



District Assembly

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

Meeting Agenda – October 2, 2018, 3:00 PM

1. CALL TO ORDER

Denise Allen, Chair

- A. Meeting Norms p4
- B. Constitution & Membership p5, p13

2. CHANCELLOR'S REPORT

Bruce Baron, Chancellor

- A. General Updates/Highlights

3. APPROVAL OF MINUTES

- A. September 4, 2018 p15

4. OLD BUSINESS

A. APPROVAL OF NON-ACADEMIC & PROFESSIONAL APs and BPs FOR 2ND READING

- i. AP 3435 Discrimination and Harassment Resolution p20
- ii. BP & AP 3505 Emergency Response Plan p30, p32
- iii. BP & AP 6100 Delegation of Authority, Business and Fiscal Affairs p50, p51
- iv. BP & AP 6150 Designation of Authorized Signatures p52, p53
- v. AP 7120 Recruitment & Hiring p55
- vi. BP & AP 7140 Collective Bargaining p59, p60

B. ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR INFORMATION

- i. BP & AP 4060 Delineation of Functions Agreements p62, p63
- ii. BP & AP 4100 Graduation Requirements for Degrees and Certificates p65, p66
- iii. BP & AP 4226 Multiple and Overlapping Enrollments p68, p69
- iv. BP & AP 4232 Pass/No Pass p70, p71
- v. BP & AP 5110 Counseling p74, p75

C. CHAPTER 2 APs and BPs SUBMITTED FOR INFORMATION

(Board approved 9/13/18)

- i. BP 2010 Board Membership (no AP) p76
- ii. BP 2310 Regular Meetings of the Board (no AP) p77
- iii. BP 2315 Closed Sessions (no AP) p78
- iv. BP & AP 2320 Special and Emergency Meetings p80, p81
- v. BP 2710 Conflict of Interest (AP was approved May 2017) p82

(For Board approval 10/11/18)

- vi. BP 2100 Board Elections (no AP) p86
- vii. BP 2220 Committees of the Board (no AP) p87
- viii. BP & AP 2305 Annual Organizational Meeting p88, p89
- ix. BP 2350 Speakers (no AP) p90
- x. BP 2360 Minutes (AP is new suggested. Do not need new AP) p92

- xi. BP 2430 Delegation of Authority to the Chancellor (AP is new suggested. Do not need new AP) p93
 - xii. BP 2745 Board Self-Evaluation (no AP) p94
- D. BP & AP 2410 Board Policies & Procedures p95, p96

5. NEW BUSINESS

- A. NON-ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR 1ST READING
- i. BP 1100 The San Bernardino Community College District (no AP) p98
 - ii. BP 1200 District Mission Statement (no AP) p99
 - iii. BP & AP 3720 Computer and Network Use p101, p102
 - iv. BP & AP 6751 Parking Citation Payment Plan p108, p109
 - v. BP & AP 7250 Educational Administrators p111, p113
 - vi. BP & AP 7260 Classified Supervisors and Managers p119, p120
- B. ACADEMIC & PROFESSIONAL APs and BPs
- i. BP & AP 5030 Fees p132, p134
 - ii. BP & AP 5130 Financial Aid p140, p141
- C. CONSTITUTION REVIEW AND UPDATE p5

6. UPDATES

- A. Brand Identity Update - Angel Rodriguez
- B. District Program Review & District Strategic Plan Update – Jeremiah Gilbert
- C. Police Department – Chief Jackson p145

7. REPORTS

- A. Academic Senates
- B. Classified Senates
- C. Student Senates

8. PUBLIC COMMENTS

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

9. FUTURE TOPICS

- A. TESS Written Report (November 2018)
- B. Human Resources Written Report (November 2018)
- C. Strong Workforce CHC & SBVC Update (November 2018)
- D. District Support Services Update (December 2018)
- E. Budget Update (December 2018/February 2019)
- F. Progress on accomplishments, opportunities and challenges in working towards the EMPs, DSSSP, and Accreditation (February 2019)
- G. Membership Election (February 2019)

