back and reported his #1 interest is getting the colleges and district off of warning. 1st year with a brand new Recource Allocation Model that came through DBC to see differential enrollment based on the individual needs of the campuses. Goal is to see that CHC grow to reach at least 5000 FTES to be able to support its comprehensive college status. We have one of the highest growth rates in the state based on the new funding formula (economy, participation rate) to recuit more students. CHC has a 6% and SBVC has a 4% growth rate. Chancellor will visit the governance committees to give his fall update and answer any questions from the groups. District Strategic Plan that was accepted by the Board will be the blueprint this year that include our goals; access, student success, building partnerships, enhancing the colleges.
Approval of Minutes – 5/5/15 p.3	<u>Holbrook motioned Feist seconded to approve the minutes of 5/5/15</u>. **AYES**: Holbrook, Feist, Thomas, Levesque, Weiss, Burgess, Subero, Baron, Marshall, Fisher, Allen **NOS**: None **ABSENT**: Crow, Stanskas, Danley, Beebe, Hallex, Gamboa, Chavira, Dale Carter, Rowley, Jaramillo, Tinoco, Eation, Lillard, Williams, Cota **ABSTENSIONS**: Brink, Huston, Briggs, Pires, Garcia, Miller, Paddock, Burgess, Vazquez, Gilbert Once approved, minutes and materials will be posted on the District web-site: http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly
Welcome New Members p.5 Review Membership, By Laws, and Constitution	Membership and Constitution are to be included in the next Agenda package

Old Business	Comments and suggestions were made on the board handbook:
• Revised Board Handbook Review p.7	• It was explained that the intent of the Board Handbook is to be used by the Chancellor and the board president as a tool for new board member orientation. It is also intended to be used for new board members to have all references in one location and for convenience of new board members to follow.
• 6-Year Review Cycle p.47	• The Board Handbook should be on a regular review cycle.
• AP/BP Review Process and Logic	• Update the handbook so the voices are consistent throughout the document.
• Professional Development/Flex Calendar Update	• Handbook should reference appendices so it doesn't have to be updated each time something changes.
	Brink motioned, Holbrook seconded to move the handbook forward to the Board with the comments as noted. Unanimous approval.
	Comments and suggestions for 6-year review cycle spreadsheet
	• This is a first look at what is being done by those groups that are being charged with trying to spread out the APs and BPs over a six-year cycle.
	• Add totals of APs and BPs in their respective years. Grand total to be listed at the bottom.
	• How legal mandates are to be addressed should be outlined in AP 2410.
	• When the committee reviews the spreadsheet it would be helpful to view the current year on one spreadsheet.
	• The column in yellow, without lines, are APs and BPs that are currently in the queue to be considered for this year. Any NEW APs and BPs were to be considered this year as well as long as it did not overload the review process for that chapter.
	• The six-year review chart will come back to district assembly for review once all parties have completed their spreadsheets.
	• Once the spreadsheet is complete each chapter should be listed on their own sheets.

New Business	BP 2410 – <u>Holbrook motioned Brink seconded</u> to approve BP 2410 for first reading. Unanimous approval.
• AP/BP 2410 Boad Policies and Administrative Procedures p.65	AP 2410– Comments: • The blue text Is too narrow and needs to be revised to include the other ways changes can be brought forward (i.e. Fiscal Services, legal mandates, constituent groups, etc.). The text that was there before blue text changes were made is preferred. • Marshall suggested may be submitted by any interested party. A proposal must be submitted in writing. Add another number to include Legally mandated updates. Add another number line 70 and 71 to include legally mandated updates from the league APs and BPs will be reviewed when forwarded from the league. • Line 2 If approved for consideration the Chancellor's Cabinet will make the recommendation to District Assembly. • Change 3c The Chancellor… Remove and district assembly • Change 3d Go back to what it was before it was struck. • The Chancellor needs to review this AP against his job description and what the board Is asking him to do. <u>Feist motioned, Gilbert seconded</u> to make the revisions discussed for AP 2410 and bring back for second reading. Holbrook no **AYES**: Feist, Thomas, Levesque, Weiss, Burgess, Subero, Baron, Marshall, Fisher, Allen, Brink, Huston, Briggs, Pires, Garcia, Miller, Paddock, Burgess, Vazquez, Gilbert **NOS**: Holbrook **ABSENT**: Crow, Stanskas, Danley, Beebe, Hallex, Gamboa, Chavira, Dale Carter, Rowley, Jaramillo, Tinoco, Eation, Lillard, Williams, Cota **ABSTENSIONS**: None
Information Items • AP 5020 Non-Resident Tuition (VACA Act) sent to Board 6/11/15 p.73 • Budget p.77	AP 5020 was revised to include The VACA Act. This was a legal mandate that came forward over the summer and was board approved for compliance. Jose Torres gave a brief presentation on what the board will see and approve for the 2015-16 budget.
Reports: • Academic Senates • Classified Senates • Student Senates District Reports • Police, Security, and Emergency Preparedness p.80	Brief reports were given by the Academic Senate Presidents, SBVC Classified Senate, and Student Body Association Presidents. A written report was submitted by the District Police Chief.

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Future Agenda Items	
Next Meeting	October 6, 2015
Adjourn	Meeting adjourned at 4:15pm

Number	Title	Previous Name and Number	Last Approval Date	Academic Professional Matter?	Subject Area Experts	Reviewed for conflict with other BP/APs	CURRENTLY IN QUEUE PENDING CHANGES	2015-16 Review Year	2016-17 Review Year	2017-18 Review Year	2018-19 Review Year	2019-20 Review Year	2020-21 Review Year	Were Changes Made	Were Update Per Legal Mandate?	Rationale for Changes
BP 1100	The San Bernardino Community College District	BP 1000 District Name	7/10/2014								1					
BP 1200	District Mission Statement	BP 1000 District Mission Statement	12/11/2014								1					
			CHAPTER 1 TOTALS					0	0	0	2	0	0			
BP 2010	Board Membership	BP 2050 Board Membership & Eligibility	3/12/2015								1					
BP 2015	Student Trustees	BP 2060 Student Trustees ; BP 2070 Advisory Voting Student Member	4/9/2015				1						1			
BP 2100	Board Elections	BP 2090 Candidates' Statements & Qualifications	3/12/2015				1		1							
AP 2105	Election of Student Trustees		3/12/2015										1			
BP 2105	Election of Student Trustees		4/9/2015										1			
AP 2110	Vacancies on the Board	AP 2080 Board Vacancies	3/12/2015										1			
BP 2110	Vacancies on the Board	BP 2080 Board Vacancies	4/9/2015										1			
BP 2130	Term Limits		4/9/2015									1				
BP 2200	Board Duties and Responsibilities	BP 2270 Board Imperatives; BP 2000 Duties and Responsibilities of the Board	12/11/2014					1								
BP2210	Officers	BP 2100 Organization and Election of Officers ; BP 2180 Authorized Signatures	4/9/2015				1	1								
BP 2220	Committees of the Board	BP 2220 Committees of the Board	4/9/2015					1								
BP 2305	Annual Organizational Meeting	BP 2100 Organization & Election of Officers	4/9/2015					1								
BP 2310	Regular Meetings of the Board	BP 2120 Board Meetings	?								1					
BP 2315	Closed Sessions	BP 2120 Board Meetings	4/9/2015								1					
AP 2320	Special and Emergency Meetings		3/12/2015								1					
BP 2320	Special and Emergency Meetings	BP 2120 Board Meetings	4/9/2015								1					
AP 2330	Quorum and Voting		5/14/2015										1			
BP 2330	Quorum and Voting	BP 2130 Quorum/Majority	4/9/2015										1			
AP 2340	Agendas	AP 2120 Board Meetings	3/12/2015					1								
BP 2340	Agendas		4/9/2015					1								
BP 2345	Public Participation at Board Meetings	BP 2140 Public Participation Meetings	4/9/2015										1			
BP 2350	Speakers	BP 2140 Public Participation Meetings	4/9/2015										1			
BP 2355	Decorum		4/9/2015									1				
BP 2360	Minutes	BP 2150 Minutes of the Board of Trustees	4/9/2015									1				
AP 2365	Recording		3/12/2015							1						
BP 2365	Recording	BP 2150 Minutes of the Board of Trustees	4/9/2015							1						
AP 2410	Board Policies & Administrative Procedures	AP 2045 Policies and Administrative Procedures	12/11/2014				1	1								
BP 2410	Board Policies and Administrative Procedures	BP 2045 Policies and Administrative Procedures	12/11/2014				1	1								
BP 2430	Delegation of Authority to the Chancellor	BP 2170 Delegation of Authority to the Chancellor	12/11/2014						1							
AP 2431	Chancellor Selection		10/9/2014						1							
BP 2431	Chancellor Selection		12/11/2014						1							

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BP 2432	Chancellor Succession		4/9/2015					1								
AP 2435	Evaluation of the Chancellor	AP 2175 Management Evaluation - Chancellor	2/19/2015					1								
BP 2435	Evaluation of the Chancellor	BP 2175 Evaluation of the Chancellor	12/11/2014					1								
AP 2510	Collegial Consultation	AP 2225 Collegial Consultation	2/19/2015				1	1								
BP 2510	Collegial Consultation	BP 2225 Collegial Consultation	12/11/2014				1	1								
AP 2610	Presentation of Initial Collective Bargaining Proposals		3/12/2015							1						
BP 2610	Presentation of Initial Collective Bargaining Proposals	BP 2210 Public Presentation of Initial Collective Bargaining Proposals	4/9/2015							1						
AP 2710	Conflict of Interest		3/12/2015								1					
BP 2710	Conflict of Interest	BP 2260 Conflict of Interest	4/9/2015								1					
AP 2712	Conflict of Interest Code	AP 2260 Conflict of Interest	3/14/2013								1					
AP 2714	Distribution of Tickets or Passes		10/9/2014				CHANGES	1								
BP 2714	Distribution of Tickets or Passes		11/13/2014				CHANGES	1								
BP 2715	Code of Ethics/Standards of Practice	BP 2010 Board of Trustees Code of Ethics	12/11/2014				1		1							
BP 2716	Political Activity		4/9/2015						1							
BP 2717	Personal Use of Public Resources		4/9/2015							1						
BP 2720	Communications Among Board Members	BP 2030 Communication Among Board Members	4/9/2015							1						
BP 2725	Board Member Compensation	BP 2230 Compensation for Board Members	4/9/2015									1				
AP 2730	Board Member Health Benefits	AP 2240 Board Health and Welfare Benefits	3/12/2015									1				
BP 2730	Board Member Health Benefits	BP 2240 Board Health and Welfare Benefits	4/9/2015									1				
AP 2735	Board Member Travel	AP 2250 Board Travel	10/9/2014								1					
BP 2735	Board Member Travel	BP 2250 Board Travel	11/13/2014								1					
BP 2740	Board Education	BP 2110 Board Education	12/11/2014									1				
BP 2745	Board Self-Evaluation	BP 2020 Board Self-Evaluation	12/11/2014									1				
BP 2750	Board Member Absence from the State		4/9/2015									1				
AP 2761	Trustee Website	2760 (unique to district should be odd number to not conflict w/League's numbering system)					NEW	1								
BP 2761	Trustee Website	2760 (unique to district should be odd number to not conflict w/League's numbering system)					NEW	1								
CHAPTER 2 TOTALS								14	9	8	8	9	9			