- H. AB 104: Adult Education Block Grant Update (February 2019)
- I. Webadvisor Update (February 2019)
- J. Draft Staffing Plan (March 2019)
- K. Emergency Management Committee (March 2019)
- L. Committee Evaluation (April 2019)
- M. Election of President & VP (April 2019)
- N. Preliminary BP & AP Review Schedule (April 2019)
- O. Calendar Committee Update (April 2019)
- P. Annual approval of 6-year AP/BP review schedule (September 2019)
- Q. Brand Identity Update (October 2019)
- R. District Program Review & District Strategic Plan Update (October 2019)
- S. Police Department Written Report (October 2019)

10.ADJOURN

Next meeting: November 6, 2018

DISTRICT ASSEMBLY MEETING NORMS AND EXPECTATIONS

REPRESENTATION

- Each member will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Each member will represent his/her constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Each member will communicate a clear understanding of the issues and any Assembly recommendations to his/her constituency.

MEETINGS

- Each member will honor the agenda and be prepared to participate in the entire meeting.
- Each member will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.

PARTICIPATION

- Each member will encourage full and open participation by all Assembly members and make a concerted effort to avoid discussions that are dominated by a few people.
- Each member will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Each member will practice "active" listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

INTERACTION

- Each member will base his/her interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside Assembly meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Each member will honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

Adopted 12/6/16
Reviewed 10/2/18

DISTRICT ASSEMBLY CONSTITUTION

ARTICLE 1: NAME

This organization shall be known as the District Assembly of the San Bernardino Community College District and shall be referred to as the Assembly in these Articles.

ARTICLE 2: PURPOSE

District Assembly is the primary district-wide body ensuring that each appropriate constituent group participates in the decision-making process. Members of the Assembly advise and make recommendations to the Chancellor regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of the San Bernardino Community College District.

ARTICLE 3: MEMBERSHIP

There will be 3 types of Members in the Assembly:

SECTION 1: GENERAL MEMBERSHIP

The General Membership shall be elected from the recognized constituent groups as defined below:

- a. The Faculty of Crafton Hills College will elect 2 members of the Assembly.
- b. The Faculty of San Bernardino Valley College will elect 3 members of the Assembly.
- c. The Classified Staff¹ of the District (as defined by the Board of Governors of the California Community Colleges Minimum Standards for Staff Participation in Governance, dated January 10, 1991) will elect 3 members of the Assembly. Representation of the Classified Staff from the 3 District areas will be as follows:
 - i. From the Central Services Staff: 1 member
 - ii. From Crafton Hills College Staff: 1 member
 - iii. From San Bernardino Valley College Staff: 1 member

¹ To satisfy Education Code section 70901.2, one Classified representative from the General Membership is to be appointed by CSEA.

- d. The Management Staff of the District (as defined by the Board of Governors of the California Community Colleges Minimum Standards for Staff Participation in Governance, dated January 10, 1991) will elect 3 members of the Assembly. Representation of the Management Staff from the 3 District areas will be as follows:
 - i. From District Staff: 1 member
 - ii. From Crafton Hills College Staff: 1 member
 - iii. From San Bernardino Valley College Staff: 1 member

- e. The ASB from San Bernardino Valley College and Crafton Hills College will each elect one primary member of the Assembly and one alternate member, who will serve when the primary member is unable to attend. The AS CHC Student Senate President will appoint an individual and an alternate to serve on the Assembly and it will be ratified by the Student Senate. Then both names will be forwarded to the Assembly designee.

SECTION 2: STANDING MEMBERSHIP

The Ex-Officio Membership is made up of those individuals whose position in the collegiate structure of the District makes their presence in the Assembly essential to the successful completion of its goals. The Standing Membership will consist of:

- a. The Chancellor of the District
- b. The President of Crafton Hills College
- c. The President of San Bernardino Valley College
- d. The President of the CHC Academic Senate
- e. The President of the SBVC Academic Senate
- f. The President of the CHC Classified Senate
- g. The President of the SBVC Classified Senate
- h. The President of the CHC Student Body Assoc.
- i. The President of the SBVC Student Body Assoc.