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AP 3050	Institutional Code of Ethics		12/11/2014										1			
BP 3050	Institutional Code of Ethics		10/9/2014										1			
AP 3100	Organizational Structure												1			
BP 3100	Organizational Structure	BP 3100 Organizational Structure	4/8/2004										1			
AP 3200	Accreditation	AP 3200 Accreditation	12/11/2014										1			
BP 3200	Accreditation	BP 3200 Accreditation	12/11/2014										1			
BP 3225	Awards	BP 3225 Awards	4/8/2004				1	1								
BP 3225	Institutional Effectiveness						1	1								
AP 3225	Institutional Effectiveness						1	1								
AP 3250	Institutional Planning	AP 3250 Institutional Planning	12/11/2014										1			
BP 3250	Institutional Planning	BP 3250 Institutional Planning	12/11/2014										1			
AP 3280	Grants	AP 3280 Grants	8/1/1994				1		1							
BP 3280	Grants	BP 3280 Grants	5/13/2004				1		1							
AP 3300	Public Records	AP 3300 Public Records	12/1/2008										1			
BP 3300	Public Records	BP 3300 Public Records	12/11/2008										1			
AP 3310	Records Retention and Destruction	AP 3310 Records Retention and Destruction	2/1/2009				1		1							
BP 3310	Records Retention and Destruction	BP 3310 Records Retention and Destruction	5/13/2004				1		1							
AP 3410	Nondiscrimination		12/11/2014										1			
BP 3410	Nondiscrimination	BP 3410 Nondiscrim.	12/11/2014										1			
AP 3420	Equal Employment Opportunity							1								
BP 3420	Equal Employment Opportunity							1								
AP 3430	Prohibition of Harassment							1								
BP 3430	Prohibition of Harassment	BP 3430 Prohibition of Harassment ; BP 5510 Student Se1ual Harassment Plan	BP 3430 6/8/2006 BP 5510 8/8/1991					1								
AP 3435	Discrimination and Harassment Investigations	AP 3430 Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Title 5 Sections 59300 et seq.	2/11/2010					1								
AP 3440	Service Animals											1				
BP 3440	Service Animals											1				
AP 3500	Campus Safety						1	1								
BP 3500	Campus Safety	BP 3500 Campus Safety	No date				1	1								
AP 3501	Campus Security and Access (3740)						1	1								
BP 3501	Campus Security and Access (3740)						1	1								
AP 3503	Missing Student Notification										1					
AP 3505	Emergency Response Plan	AP 3740 Emergency Notification System	5/17/2012				1	1								
BP 3505	Emergency Response Plan	BP 3740 Emergency Notification System	6/14/2012				1	1								
AP 3510	Workplace Violence Plan		5/4/2015									1				
BP 3510	Workplace Violence Plan	BP 3510 Workplace Violence Plan	4/9/2015									1				
AP 3515	Reporting of Crimes						1	1								
BP 3515	Reporting of Crimes						1	1								
AP 3516	Registered Sex Offender Information						1		1							

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AP 3518	Child Abuse Reporting						1	1								
BP 3518	Child Abuse Reporting						1	1								
AP 3520	Local Law Enforcement						1				1					
BP 3520	Local Law Enforcement										1					
AP 3530	Weapons on Campus										1					
BP 3530	Weapons on Campus	BP 3530 Weapons on Campus	5/13/2004								1					
AP 3540	Sexual and Other Assaults on Campus						1		1							
BP 3540	Sexual and Other Assaults on Campus						1		1							
AP 3550	Drug Free Environment and Drug Prevention Program						1		1							
BP 3550	Drug Free Environment and Drug Prevention Program	BP 3550 Drug Free Environment and Drug Prevention Program	4/8/2004				1		1							
AP 3560	Alcoholic Beverages						1		1							
BP 3560	Alcoholic Beverages	BP 3560 Alcohol Permitted on Campus	5/13/2004				1		1							
AP 3570	Smoking on Campus	AP 3570 Smoking	5/8/2014								1					
BP 3570	Smoking on Campus	BP 3570 Smoking	5/8/2014								1					
AP 3580	Sustainability	AP 3580 Sustainability	12/9/2010								1					
BP 3580	Sustainability	BP 3580 Sustainability	12/9/2010								1					
AP 3590	Energy Conservation	AP 3590 Energy Conservation	5/9/2013								1					
BP 3590	Energy Conservation	BP 3590 Energy Conservation	5/9/2013								1					
AP 3600	Au1iliary Organizations										1					
BP 3600	Au1iliary Organizations	BP 3600 Au1iliary Organizations	5/13/2004								1					
AP 3710	Securing of Copyright						1			1						
BP 3710	Securing of Copyright	BP 3710 Intellectual Property and Copyright	12/13/2007				1			1						
AP 3715	Intellectual Property	AP 3710 Intellectual Property and Copyright	12/1/2007				1			1						
BP 3715	Intellectual Property						1			1						
AP 3720	Computer and Network Use	AP 3720 Computer and Network Use	10/20/2011				1			1						
BP 3720	Computer and Network Use	BP 3720 Computer and Network Use	5/19/2011				1			1						
AP 3750	Use of Copyrighted Material						1			1	1					
AP 3810	Claims Against the District						1			1						
BP 3810	Claims Against the District						1			1						
AP 3820	Gifts						1			1						
BP 3820	Gifts	BP 2190 Gifts to the District	4/8/2004				1			1						
AP 3900	Speech: Time, Place, and Manner	AP 5550 Speech: Time, Place, and Manner	12/10/2009								1					
BP 3900	Speech: Time, Place, and Manner	BP 5550 Speech: Time, Place, and Manner	6/10/2004								1					
AP 3915	Printing	AP 3715 Printing	12/1/2008								1					
BP 3915	Printing	BP 3715 Printing	4/8/2004								1					
AP 3920	Electronic Mail	AP 3730 Electronic Mail	4/1/2004								1					
BP 3920	Electronic Mail	BP 3730 Electronic Mail	4/8/2004								1					
CHAPTER 3 TOTALS								18	11	11	12	12	12			

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BP 4000	Instructional Programs	BP 4000 Instructional Programs	4/8/2004	1					1							
AP 4010	Academic Calendar	AP 4010 Academic Calendar	5/1/2004	1	Calendar Committee				1							
BP 4010	Academic Calendar	BP 4010 Academic Calendar	5/13/2004	1	Calendar Committee				1							
AP 4020	Program, Curriculum, and Course Development	AP 4020 Program, Curriculum and Course Development	2/19/2015	1									1			
BP 4020	Program, Curriculum, and Course Development	BP 4020 Program, Curriculum, and Course Development	12/11/2014	1									1			
AP 4021	Program Discontinuance			1			1	1								
AP 4022	Course Approval			1	Curriculum		1	1								
AP 4025	Philosophy and Criteria for Associate Degree and General Education	AP 4025 Philosophy and Criteria for Associate Degree and General Education	2/19/2015	1									1			
BP 4025	Philosophy and Criteria for Associate Degree and General Education	BP 4025 Philosophy and Criteria for Associate Degree and GE	12/11/2014	1									1			
AP 4026	Philosophy and Criteria for International Education			1			1	1								
BP 4026	Philosophy and Citeria for International Ed	BP 4027 International Education Programs	4/11/1991	1			1	1								
BP 4030	Academic Freedom	BP 4030 Academic Freedom	12/11/2014	1								1				
AP 4040	Library & Other Instructional Support Services		3/12/2015	1	Library								1			
BP 4040	Library & Other Instructional Support Services	BP 4040 Library and Other Instructional Support Services	3/12/2015	1	Library								1			
AP 4050	Articulation	AP 4050 Articulation	2/19/2015	1	Articulation Officer								1			
BP 4050	Articulation	BP 4050 Articulation	12/11/2014	1	Articulation Officer								1			
AP 4060	Delineation of Functions Agreements			1			1	1								
BP 4060	Delineation of Functions Agreements			1			1	1								
AP 4070	Auditing and Auditing Fees		10/9/2014	1	A&R		1						1			
BP 4070	Auditing and Auditing Fees	BP 4070 Auditing	10/9/2014	1	A&R		1						1			
AP 4100	Graduation Requirements for Degrees and Certificates	AP 4100 Graduation Requirements for Degrees and Certificates	7/1/2008	1							1					
BP 4100	Graduation Requirements for Degrees and Certificates	BP 4100 Graduation Rquirements for Degrees and Certificates	4/9/2009	1							1					
AP 4101	Independent Study	AP 4102 Independent Study	2/1/2009	1						1						
BP 4101	Independent Study	BP 4102 Independent Study	5/13/2004	1						1						
AP 4102	Career and Technical Programs	AP 4104 Career/Technical Programs	6/1/2006	1	Dean of Perkins					1						
BP 4102	Career and Technical Programs	BP 4104 Occupational/ Vocational Programs	5/13/2004	1	Dean of Perkins					1						
AP 4103	Work E1perience	AP 4106 Work E1perience	6/1/2006	1						1						
BP 4103	Work E1perience	BP 4106 Work E1perience	5/13/2004	1						1						
AP 4104	Contract Education			1					1							
AP 4105	Distance Education	AP 4108 Distributed Education	2/1/2009	1	Online Committee				1							

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BP 4105	Distance Education	BP 4108 Distributed Education	5/13/2004	1	Online Committee				1							
AP 4106	Nursing Programs			1	Nursing							1				
BP 4106	Nursing Programs			1	Nursing							1				
AP 4110	Honorary Degrees			1						1						
BP 4110	Honorary Degrees			1						1						
AP 4220	Standards of Scholarship			1	Scholastic Standards Committee				1							
BP 4220	Standards of Scholarship	BP 4220 Standards of Scholarship - Delegation	5/13/2004	1	Scholastic Standards Committee				1							
AP 4222	Remedial Coursework	AP 4222 Remedial Coursework Limit	2/12/2009	1	Basic Skills				1							
BP 4222	Remedial Coursework	BP 4222 Remedial Coursework Limit	4/9/2009	1	Deans				1							
AP 4225	Course Repetition	AP 4225 Course Repetition	2/12/2009	1			1	1								
BP 4225	Course Repetition	BP 4225 Course Repetition	5/13/2004	1			1	1								
AP 4226	Multiple and Overlapping Enrollments	AP 4226 Multiple and Overlapping Enrollments	2/12/2009	1							1					
BP 4226	Multiple and Overlapping Enrollments	BP 4226 Multiple and Overlapping Enrollments	4/9/2009	1							1					
AP 4227	Repeatable Courses	AP 4227 Course Repetition Absent Substandard Academic Work	2/1/2009	1	Curriculum					1						
AP 4228	Course Repetition – Significant Lapse of Time			1	Scholastic Standards Committee					1						
AP 4229	Course Repetition – Variable Units			1	Scholastic Standards Committee					1						
AP 4230	Grading and Academic Record Symbols	AP 4230 Grading and Academic Record Symbols ; AP 4232 Incomplete; AP 4233 Withdrawal	AP 4230 2/12/2009 AP 4232 4/11/1991 AP 4233 2/11/14	1	Curriculum							1				
BP 4230	Grading and Academic Record Symbols	BP 4230 Grading and Academic Record Symbols ; BP 4232 Incomplete; BP 4233 Withdrawal/ Military Withdrawal	BP 4230 5/13/2004 BP 4232 5/13/2004 BP 4233 1/15/15	1	Curriculum							1				
AP 4231	Grade Changes	AP 4234 Grade Changes	2/1/2009	1			1	1								
BP 4231	Grade Changes	BP 4234 Grade Changes	4/9/2009	1			1	1								
AP 4232	Pass/No Pass	AP 4231 Pass/ No Pass	2/1/2009	1						1						
BP 4232	Pass/No Pass	BP 4231 Pass/ No Pass	4/9/2009	1						1						
AP 4235	Credit by E1amination	AP 4235 Credit by E1amination	4/1/1991	1					1							
BP 4235	Credit by E1amination	BP 4235 Credit by E1amination	4/8/2004	1					1							
AP 4240	Academic Renewal	AP 4240 Academic Renewal	7/1/2008	1	Counseling					1						
BP 4240	Academic Renewal	BP 4240 Academic Renewal	4/8/2004	1	Counseling					1						
AP 4250	Probation, Disqualification, and Readmission	AP 4250 Probation, Dismissal, and Readmission	5/14/2009	1	A&R; Counseling						1					
BP 4250	Probation, Disqualification, and Readmission	BP 4250 Probation, Dismissal, and Readmission	6/11/2009		A&R; Counseling						1					
AP 4255	Disqualification and Dismissal			1							1					
AP 4260	Prerequisites and Co-requisites	AP 4260 Prerequisites and Corequisites	6/13/2013	1								1				
BP 4260	Prerequisites and Co-requisites	BP 4260 Prerequisites and Corequisites	5/13/2004	1								1				

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AP 4300	Field Trips and E1cursions	AP 4300 Field Trips and E1cursions	2/1/2009	1			1	1								
BP 4300	Field Trips and E1cursions	BP 4300 Field Trips and E1cursions	4/9/2009	1			1	1								
AP 4320	Off-Campus Speakers	AP 4320 Off-Campus Speakers	4/1/1991	1								1				
BP 4320	Off-Campus Speakers	BP 4320 Off-Campus Speakers	4/8/2004	1								1				
AP 4400	Community Services Programs	AP 4400 Community Services Programs	10/1/1993	1								1				
BP 4400	Community Services Programs	BP 4400 Community Services Programs	4/9/2009	1								1				
AP 4500	News Media	AP 4310 College Newspaper	4/1/1991		Dean Of English							1				
BP 4500	Student News Media	BP 4310 Campus Newspaper	4/8/2004		Dean Of English							1				
AP 4610	Instructional Service Agreements			1							1					
AP 4800	Human Remains	AP 4800 Handling Human Remains	12/10/2009									1				
BP 4800	Human Remains	BP 4800 Human Remains	12/10/2009									1				
	CHAPTER 4 TOTALS							12	12	13	12	11	12			

Number	Title	Previous Name and Number	Last Approval Date	Academic Professional Matter?	Subject Area Experts	Reviewed for conflict with other BP/APs	CURRENTLY IN QUEUE PENDING CHANGES	2015-16 Review Year	2016-17 Review Year	2017-18 Review Year	2018-19 Review Year	2019-20 Review Year	2020-21 Review Year	Were Changes Made	Were Update Per Legal Mandate?	Rationale for Changes
AP 5010	Admissions	AP 5010 Admissions	6/1/2004	1	A&R		1		1							
BP 5010	Admissions	BP 5010 Admissions	6/10/2004	1	A&R		1		1							
AP 5011	Admission and Concurrent Enrollment of High School and Other Young Students				A&R			1								
AP 5012	International Students							1								
AP 5013	Students in the Military		12/11/2014	1								1				
AP 5015	Residence Determination	AP 5015 Residence Determination	8/1/1991				1	1								
BP 5015	Residence Determination	BP 5015 Residence Determination	6/10/2004				1	1								
AP 5020	Nonresident Tuition	AP 5020 Non-Resident Tuition	8/1/2005				1			1						
BP 5020	Nonresident Tuition	BP 5020 Non-Resident Tuition	4/8/2004				1			1						
AP 5030	Fees	AP 5030 Fees; AP 5033 Refunds AP 4/11/2013 AP 5033 5/14/15		1			1						1			
BP 5030	Fees	BP 5030 Fees; BP 5033 Refunds BP 5030 6/10/2004 BP 5033 11/13/14		1			1						1			
AP 5031	Instructional Materials Fees			1					1							
BP 5031	Instructional Materials Fees	BP 5031 Instructional Materials	6/10/2004	1					1							
AP 5035	Withholding of Student Records	AP 5035 Withholding of Student Records/ Student Liabilities and Obligations	1/18/2007	1			1	1								
BP 5035	Withholding of Student Records	BP 5035 Withholding of Student Records	6/10/2004	1			1	1								
AP 5040	Student Records, Directory Information, and Privacy	AP 5040 Student Records, Directory Information and Privacy	2/12/2009	1	A&R		1			1						
BP 5040	Student Records, Directory Information, and Privacy	BP 5040 Student Records Directory Information, and Privacy; BP 5045 Student Records: Challenging Content and Access Log BP 5040 4/9/2009 BP 5045 6/10/2004		1	A&R		1			1						
AP 5045	Student Records - Challenging Content and Access Log				A&R					1						
AP 5050	Student Success and Support Program	AP 5050 Matriculation	7/14/2008		Success Center; Library; Writing Center; A&R					1						
BP 5050	Student Success and Support Program	BP 5050 Matriculation	6/10/2004		Success Center; Library; Writing Center; A&R					1						
AP 5052	Open Enrollment			1	A&R			1								
BP 5052	Open Enrollment			1	A&R			1								
AP 5055	Enrollment Priorities	AP 5055 Enrollment Priorities	2/12/2009								1					
BP 5055	Enrollment Priorities	BP 5055 Enrollment Priorities	6/10/2004								1					
AP 5070	Attendance Accounting			1								1				
BP 5070	Attendance Accounting	BP 5070 Attendance	6/10/2004									1				
AP 5075	Course Adds, Drops, and Withdrawals	AP 5080 Course Adds and Drops	12/11/2014							1						
BP 5075	Course Adds, Drops, and Withdrawals	BP 5080 Course Adds and Drops	1/15/2015							1						
AP 5110	Counseling			1	Counseling		1		1							
BP 5110	Counseling	BP 5110 Counseling	6/10/2004	1	Counseling		1		1							
AP 5120	Transfer Center			1							1					

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BP 5120	Transfer Center	BP 5120 Transfer Center	6/10/2004	1	Transfer						1					
AP 5130	Financial Aid			1	Financial Aid		1		1							
BP 5130	Financial Aid	BP 5130 Financial Aid	6/10/2004	1	Financial Aid		1		1							
AP 5140	Disabled Student Programs and Services	AP 5140 Disabled Student Services and Programs	8/8/1991	1	EOPS		1	1								
BP 5140	Disabled Student Programs and Services	BP 5140 Disabled Student Programs and Services	6/10/2004	1	EOPS		1	1								
AP 5150	E1tended Opportunity Programs and Services	AP 5150 E1tended Opportunity Programs and Services (EOPS)/ CARE	6/10/2004	1							1					
BP 5150	E1tended Opportunity Programs and Services	BP 5150 E1tended Opportunity Programs and Services	6/10/2004								1					
AP 5200	Student Health Services	AP 5200 Student Health Services	6/10/2004		Student Health Services		1		1							
BP 5200	Student Health Services	BP 5200 Student Health Services	6/10/2004		Student Health Services		1		1							
BP 5205	Student Accident Insurance	BP 5205 Student Health and Accident Insurance	6/10/2004					1								
AP 5210	Communicable Disease	AP 5210 Reportable Communicable Disease, Students	6/8/2006							1						
BP 5210	Communicable Disease	BP 5210 Communicable Disease	6/10/2004							1						
AP 5300	Student Equity	AP 5300 Student Equity	8/8/1991	1						1						
BP 5300	Student Equity	BP 5300 Student Equity	6/10/2004	1						1						
AP 5400	Associated Students Organization											1				
BP 5400	Associated Students Organization	BP 5400 Associated Students Organization	4/8/2004									1				
AP 5410	Associated Students Elections											1				
BP 5410	Associated Students Elections	BP 5410 Associated Students Elections	No date									1				
AP 5420	Associated Students Finance											1				
BP 5420	Associated Students Finance	BP 5420 Associated Students Finance	6/10/2004								1					
AP 5500	Standards of Student Conduct & Discipline	AP 5500 Standards of Conduct and Disciplinary Procedures	6/8/1995	1			1				1					
BP 5500	Standards of Student Conduct & Discipline	BP 5500 Standards of Conduct and Disciplinary Procedures	4/9/2015	1			1				1					
AP 5510	Off-Campus Student Organizations											1				
BP 5510	Off-Campus Student Organizations											1				
AP 5520	Student Discipline Procedures			1								1				
AP 5530	Student Rights and Grievances	AP 5530 Student Grievances; AP 5540 Student Grade Appeals	AP 5530 6/8/2006 AP 5540 6/8/2006	1			1				1					
BP 5530	Student Rights and Grievances	BP 5530 Student Grievances; BP 5540 Student Grade Appeals	BP 5530 6/10/2004 BP 5540 7/13/2006	1			1				1					
AP 5570	Student Credit Card Solicitation												1			
BP 5570	Student Credit Card Solicitation												1			
AP 5610	Voter Registration												1			
AP 5700	Intercollegiate Athletics			1			1						1			
BP 5700	Intercollegiate Athletics	BP 5700 Athletics	6/10/2004	1			1						1			

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AP 5800	Prevention of Id. Theft in Student Financial Transactions												1			
BP 5800	Prevention of Id. Theft in Student Financial Trans.												1			
						CHAPTER 5 TOTALS		11	10	11	11	11	11			