SECTION 3: VESTED MEMBERSHIP

- a. Collective Bargaining Agencies
The President/Designee of each recognized Collective Bargaining Agency will be a Vested Member of the Assembly and will represent its members in the Assembly.
- b. Advocacy Groups
Identified Advocacy Groups shall consist of recognized memberships that share common goals and ideals. Moreover, their membership must make up a part of the employee pool in the District. Each identified Advocacy Group shall be represented by one Vested Member elected from a slate of candidates nominated from the membership of that Advocacy Group.

Any Advocacy Group made up of employees of the District may apply to be recognized.

The responsibility of determining which Advocacy Groups, as defined above, are recognized and how the representatives are elected rests with the Assembly. At the end of each academic year, the Assembly President will notify the District Advocacy Groups of the opportunity to be recognized for the subsequent year.

As long as the Advocacy Group remains active in the District, it may retain its position on the Assembly by annually re-electing its representative.

SECTION 4: QUALIFICATIONS OF MEMBERSHIP

The Assembly shall be the sole judge of the qualifications of its members.

SECTION 5: FILLING VACANCIES

In the event of a vacancy in the General Membership (as defined in Article 3, Section 1), a replacement Member will be selected by a caucus of the remaining members of the recognized constituent group. The replacement members will serve until the next regular election.

In the event of a vacancy in one of the represented Advocacy Groups in the Vested Membership (defined in Article 3, Section 3 b) a replacement member will be selected by a special election conducted by that Advocacy Group. The replacement will serve until the next regular election.

ARTICLE 4: ELECTIONS

SECTION 1: ELECTIONS COMMITTEE

Elections for membership in the Assembly will be conducted by the Elections Committee chaired by the Vice President of the Assembly. Elections will be conducted according to the principles of the Brown Act.

SECTION 2: GENERAL MEMBERSHIP

The General Membership is made up of elected representatives from the constituent groups that are identified and defined under Article 3, Section 1: General Membership.

The Classified Staff and the Management Staff are further defined as being primarily employed at the Central Services site, Crafton Hills College, or San Bernardino Valley College. If a Staff member divides his/her time between 2 or more of the identified areas, the Staff member must select one area for the purpose of representation in the election for the General Membership of the Assembly.

SECTION 3: VESTED MEMBERSHIP

The Vested Membership filled by election is made up of representatives from the identified Advocacy Groups that have petitioned the Assembly for representation. Each recognized Advocacy Group will elect a single representative from a slate of candidates nominated from that Advocacy Group.

SECTION 4: NOMINATIONS

- a. Any full-time (50% or more) employee of the District can be nominated for General Membership by the written application of three peers.
- b. Each nominated candidate must agree to serve before being placed on the ballot for election.

SECTION 5: TERM OF OFFICE

The term of office for the elected members shall be two (2) years. For the sake of continuity in the membership of the Assembly, terms will be staggered, with half of the members elected each year.

SECTION 6: DATE OF ELECTION

Elections will be held in the Spring of each year. Service in the Assembly will commence with the first official faculty meeting following elections.

SECTION 7: ELECTIONS COMMITTEE – RULES AND PROCEDURES

The following rules and procedures will be in effect:

- a. Upon close of nominations, a ballot will be mailed via District mail to each member of the Constituent Advocacy Group.
- b. All contract members (50% or more) of the Constituent or Advocacy Group are eligible to vote.
- c. Ballots shall be returned to designated areas, on each campus and the District Office, as determined by the Elections Committee.
- d. Ballot envelopes must be signed by the voter. Ballots in unsigned envelopes will not be counted.
- e. Voters must place their ballot in the designated receptacle and sign a voter registration list at the voting area.
- f. Ballots will be opened, signatures validated, and counted by the Elections
- g. Committee.
- h. Results of the election will be posted at each voting area.