Number	Title	Previous Name and Number	Last Approval Date	Academic Professional Matter?	Subject Area Experts	Reviewed for conflict with other BP/APs	CURRENTLY IN QUEUE PENDING CHANGES	2015-16 Review Year	2016-17 Review Year	2017-18 Review Year	2018-19 Review Year	2019-20 Review Year	2020-21 Review Year	Were Changes Made	Were Update Per Legal Mandate?	Rationale for Changes
AP 6100	Delegation of Authority, Fiscal		5/14/2015							1						
BP 6100	Delegation of Authority, Fiscal	BP 6100 Delegation of Authority, Fiscal	9/9/2004							1						
AP 6150	Designation of Authorized Signatures	AP 2180 Authorized Signatures	5/14/2015					1	1	1	1	1	1			
BP 6150	Designation of Authorized Signatures	BP 2180 Authorized Signatures	4/8/2004					1	1	1	1	1	1			
AP 6200	Budget Preparation	AP 6200 Budget Preparation	6/9/1994			1		1								
BP 6200	Budget Preparation	BP 6200 Budget Preparation	9/9/2004			1		1								
AP 6250	Budget Management	AP 6250 Budget Management	5/14/2015			1		1								
BP 6250	Budget Management	BP 6250 Budget Management	9/9/2004			1		1								
AP 6300	Fiscal Management	AP 6300 Fiscal Management	3/12/2015					1								
BP 6300	Fiscal Management	BP 6300 Fiscal Management	4/9/2015					1								
AP 6305	Reserves					1		1								
AP 6310	Accounting								1							
AP 6315	Warrants					1			1							
AP 6320	Investments	AP 6320 Investments	1/10/2002			1		1	1	1	1	1	1			
BP 6320	Investments	BP 6320 Investments	2/19/2015			1		1	1	1	1	1	1			
AP 6325	Payroll	AP 7135 Payroll	6/19/1994			1			1							
BP 6325	Payroll	BP 7135 Payroll	6/10/2004			1			1							
AP 6330	Purchasing	AP 6330 Purchasing	12/11/2014							1						
BP 6330	Purchasing	BP 6330 Purchasing	12/11/2014							1						
AP 6340	Bids and Contracts	AP 6340 Contracts	3/17/2011			1			1							
BP 6340	Bids and Contracts	BP 6340 Contracts	3/17/2011			1			1							
AP 6345	Bids and Contracts (UPCCAA Option)					1				1						
AP 6365	Contracts - Accessibility of Information Technology					1		1		1						
AP 6400	Audits	AP 6400 Audits	5/14/2015								1					
BP 6400	Audits	BP 6400 Audits	9/9/2004								1					
AP 6450	Wireless or Cellular Phone Use	AP 6770 Cellular Telephone Usage	5/14/2015								1					
BP 6450	Wireless or Cellular Phone Use	BP 6770 Cellular Telephone Usage	9/14/2002								1					
AP 6500	Property Management	AP 6500 Property Management	5/14/2015							1						
BP 6500	Property Management	BP 6500 Property Management	8/19/2004							1						
AP 6520	Security for District Property	AP 6520 Security for District Property	12/11/2014							1						
BP 6520	Security for District Property	BP 6520 Security for District Property	12/11/2014							1						
AP 6530	District Vehicles	AP 6760 Use of Private Vehicles for College Business	6/9/1994			1					1					
BP 6530	District Vehicles	BP 6760 Use of Provate Vehicles for College Business	8/19/2004			1					1					
AP 6535	Use of District Equipment	AP 3760 Off-Campus Use of District Equipment	5/14/2015							1						
BP 6535	Use of District Equipment	BP 3760 Off-Campus Use of District Equipment	4/8/2004							1						
AP 6540	Insurance					1				1						
BP 6540	Insurance	BP 6540 Insurance	9/9/2004			1				1						
AP 6550	Disposal of Property	AP 6550 Disposal of Property	8/11/2005			1				1						
BP 6550	Disposal of Property	BP 6550 Disposal of Property	7/14/2008			1				1						

Number	Title	Previous Name and Number	Last Approval Date	Academic Professional Matter?	Subject Area Experts	Reviewed for conflict with other BP/APs	CURRENTLY IN QUEUE PENDING CHANGES	2015-16 Review Year	2016-17 Review Year	2017-18 Review Year	2018-19 Review Year	2019-20 Review Year	2020-21 Review Year	Were Changes Made	Were Update Per Legal Mandate?	Rationale for Changes
AP 6600	Capital Construction	AP 6600 Capital Construction	5/14/2015										1			
BP 6600	Capital Construction	BP 6600 Capital Construction	9/9/2004										1			
BP 6610	Local Hire	BP 6610 Local Hire	2/19/2015										1			
AP 6620	Naming of Buildings & Other Properties	AP 6620 Naming of Buildings and Other Properties	1/19/2012				1			1						
BP 6620	Naming of Buildings & Other Properties	BP 6620 Naming of Buildings and Other Properties	8/19/2004				1			1						
AP 6700	Civic Center and Other Facilities Use	AP 6700 Civic Center and Other Facilities Use	12/11/2008				1			1						
BP 6700	Civic Center and Other Facilities Use	BP 6700 Civic Center and Other Facilities Use	8/19/2004				1			1						
AP 6740	Citizens' Oversight Committee	AP 6740 Citizens' Oversight Committee	5/14/2015										1			
BP 6740	Citizens' Oversight Committee	BP 6740 Citizens' Oversight Committee	9/4/2004										1			
AP 6750	Parking	AP 6750 Parking	10/25/2012				1						1			
BP 6750	Parking	BP 6750 Parking	No date				1						1			
AP 6800	Occupational Safety	AP 6800 Safety	6/9/1994				1		1							
BP 6800	Occupational Safety	BP 6800 Safety	No date				1		1							
AP 6850	Hazardous Materials						1		1							
AP 6900	Bookstore(s)						1	1								
BP 6900	Bookstore(s)	BP 6900 Bookstores	9/9/2004				1	1								
AP 6925	Refreshments or Meals Served at Mtgs & Dist. Events	AP 3750 Refreshments, Meals, Served at Meetings	12/11/2014										1			
BP 6925	Refreshments or Meals Served at Mtgs & Dist. Events	BP 3750 Refreshments, Meals, Served at Meetings	1/15/2015										1			
AP 6930	Vending Machines	AP 6930 Vending Machines	8/11/2005										1			
BP 6930	Vending Machines	BP 6930 Vending Machines	8/19/2004										1			
AP 6950	Drug and Alcohol Testing (U.S. Dept .of Transportation)						1		1							
	CHAPTER 6 TOTALS							14	14	14	14	13	12			

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AP 7100	Commitment to Diversity							1								
BP 7100	Commitment to Diversity	BP 7100 Commitment to Diversity, Equal Employment Opportunity	6/10/2004					1								
AP 7110	Delegation of Authority, Human Resources	AP 7110 Delegation, Human Resources	6/10/1999					1								
BP 7110	Delegation of Authority, Human Resources	BP 7110 Delegation, Human Resources	6/10/2004					1								
AP 7120	Recruitment and Hiring		12/11/2014					1								
BP 7120	Recruitment and Hiring	BP 7120 Recruitment and Hiring	12/11/2014					1								
AP 7125	Verification of Eligibility for Employment	AP 7125 Verification of Eligibility for Employment	No date					1								
BP 7125	Verification of Eligibility for Employment	BP 7125 Verification of Eligibility for Employment	6/10/2004					1								
AP 7126	Applicant Background Checks							1								
AP 7130	Compensation	AP 7130 Compensation and Benefits	6/9/1994				1	1								
BP 7130	Compensation	BP 7130 Compensation and Benefits	No date				1	1								
AP 7140	Collective Bargaining	AP 7140 Collective Bargaining	6/19/1994					1								
BP 7140	Collective Bargaining	BP 2200 Board's Negotiations Representative; BP 7140 Collective Bargaining	BP 2200 4/8/2004 BP 7140 6/10/2004					1								
AP 7145	Personnel Files							1								
AP 7150	Evaluation	AP 7251 Management Evaluation	AP 7251 Management Evaluation 5/9/2013, 5/14/15					1								
BP 7150	Evaluation	BP 7251 Management Evaluation	3/12/2015					1								
AP 7160	Professional Development		3/12/2015				1	1								
BP 7160	Professional Development		1/15/2015				1	1								
AP 7210	Academic Employees	AP 7210 Academic Employees, Non-Management	1/1/1990							1						
BP 7210	Academic Employees	BP 7210 Academic Employees, Non-Management	6/10/2004							1						
AP 7211	Faculty Service Areas, Minimum Qualifications, and Equivalencies							1								
AP 7212	Temporary Faculty									1						
AP 7213	Part Time Faculty: Benefits									1						
AP 7214	Part Time Faculty: Office Hours									1						
AP 7215	Academic Employees: Probationary Contract Faculty									1						
AP 7216	Academic Employees: Grievance Procedure for Contract Decisions									1						
AP 7230	Classified Employees	AP 7230 Classified Employees, Non-Management	4/8/2010							1						
BP 7230	Classified Employees	BP 7230 Classified Employees, Non-Management	5/13/2010							1						
AP 7231	Seniority									1						
AP 7232	Classification Review									1						
AP 7233	Claims for Work out of Classification									1						
AP 7234	Overtime									1						

Number	Title	Previous Name and Number	Last Approval Date	Academic Professional Matter?	Subject Area Experts	Reviewed for conflict with other BP/APs	CURRENTLY IN QUEUE PENDING CHANGES	2015-16 Review Year	2016-17 Review Year	2017-18 Review Year	2018-19 Review Year	2019-20 Review Year	2020-21 Review Year	Were Changes Made	Were Update Per Legal Mandate?	Rationale for Changes
AP 7235	Probationary Period: Classified Employees									1						
AP 7236	Substitute and Short Term Employees	AP 7245 Short-Term Hourly Employees	6/10/1999								1					
BP 7236	Substitute and Short Term Employees	BP 7245 Short-Term Hourly Employees	6/10/2004								1					
AP 7237	Layoffs									1						
AP 7240	Confidential Employees						1	1								
BP 7240	Confidential Employees						1	1								
AP 7250	Educational Administrators	AP 7250 Management Employees	5/9/2013				1	1								
BP 7250	Educational Administrators	BP 7250 Management Employees	7/8/2010				1	1								
AP 7260	Classified Supervisors and Managers	AP 7260 Classified Supervisors, Managers, and Confidential Employees	6/14/2002								1					
BP 7260	Classified Supervisors and Managers	BP 7260 Classified Supervisors, Managers, and Confidential Employees	6/10/2004								1					
AP 7265	Management Internship	AP 7270 Management Internship	4/13/1992								1					
BP 7265	Management Internship	BP 7270 Management Internship	6/10/2004								1					
AP 7270	Student Workers	AP 7240 Student Employees	6/10/1999								1					
BP 7270	Student Workers	BP 7240 Student Employees	6/10/2004								1					
AP 7310	Nepotism	AP 7310 Nepotism	5/11/2000								1					
BP 7310	Nepotism	BP 7310 Nepotism	6/10/2004								1					
AP 7330	Communicable Disease										1					
BP 7330	Communicable Disease										1					
AP 7335	Health E1aminations										1					
BP 7335	Health E1aminations	BP 7335 Health E1aminations	6/10/2004								1					
AP 7336	Certification of Freedom from Tuberculosis										1					
AP 7337	Fingerprinting											1				
AP 7240	Leaves											1				
BP 7340	Leaves	BP 7340 Leaves	6/10/2004									1				
AP 7341	Sabbaticals											1				
AP 7342	Holidays											1				
AP 7343	Industrial Accident and Illness Leave											1				
AP 7344	Notifying District of Illness											1				
AP 7345	Catastrophic Leave Program											1				
BP 7345	Catastrophic Leave Program	BP 7345 Catastrophic Leave	6/10/2004									1				
AP 7346	Employees Called to Military Duty											1				
AP 7347	Paid Family Leave											1				
AP 7350	Resignations											1				
BP 7350	Resignations	BP 7350 Resignations	6/10/2004									1				
AP 7360	Discipline and Dismissal - Academic Employees											1				

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BP 7360	Discipline and Dismissal - Academic Employees	BP 7360 Discipline and Dismissal, Academic Employees	6/10/2004									1				
AP 7365	Discipline and Dismissal - Classified Employees												1			
BP 7365	Discipline and Dismissal - Classified Employees	BP 7365 Discipline and Dismissal, Classified Employees	6/10/2004										1			
AP 7366	Reinstatement												1			
AP 7370	Political Activity												1			
BP 7370	Political Activity	BP 7370 Political Activity	6/10/2004										1			
AP 7371	Personal Use of Public Resources												1			
AP 7380	Retiree Health Benefits: Academic Employees												1			
BP 7380	Retiree Health Benefits: Academic Employees	BP 7380 Retiree Health Benefits: Acadeic Employees	6/10/2004										1			
AP 7381	Health and Welfare Benefits												1			
AP 7385	Salary Deductions	AP 6360 Ta1 Sheltered Annuities	6/9/1994				1	1								
BP 7385	Salary Deductions	BP 6360 Ta1 Sheltered Annuitie; BP 7385 Salary Deductions	BP 6360 2/17/2001 BP 7385 8/19/2004				1	1								
AP 7400	Travel	AP 7400 Travel	10/9/2014				1	1								
BP 7400	Travel	BP 7400 Travel	11/13/2014				1	1								
AP 7420	Authorized Drivers	AP 7420 Authorized Drivers	5/19/2011										1			
BP 7420	Authorized Drivers	BP 7420 Authorized Drivers	6/16/2011										1			
AP 7450	Mileage Reimbursement	AP 7450 Mileage Reimbursement	3/11/2010										1			
BP 7450	Mileage Reimbursement	BP 7450 Mileage Reimbursement	6/10/2004										1			
AP 7500	Volunteers						1	1								
BP 7510	Domestic Partners												1			
AP 7600	College Police												1			
BP 7600	College Police												1			
AP 7700	Whistleblower Protection						1	1								
BP 7700	Whistleblower Protection						1	1								
7701	Student-Staff Relationships						NEW	1								
7702	Vacation Payouts						NEW	1								
	CHAPTER 7 TOTALS							17	15	15	15	15	16			

Number	Title	Previous Name and Number	Last Approval Date	Academic Professional Matter?	Subject Area Experts	Reviewed for conflict with other BP/APs	CURRENTLY IN QUEUE PENDING CHANGES	2015-16 Review Year	2016-17 Review Year	2017-18 Review Year	2018-19 Review Year	2019-20 Review Year	2020-21 Review Year	Were Changes Made	Were Update Per Legal Mandate?	Rationale for Changes
		ALL CHAPTER TOTALS						86	71	72	74	71	72			
		All AP's and BP's Grand Total						446								
		Chapter Owners														
		Chapter 1 & 2: Chancellor & Board of Trustees														
		Chapter 3: Chancellor & Chancellor's Cabinet														
		Chapter 4: Vice Presidents of Instruction, Student Services, and Academic Senate Presidents														
		Chapter 5: Vice Presidents of Instruction, Student Services, and Academic Senate Presidents														
		Chapter 6: Vice Chancellor of Business & Fiscal Services and Vice Presidents of Administrative Services														
		Chapter 7: Vice Chancellor of Human Resources														

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San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2410   BOARD POLICIES AND ADMINISTRATIVE PROCEDURES
(Replaces SBCCD AP 2045)

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

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

The process for developing or changing board policies and/or administrative procedures is outlined below:

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure ~~will~~ may be submitted by ~~a constituency group,~~any interested party. A proposal must be submitted in writing~~,~~ to the Chancellor~~'s Cabinet~~ and shared with the Board of Trustees.

2. ~~Legally mandated u~~Updates to APs and BPs will be reviewed when forwarded from the ~~League~~Community College League of California.

~~2.~~3.   If approved for consideration by the Chancellor, the proposal will be shared with Chancellor's Cabinet, and the Chancellor ~~If approved for consideration~~Following review by the Chancellor's Cabinet, the proposal will be shared with~~If approved for consideration, the Chancellor's Cabinet~~ will make the recommendation to District Assembly and give~~n~~ to the Academic Senate presidents to determine whether either believes the proposal is an "academic and professional matter."

4. If the Chancellor and the Academic Senates agree that the proposal is deemed to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:
   ~~3.~~
   a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 3 months to review and suggest appropriate changes to the proposal, in accordance with Title 5 and relevant state regulations. It is incumbent on the Academic Senate to engage the campus community as appropriate.
   b. After the Senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to iron out any differences within 30 days.
   c. The proposal will then be submitted to the Chancellor ~~and the District Assembly~~ ~~as an~~.
   ~~information item.~~
   d. ~~The Chancellor will submit the Academic Senates' proposal for Board Policy to the Board for a first reading and/or approval. The Chancellor will submit the Academic Senates' changes to Administrative Procedures to the Board for information only.~~ The Chancellor will review the recommendation from the ~~A~~academic ~~S~~senate and~~, if feasible,~~ will forward to the Board for approval.

5. If the Chancellor and the Academic Senates agree that the proposal is **NOT** deemed to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:
   ~~4. If the proposal is deemed **not** to be an academic and professional matter:~~
   a. The proposal will be submitted to the District Assembly for review and recommendation. The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item. (See 4.d below.)
   b. If the Academic Senate at either campus deems the proposal an academic and professional matter, the proposal will be removed from District Assembly consideration and submitted to the Academic Senates, as per Step 43 above.
   c. The District Assembly may, when appropriate, assign a subcommittee which will review and respond to the proposal.
   d. After the subcommittee has completed its review, their response will be submitted to the District Assembly within two months.
   e. The recommendation will be submitted to the Chancellor. If the proposal concerns a Board Policy, the Chancellor will submit it to the Board for a first reading and/or approval. The Chancellor will submit changes in Administrative Procedures to the Board for information only.
   ~~e.~~f. ~~Legally mandated u~~Updates to APs and BPs will be reviewed when forwarded from the ~~League~~Community College League of California.

6. If the Chancellor and the Academic Senates do not agree whether the proposal is deemed to be an academic and professional matter within the meaning of Section

53200(c) of Title 5 of the California Code of Regulations, the Chancellor may overrule the determination by an Academic Senate that a policy or procedure is indeed an "academic and processional matter" within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations.

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

Responsibility for the review process is as follows:

Chapter 1: ~~Chancellor and~~ Board of Trustees and the Chancellor
Chapter 2: ~~Chancellor and~~ Board of Trustees and the Chancellor
Chapter 3: Chancellor and Chancellor's Cabinet
Chapter 4: Vice Presidents of Instruction, Student Services, and Academic Senate Presidents*
Chapter 5: Vice Presidents of Instruction, Student Services, and Academic Senate Presidents*
Chapter 6: Vice Chancellor of Business & Fiscal Services and Vice Presidents of Administrative Services
Chapter 7: Vice Chancellor of Human Resources

*Academic Senate Presidents will be notified only of those policies and procedures that are deemed to be an "academic and professional matter" within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations.

Flow Chart for Changes to Board Policies or Administrative Procedures

```
          ┌──────────────────────────┐
          │  Board of Trustees       │
          │  Chancellor's Cabinet    │
          └──────────────────────────┘
                       │
                       ▼
          ┌──────────────────────────┐
          │   District Assembly      │
          └──────────────────────────┘
                       │
          Academic and Professional Matter?

        Yes                              No

┌──────────────────────┐      ┌──────────────────────────┐
│   Academic Senates   │      │   District Assembly      │
│                      │      │   Representatives        │
└──────────────────────┘      └──────────────────────────┘     Month 1

┌──────────────────────┐      ┌──────────────────────────┐
│   Joint Senate       │      │   Bring to Constituency  │
│   Conference         │      │   For Input              │
│   Committee          │      └──────────────────────────┘
└──────────────────────┘
                              ┌──────────────────────────┐
┌──────────────────────┐      │   District Assembly      │     Month 2
│   Chancellor and     │      │   (review and            │
│   District Assembly  │      │   recommendation)        │
│   (information only) │      └──────────────────────────┘
└──────────────────────┘

Up to 3 Months
```

```
          ┌──────────────────────────┐
          │      Chancellor          │
          └──────────────────────────┘
                       │
          ┌──────────────────────────┐
          │    Board of Trustees     │
          └──────────────────────────┘
```
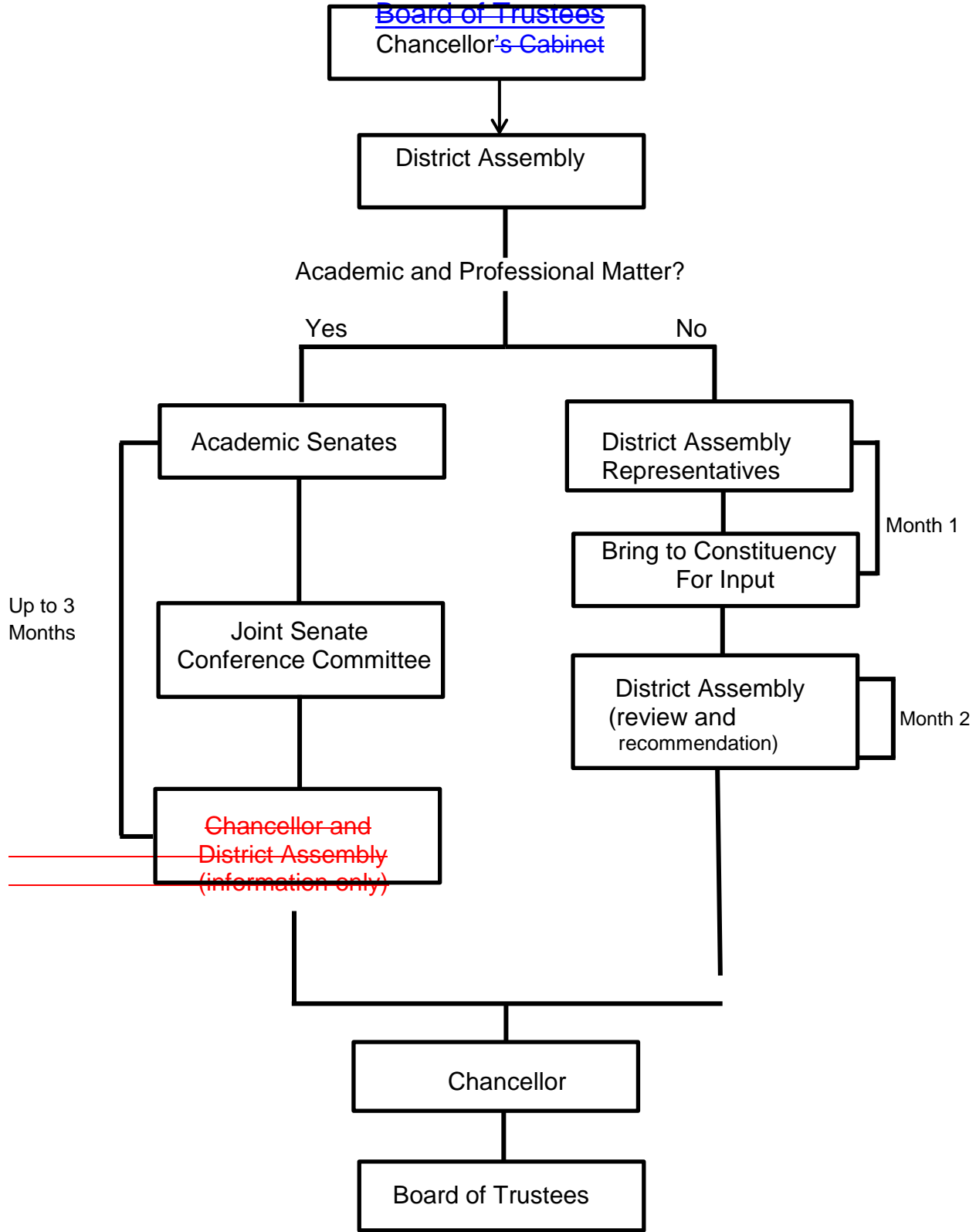
159
160 **References:**   Education Code Section 70902;
161   ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly
162   IV.B.1.b & e)
163

Approved: 10/20/11
Revised: 7/10/14, 12/11/14

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP2410	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15	Line 21: after the word "changing" ADD: Board Policies and/or	9/1/15 District Assembly agreed w/change.
	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15	Line 24: INSERT: "by a constituency group" after the word "submitted"	9/1/15 District Assembly: line 26-27 may be submitted by any interested party. A proposal must be submitted in writing 10/1/15 Chancellor: line 29 - The phrase "interested party" is ambiguous. Do you want to empower interested members of the public, for example, to submit proposed changes in policy or procedure? Line 29-30 Replace Chancellor's Cabinet with Chancellor. I have concerns with the provision that a proposal "must be submitted" to Chancellor's Cabinet and to the Board of Trustees, particularly with respect to administrative procedures for which, under AP 2410, have been delegated to the Chancellor.
	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15	Line 26: REPLACE: "If approved for consideration" with "Following review"	10/1/15 Chancellor: "if approved for consideration," it is not clear who does the approval. #3 should read: If approved for consideration by the Chancellor, the proposal will be shared with Chancellor's Cabinet and the

BP or AP #	Representative group	COMMENT	RESPONSE
			Chancellor will make the recommendation to District Assembly and give to the Academic Senate presidents to determine whether either believes the proposal is an "academic and professional matter."
	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15	Line 32: ADD: "a" and indent	9/1/15 District Assembly agreed w/change.
	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15	Line 34: ADD: "It is incumbent on the Academic Senate to engage the campus community as appropriate."	9/1/15 District Assembly agreed w/change.
	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15	Line 38: INSERT: 'Chancellor and the" after "to the"	9/1/15 District Assembly: line 48 insert "chancellor" only
	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15	Line 40: The Chancellor will review the recommendation from the academic senate and, if feasible, will forward to the Board for approval.	9/1/15 District Assembly: line 55 strike "if feasible"
	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15	Line 96: DELETE: "(information only)" and REPLACE with "Chancellor and District Assembly"	9/1/15 District Assembly" line 125-128 delete box to match lines 48-49
	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15	Line 61: INSERT: "Each year the Chancellor will notify the appropriate parties of the chapters or specific BPs or APs to be reviewed. Responsibility for the review process is as follows: Chapter 1: Chancellor and Board of Trustees Chapter 2: Chancellor and Board of Trustees Chapter 3: Chancellor and Chancellor's Cabinet Chapter 4: Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents Chapter 5: Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents Chapter 6: Vice-Chancellor of Fiscal Services and Vice-Presidents of Administrative Services Chapter 7: Vice-Chancellor of Human	9/1/15 District Assembly agreed w/change.

BP or AP #	Representative group	COMMENT	RESPONSE
		Resources	
	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15		9/1/15 District Assembly: add to lines 30-31 and 75-76: Legally mandated updates to APs and BPs will be reviewed when forwarded from the League. 10/1/15 Chancellor: line 32 - delete "legally mandated" as it is unnecessary. Line 33 replace League with "Community College League of California." Same suggestions on #5-f.
	9/2/15 Board Policy Ad Hoc Committee	Add to line 19: as directed by the Board, and	10/1/15 Chancellor: I recommend that the phrase "as directed by the Board" not be added. In the fourth paragraph of BP 2410, it states that "Administrative procedures are to be issued by the Chancellor …." Thus, the addition of the phrase "as directed by the Board" is not consistent with BP 2410. In other words, through BP 2410, the Board already has directed the Chancellor to issue Administrative Procedures.
		Add to line 22-23: Review of the policies designated in the 6-year cycle shall begin in October.	10/1/15 Chancellor: I question the reference to "the six-year cycle" as there is no such reference in BP 2410
		Add to line 30: and shared with the Board of Trustees	10/1/15 Chancellor: agree with changes
		Add to line 49: within 30 days	
		Revise line 80 to: At the beginning of each academic year,	
		Revise lines 85-86 to: Board of Trustees and the Chancellor	

BP or AP #	Representative group	COMMENT	RESPONSE
		Line 99: add Board of Trustees	
	10/1/15 Chancellor	Regarding ##3-5, I understand the need to forward to the Academic Senates proposed policies and procedures that fall within their jurisdiction, but in my view, there should be a mechanism for the Chancellor to discuss, and possibly overrule, a determination by an Academic Senate that a policy or procedure is indeed an "academic and professional matter" within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations.

#4 to read "If the Chancellor and the Academic Senates agree that the proposal is deemed to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:"
#5 If the Chancellor and the Academic Senates agree that the proposal is NOT deemed to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:
#6 If the Chancellor and the Academic Senates do not agree whether the proposal is deemed to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations, the Chancellor may overrule the determination by an Academic Senate that a policy or procedure is indeed an "academic and processional matter" within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations | |
| | 10/1/15 Chancellor | In the last paragraph, not all policies and procedures within Chapters 4 and 5 are within the jurisdiction of the Academic Senates.

Add asterisk to Academic Senate Presidents and add line 108-110: *Academic Senate Presidents will be notified only of those policies and procedures that are deemed to be an "academic and professional matter" within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations. | |

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

BP 2200   BOARD DUTIES AND RESPONSIBILITIES
(Replaces SBCCD BP 2000 and BP 2270)

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

The Board is committed to fulfilling its responsibilities to:
- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Select, hire, and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

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

To that end, the Board has established four Board Imperatives:

I. Institutional Effectiveness

II. Learning Centered Institution for Student Access, Retention, and Success

III. Resource Management for Efficiency, Effectiveness, and Excellence

IV. Enhanced and Informed Governance and Leadership

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

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

A. General

1. Select the Chancellor of the District.

2. Approve the college calendar and determine which holidays to observe and on what days to observe them within the framework of providing the necessary number of days of instruction to qualify for state apportionment. The calendar shall be established after consultation with the District constituencies.

3. Consider communications and requests from citizens or organizations on matters of administration and policy.

4. Provide auxiliary services necessary to achieve the purposes of the community college.

5. Approve and provide such classes, programs and facilities under the provisions of the Community Service Act and the Civic Center Act as deemed appropriate.

6. Notify the Board President or Chancellor when a member shall be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as possible.

7. Evaluate annually, in writing, the Chancellor's performance using selected evaluation instruments.

8. Evaluate annually, in writing, the Board of Trustees performance using selected evaluation instruments.

B. Business

1. Establish policies and approve long-range master plans for facilities, and submit such plans to the Board of Governors for review and approval.

2. Determine and control the District budget and present the budget to County authorities.

3. Consider reports of the financial condition of the District.

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4. Provide for periodic audit of funds of the District as provided by law, including those of student organizations, food services, bookstores, and others handled under the supervision of the District.

5. Authorize expenditures of funds and approve payment for authorized purchases.

6. Manage and control District property.

7. Contract for the procurement of such goods and services as authorized by law.

8. Receive and administer gifts, grants, and scholarships.

C. Educational

1. Establish policies for, and approve, current and long-range educational plans and programs, and promote orderly growth and development of the colleges within the District.

2. Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors.

3. Approve courses, programs of instruction, and certificate and graduation requirements.

4. Establish ad hoc citizen advisory committees and curricular or career and technical advisory committees, and appoint, upon the recommendation of the Chancellor, the members of such committees.

D. Personnel

1. Employ and assign all personnel.

2. Establish employment practices, salaries, and benefits for all employees.

3. Serve as a Board of final appeal for employees and the public.

4. Act upon the recommendations of the Chancellor pertaining to the appointment or dismissal of District employees.

E. Students

1. Establish such student fees as authorized by law.

133   2. Establish rules and regulations governing student conduct.

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135   3. Serve as a final appeal for complaints regarding administrative actions
136   against students, employees, and citizens of the District. The Board shall
137   serve in its appellate role for students, employees, and citizens only after a
138   decision on the matter in contention has been made by administrative action
139   and then upon the basis of a request for reconsideration of the matter to the
140   Board. Appeals on grievances and discipline matters of bargaining unit
141   members will be handled in accordance with the Collective Bargaining
142   Agreements.

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144   **References:**   ACCJC Accreditation Standard IV (formerly IV.B.1.d);
145   Education Code Section 70902

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Adopted: 1/11/01 (BP 2000); **11/6/08** (BP 2270)
Revised: 4/8/04, 7/10/14, 12/11/14
Reviewed: 8/14/15

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COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 2200	Board Policy Ad Hoc Committee 8/14/15	Reviewed-no changes.	

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

BP 2210   OFFICERS
(Replaces current SBCCD BP 2100)

At the annual organizational meeting (See BP 2305 titled Annual Organizational Meeting), the Board of Trustees shall elect officers from among its members. The terms of officers shall be for one year, beginning the following January 1 through December 31.

Duties of the President of the Board:

1. Preside over all meetings of the Board;

2. Call emergency and special meetings of the Board as required by law;

3. Consult with the Chancellor on the Board meeting agendas;

4. Communicate with individual Board members about their responsibilities;

5. Participate in the orientation process for new Board members as outlined in the Board Orientation Handbook; The President is ultimately responsible for the orientation process of new board members and student trustees.

6. Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;

7. Represent the Board at official events or ensure Board representation.

    The Board President may contact District legal counsel regarding business of the District as he/she deems necessary and the Board President will provide a report to the Board and Chancellor regarding the topic of the call and the associated costs.

8. The President has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)

9. The Board President shall establish ad hoc committees to comply with Board Policies and deadlines.

10. When applicable, the Board President will orient the incoming Board President in duties and responsibilities.

9.11. The Board President will attend a New Board Chair Workshop in January.

Duties of the Vice President of the Board:

1. To perform in the absence of the President, all the duties of the President;

2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;

3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement.

Duties of the Clerk of the Board:

1. To perform in the absence of the President, or the Vice President all the duties of the President;

2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;

3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement;

4. To certify copies of records of the District as required.
4.5. Monitor calendar deadlines pertinent to the Board and report them to the Board President and the Board.

Board Secretary

The Chancellor of the District shall serve as the Secretary to the Board.

Duties of the Secretary to the Board:

1. Notify members of the Board of regular, special, emergency, and adjourned meetings;

2. Prepare and post the Board meeting agendas;

3. Have prepared for adoption minutes of the Board meetings;

4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;

5. Conduct the official correspondence of the Board;

6. Certify as legally required all Board actions;

7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The Board does not have an official system of rotation or officers; it elects the officers each year from among all its members.

Reference: Education Code Section 72000

Adopted: 6/11/09
Revised: 4/9/15

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP 2210 Officers of the Board	Board Handbook committee – 5/7/15	Line 26 – change to: Ultimately responsible for the orientation process of new board members and student trustees. Line 36 – make this sentence #9 The President has the right to vote on all issues and to participate in the discussions.	8/14/15 – Board Policy Work Group Agreed. 8/14/15 – Board Policy Work Group Agreed. 8/14/15 – Board Policy Work Group added to line 14 "beginning the following January 1 through December 31" Added to line 27-29 as outlined in the Board Orientation Handbook and "The President is ultimately responsible for the orientation process of new board members and student trustees." Strike 36-39 "The Board President may contact District legal counsel regarding business of the District as he/she deems necessary and the Board President will provide a report to the Board and Chancellor regarding the topic of the call and the associated costs." Added 47-51 "When applicable, the Board President will orient the incoming Board President in duties and responsibilities. The Board President will attend a New Board Chair Workshop in January." Add line 79-80 #5 Monitor calendar deadlines pertinent to the Board and report them to the Board President and the Board.

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

BP 2220   COMMITTEES OF THE BOARD
(Replaces current SBCCD BP 2220)

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

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

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

Reference: Government Code Section 54952

Adopted: 1/11/01
Revised: 4/8/04, 4/9/15
Reviewed: 8/14/15

29 # COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 2220 Committees of the Board	Board Policy Work Group – 8/14/15	List standing committees of the Board as determined by the Board at the Retreat.	

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

BP 2305   ANNUAL ORGANIZATIONAL MEETING
(Replaces current SBCCD BP 2100)

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

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

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

Adopted: 6/11/09
Revised: 4/9/15
Reviewed: 8/14/15

23 # COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 2305 Annual Organizational Meeting	Board Policy Work Group – 8/14/15	No change	

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Master Planning

It is time to update our SBCCD's
Educational and Facilities Master plans.

At its September 10, 2015 meeting, the Board of Trustees approved a contract with HMC Architects to work with us to update the Educational and Facilities Master plans of the colleges and District Office. We are eager to begin this inclusive process.

The expected outcome of this exciting and dynamic process is a detailed roadmap of how to meet the needs of our students, faculty, staff and community over the next decade. We expect the

- Broad experience with academic and facilities planning in many California community college districts,
- Expert facilitators skilled at leading effective, responsive, and collegial planning processes,
- The ability to devote the necessary time and effort to perform many of the tasks involved with master planning, and

We are expecting an integrated planning mechanism to which the District strategic

> The Educational and Facilities Master Plans will complement each other and reflect the District's commitment to its mission.

educational master plan to become one of the principle documents piloting the District's fulfillment of accreditation requirements. The facilities master plan, when linked to and driven by the educational master plan, will result in a blueprint for all of SBCCD that is the embodiment of our collective academic vision. It is vital, therefore, that the master planning process connects with, and gives voice to, our community.

Dr. Keith Wurtz will be the point of contact for this endeavor and will manage the project along with HMC Architects. The HMC Architects team brings many advantages to this integrated planning effort, including:

- An objective perspective,

plan, educational master plans, facilities master plans, and other long-range plans are aligned in support of the District's mission. This tool will guide the District, colleges, divisions and departments in a unified direction. However, it is imperative that each college maintains its individual identity. Therefore, each college will create a team that will work towards accomplishing these deliverables.

Stay tuned for future communications along with an implementation timeline and scope of work.

Chancellor's Cabinet

The intent of the Educational Master Plan is to assess the internal and external environment at SBCCD and provide recommendations on instructional and support programs to meet the changing needs of the community. It will help identify current and future programs of instruction and support services.

♦

The purpose of the Facilities Master Plan is to establish the short and long-term facilities needs of the District based on the Educational Master Plan. This includes determining current and future space needs, identifying building/facilities requirements, establishing priorities, formulating project costs, and recommending a resource allocation plan.

Technology and Educational Support Services Department and Committee Reports

September 18, 2015

TABLE OF CONTENTS

Administrative Applications

Operations**:**
Our final open position (User Liaison) in Administrative Applications has been filled during the summer semester by a candidate that holds a B.S. in Computer Science from CSUSB. He has worked with SBCCD before in the Distance Education department so he knows the people and has familiarity with the systems that SBCCD employs. Now with full staffing, the operations team has increased redundancy across different positions so if one person goes on vacation or on sick leave, somebody else can pick up the workload and continue the work.

Operations team as always deals with the bulk of the help desk tickets that come in such as account resets, issues with processes and program modifications. The operations team has been assisting with the #1 prioritized project, Gray Screen conversions, by doing 1st and 2nd level user interview/evaluations and also with the re-programming of legacy gray screens to Web UI compatible screens.

Mandates/Reporting:
One of our areas that we are working to improve is our collection and reporting of International Student data. Currently the data collected is inconsistent and not stored in a central database. The reporting of international student data is federally mandated by Homeland Security. We currently report to SEVIS (Student Exchange and Visitor Program) based out of the department of Homeland Security. OpenCCCApply has been attempting to launch their international student application for quite a while now but for reasons unknown to us, have been significantly delayed.

We recently received news from the OpenCCCApply team that they will be doing a beta of their international student application in September. We originally we going to write our own data collection supplemental application so the pertinent international student data can be stored in Colleague but with this new news, we have decided to wait to see what the state has produced. Our hope is that we can modify our current OpenCCCApply import process to include these new additional fields the international student application will provide and thus avoiding having to re-invent the wheel.

Special Projects:
This has been a busy summer for projects and our programmers have been pulling long hours to get projects done in a timely manner. The Gray Screen project is ongoing but we have made significant progress since our last report. Unsurprisingly, as the team have delved into our legacy screens and programs, we have uncovered additional screens that need to be converted to support current processes. Here are the latest numbers:

- o Current status of Gray Screens (136 total gray screens):
    - 14 screens to be assigned to a Programmer
    - 1 screen with Programmers for conversion
    - 2 screens at testing phase
    - 5 screens at Level 1 evaluations
    - 114 screens converted

The Vocational Education surveys will be implemented in time for Spring 2016 registration. The hope is that after implementing these surveys that will occur during the class registrations process there will be a boost to funding. Much appreciation to the project leads at each campus for their invaluable input that helped us program and configure the surveys.

The automation of dropping students that have failed a pre-requisite/co-requisite class from the course that required that pre/co requisite course will be finished in time for Spring 2016 registration. Before, the student that failed the pre/co requisite course will be flagged with an asterisk in Colleague and will need to be manually dropped so this programming project will automate that process.

Another project that was addressed this summer semester was the CHC Aquatics fee that was voted in by the students at CHC. This 8 dollar opt out-able fee will be implemented in time for Spring 2016 registration as well.

The Financial Aid project at SBVC is still ongoing. Outstanding items include data cleanup for the MIS audit portion as well as custom programming that will allow SBVC Fin Aid to automate and bring in-house processes currently being handled by TESS. In consultation with SBVC leadership, we are waiting to see what the Fin Aid audit results are to see how much more financial resources we need to dedicate to fixing the MIS issues before progressing with the custom programming work with the goal to stay within the current allotted budget.

The state-wide EPTDAS (Education Planning Tool Degree Audit System) initiative is still ongoing. We are currently waiting for the Memorandum of Understanding (MOU) from the state Chancellor's office to be approved and given out to the pilot colleges. SBVC is currently evaluating the Starfish tool as a possible replacement for the SARS product line including Alert and GRID/TRAK. After we get the MOU, we will send it forward to Board for approval. The hope is the MOU will also spell out how much financial assistance SBCCD can expect to receive in helping us implement the Hobson's Ed planning tool as well as the Starfish tool. After funding has been identified, Admin Apps will need to go find an appropriate technical consultant to do the programming to link Colleague with the Hobson tool.

To address the research department project request to allow certain Informer Dashboard views to be accessible from outside the SBCCD network, we are currently in the process of working with a vendor called Stoneware. This software will allow select users to access Informer links outside the network to facilitate better decision making while at a client site. We are slated to begin installation and configuration in the first week of October 2015.

-Submitted by: Andy Chang – Director
Administrative Application Systems
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Distance Education Coordination Council

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A Blackboard upgrade took place during the summer. SBCCD is currently running Blackboard Learn 9.1.201410. A discussion on campuses this fall will be if upgrades should take place over the winter break rather than over the July 4th holiday.

The training for faculty and staff on Office 365 will continue during the fall semester. The addition of an online module is being developed to reach those who have not been able to attend trainings on the campuses or district offices.

New projects taking place in the DE department are as follows:
- **Develop guidelines, workflow, and resources for content accessibility:** Goals are to draft policy language, develop and communicate guidelines for making digital material accessible for online delivery, and to document internal and external workflow processes for using accessibility resources. The project will also identify and develop additional district training necessary for staff and faculty.
- **Facilitate LMS review process:** In light of recent developments for the State Online Education Initiative (OEI), the Districts needs to review and evaluated needs and opportunities related to the Learning Management System. The DE department will help the colleges facilitate the review and evaluation process of both the Blackboard and Canvas LMS systems. Based on the outcomes of the evaluation, this project may also include facilitation of migrating to a different system.

- **Convert CHC Stem Grant Program to online delivery modality:** CHC STEM grant programs want to convert the current 8 workshop offerings to self-paced, online formats as part of their sustainability plan. The DE department will offer instructional design assistance for the college to design and develop online modules to be delivered in the District LMS.
- **Creation of just-in-time learning repository for SBCCD community:** The project aims to develop a relationship with the campus' Professional Development offices to identify training and development needs, and provide training in various formats to empower and improve faculty, staff, and administration competency and performance. This project will include the development of localized, accessible online videos. Currently identified modules included Office 365, HR tech related on-boarding workshops, and accessibility training.

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District Applications Workgroup

The District Applications Workgroup (DAWG) Committee has been actively working on a variety of district projects. Currently, DAWG serves as the Steering Committee for the new Educational Planning Initiative (EPI) of the Education Planning Tool Degree Audit System (EPTDAS) project. Committee members completed an EPI Discovery Worksheet and participated in the EPI Kick-off on July 22, 2015. The project is on hold pending receipt, review, and Board approval of the MOU. Once the MOU is approved, the process will continue with an anticipated fall 2016 implementation.

A DAWG subcommittee (PUP - Degree Audit) was formed specifically to determine the setup codes and descriptions for transfer work to be entered into Colleague. A pseudo-course worksheet, defining course naming conventions and acceptable grade values, was completed by the subcommittee. The Degree Audit discussions are now part of the regular weekly DAWG meetings.

The automated process to drop students who do not meet course 'prerequisites' (DREG) is currently being coded. This automation will improve efficiency for the Admissions office staff as well as provide a more fluid registration process for students who otherwise may have prerequisite or co-requisite issues that negatively impact their registration processing. The estimated completion date for this project is September 30, 2015.

Defining notification procedures for Mobile Applications was put on hold pending onboarding of the new SBVC Marketing Director. Now that the director has been hired, our work on determining the procedures for sending mobile notifications can begin.

Grey Screen Project Status	
122	# Completed
3	# Currently Assigned
8	# To Be Assigned
10	# To Be Reviewed

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CHC Technology Services

New Campus Buildings

- Campus Center (CCR)
    - Programming switches for installation
    - Laying out Wireless Access Points
    - Developing networking scheme for building – Administrative and Academic
    - Working with construction teams of scheduling of moves (November / December)
- Canyon Hall (New Science Building)
    - Programming switches for installation
    - Laying out Wireless Access Points
    - Developing networking scheme for building – Administrative and Academic
    - Working with construction teams of scheduling of moves (November thru January)
- Public Safety Allied Health (PSAH)
    - Programming switches for installation
    - Laying out Wireless Access Points
    - Developing networking scheme for building – Administrative and Academic
    - Working with construction teams of scheduling of moves (October thru January

Copier Replacement

- Entered into district wide contract with AIS
    - Provide Kyocera Copiers
    - Papercut
    - Print fleet management
- Copiers were replaced in June
- Papercut Implementation in August and September
    - Eliminated the dedicated Copy Center
    - Encourage greater use of District Printing Services
    - Provided four high volume copy machines throughout the campus
    - Uses employee's computer login to provide access to printing.
    - Employees login into copier using their employee ID number
    - Additional coping needs are handled through the Office of Instruction
    - Students are in the process of being added to the system
        - Manage student printing
        - Using Papercut to manage pay-for-print

Technology Committee
- First meeting is scheduled for September 25th.
- Reviewing the existing and writing a new Campus Technology Strategic Plan.

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District Technology Services

TESS Technical Services Committee: The committee is scheduled to meet the morning of September 18th. We will be updating the committee charge and focus for the year. Updates on Office 365 ProPlus for faculty, staff and students and governance group technology issues/feedback.

VeraSmart Call Accounting: We are in the process of installing Verasmart's Call Accounting system to track and report on call history.
- Project Status:
  - The system is up and functioning at 90%
- Current Issues:
  - The data being pulled from Cicso Call Managers is not consistent. This will affect how we group extensions for reporting
- Tasks Pending Completion:
  - Work with technical support on the import issues

Windows 2003 Domain Controller Upgrade: Microsoft has announced that it will end support for Windows Server 2003 on July 14 2015. Our most critical 2003 servers are our domain controllers. These servers are responsible for many things on our network like user account creation and control, DNS, authentication, etc…
- Project Status:
  - All Domain controllers installed. DNS settings for DHCP and static have been updated. All FSMO roles have been transferred to new DCs
- Current Issues:
  - None at this time
- Tasks Pending Completion:
  - Demotion of all 2003 domain controllers

Office 365 Exchange Online Migration: We are upgrading our current email system, Microsoft Exchange 2003 to Office 365 Exchange Online. This upgrade will give our users the ability to store and access their e-mail more efficiently from almost any device with internet access.
- Project Status:
  - Project is coming to an end with some minor modifications left.
- Current Issues:
  - Distribution Groups: Distribution groups can only be managed from Office 365. Currently our distribution groups exist on site and when moved to the O365 they do not function when relayed from a 3rd party to our on premise exchange servers.
    - We are currently working with Microsoft on a resolution.
- Tasks Pending Completion:
  - Configure recipient policies to assign appropriate e-mail address to users based on location
  - Move distribution groups to O365

CSB Generator Replacement: The current generator for CSB emergency power backup is out of compliance with SCAQMD due to its age and cannot be permitted. A new generator will need to be purchased and installed
- Project Status:
  - Currently with the architect for final drawings
- Current Issues:
  - None
- Task Pending Completion:
  - Approval of final drawings
  - DSA approval
  - Construction
  - Testing

Office 365 ProPlus: Microsoft has released Office 365 ProPlus free for 5 devices for all staff, faculty and students. This includes Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath and OneDrive for Business

- Project Status:
  - We have rolled out Office 365 ProPlus for students and staff. Staff are required to go through training prior to being assigned a license.
- Current Issues:
  - Students may run into issues logging into the Microsoft portal if their student account was not setup with the correct login name.
    - We are working with Microsoft to resolve
- Tasks Pending Completion:
  - Changing the default login domain from sbccd.onmicrosoft.com to student.sbccd.edu

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MIS Executive Commitee

The Management Information Systems (MIS) Executive Committee meets bi-weekly to discuss new and upcoming state (and federal) mandates and regulations that affect state MIS and other state and federal data collection and reporting requirements.

For the newly reinstituted Gainful Employment (GE) reporting, the committee completed the review of our system setup and resource requirements to meet the July 31, 2015 reporting deadline for academic years 2008-09 thru 2013-14.   The next GE submission is due October 1, 2015 for which the Data Analyst will be transmitting the required file(s).

Initial mapping of SARS student contacts to the appropriate MIS Student Success data elements was completed for the Fall 2015 MIS submission. Subsequent mapping updates have been validated by the college counseling offices and implemented as of the Spring 2015 reporting period. Review and analysis of our student success components continue as contact sources are revealed.

Programming to correct the MIS SX02 rejections for "Last date to drop with a W grade" has been completed and is scheduled to be installed into the R18 Live environment in November 2015 to minimize any negative impact to registration statement dates. Effective with the Spring 2016 MIS reporting, this modification will eliminate the type of Student-Enrollment-Drop-Date (SX02) rejections that have been returned in prior submissions.

The MIS committee has reviewed the resource requirements necessary to implement the newly introduced state grant program called "Full-Time Student Success Grant" (FTSSG) for California Community College students. Setup for this grant will require new financial aid award codes that will need to be added to our existing MIS translation tables.

The committee continues to actively participate in state and federal webinars, listservs, task forces, and conferences.

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Printing Services

The new copiers have been installed and after working through some "bugs" we seem to be operating at full steam. The new high speed black & white machine is capable of running at twice the speed as our previous copier. Our new color machine can produce color projects with amazing results as close to offset printing as possible.

Since we have taken on new CHC projects we have registered numerous new Print Shop Pro users and have completed nearly 300,000 clicks in July and August. This is a true testament to our print shop staff and our commitment to the district.

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SBVC Technology Services

Computer Rotation

- 330 computers purchased
    - Nursing lab replaced
    - Architecture lab replaced
    - Music lab in progress
    - Biology laptop cart in progress
    - Writing lab in progress
    - Faculty and staff computers rollout in progress
- 40 N-Computing thin clients installed in Humanities lab
- 50 UPS systems purchased to provide power backup to switch gear

Copier Replacement

- Entered into district wide contract with AIS
    - Provide Kyocera Copiers
    - Papercut
    - Print fleet management
- Copiers were replaced in June
- Papercut Implementation in August and September
    - Uses employee's computer login to provide access to printing.
    - Employees login into copier using their employee ID number
    - Soon employees will be able to use their employee ID card to login
    - All students were added to the system
        - Manage printing
        - Library converted to system this week
        - Students are able to use print release stations to bring up print jobs and pay for them
        - In the future we are looking to allow students to add funds to their accounts (Policy needs to be developed)

Technology Committee

- Only one meeting so far this year
- Committee look at Program Review Technology Request form and sent recommended changes to the Program Review Committee. Changes included requiring requesters to meet with Director of Technology Services to discuss their needs and create a well thought out request.
- Discussed the importance of protecting login credential and not sharing with others
  - CTS Director trained managers
  - Training for Secretaries scheduled

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Web Standards Commitee

We reviewed our purpose and elected Jason Brady as the Chair for this academic year. We then went into reviewing RFPs for the replacement Web Content Management System (WCMS). The committee unanimously accepted OUCampus by OmniUpdate as chosen WCMS.

We then went into reports of recent, current, and future web projects. Jason Brady talked about the replacement for the Perkins/CTE survey, the Service Area Outcome addition to SLOCloud, and about recent discussions on using Shibboleth for Single Sign-On for Blackboard, WebAdivsor, and integrating it with Office 365. Kristi Simonson is working on a Responsive layout for the SBRETC website, the new CHC logo rollout, as well as trying to setup a Wiki using Office 365 for Counseling.

We ended with a discussion on recent web topics. Chrome has finally ended support for NPAPI Plugins, such as Java and Silverlight. This means that WebNow/ImageNow and WebUI no longer work in Chrome. The only other choices are Internet Explorer and Firefox. Yvette Tram noted that Lexmark (owner of WebNow/ImageNow) is creating a replacement using borwser-based/HTML5 technologies. However it may be a while before we upgrade to the necessary version, as it is fresh and they want to wait for any bugs to come up and get fixed first.

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