ARTICLE 5: OFFICERS (REVISED 11/4/97)

SECTION 1: DUTIES

Officers of the Assembly shall be President, Vice President, and Recorder. The President and Vice President shall be elected from the Membership. The Recorder’s position shall be filled by the Executive Administrative Assistant to the Chancellor. All members, with the exception of the Chancellor and the College Presidents, are eligible to hold office. Duties of the elected officers shall be:

- a. President of the Assembly
The President will preside at all meetings and will, in consultation with the Executive Council, set the agenda for the meetings. The President will represent the Assembly whenever it becomes necessary for the views of the Assembly to be presented orally to the Board of Trustees or any other body. The following responsibilities are representative of the Assembly needs and may be amended by the Assembly as needed:
 - i. Work with the Chancellor, respective senates, College Councils, and other District representative bodies to identify key issues to be dealt with by the Assembly.
 - ii. Participate as an active member of the District Budget Committee.
 - iii. Report important Assembly activities to the Academic Senate at the school the President represents.
 - iv. Work with the Assembly ad hoc committees to ensure assigned tasks are completed in a timely manner.
 - v. Report important Assembly activities to the District Board.

- vi. Participate in shared governance activities at each campus as invited.
- vii. Participate in governance activities at the District, including but not limited to participating on management evaluation committees.
- viii. Co-chair the Calendar Committee (or designate a co-chair from the Assembly).

b. Vice President of the Assembly

The Vice President will serve in the capacity of President in the absence of the President and will chair the Elections Committee. The following additional responsibilities are representative of the Assembly needs and may be amended by the Assembly as needed:

- i. Meet with the Assembly Executive Committee to assist in setting the agenda.
- ii. Report important Assembly activities to the Academic Senate at the school the Vice President represents.
- iii. Participate as an active member of the District Training Committee.
- iv. Work with the Assembly ad hoc committees to ensure assigned tasks are completed in a timely manner.
- v. Participate in shared governance activities at each campus as invited.
- vi. Participate on campus committees that require input from the Assembly.
- vii. Participate in governance activities at the district, including but not limited to participating on management evaluation committees.

c. Recorder

The recorder shall be responsible for records and minutes of the meetings and for the distribution of the minutes to the membership in a timely manner. The minutes shall record all formal action taken by the Assembly and shall reflect the essence of the discussion concerning issues brought before the Assembly.

SECTION 2: ELECTION OF OFFICERS

Officers will be elected from the Membership at the first meeting following the election of Members in the spring. Elected Officers will assume the duties of office at the beginning of the academic year. Voting membership will consist of those members who will serve as members of the Assembly for the upcoming academic year.

SECTION 3: TERM OF OFFICE

Officers will serve a term of one (1) year. Officers may succeed themselves in office.

SECTION 4: VACANCIES IN OFFICE

In the event that the Office of President becomes vacant, the Vice President shall assume the duties of President for the remainder of the term and a new Vice President will be elected. In the event of a vacancy in the Office of Vice President the vacant office will be filled by an election at the first regular meeting following the notice of vacancy. A vacancy in the Recorder's position will be filled by the Chancellor.

SECTION 5: REMOVAL FROM OFFICE

Any motion to suspend the term of any Officer of the Assembly shall become the first item of business at the next regularly scheduled meeting. A special quorum of two-thirds of the

membership is required before the motion may be brought to a vote. A two-thirds majority of those members present and voting and constituting at least 51% of the total membership is required for passage of the motion to suspend the term of office.

ARTICLE 6: EXECUTIVE COUNCIL

SECTION 1: MEMBERSHIP

The Executive Council of the Assembly shall consist of the Chancellor, the two College Presidents, the two Academic Senate Presidents, the two Classified Senate Presidents, one student representative and the Officers of the Assembly. Meetings of the Executive Council will be chaired by the President of the Assembly.

SECTION 2: MEETINGS

The Executive Council shall meet as often as necessary but at least once before each regular Assembly meeting and shall set the agenda for the regular meetings. More frequent meetings may be scheduled by the President of the Assembly if deemed necessary.

SECTION 3: AGENDA

Agenda items may be submitted to the Executive Council by any member of the Assembly or any employee of the SBCCD. Agenda items must be submitted in writing. Those items that require Assembly action must include a written summary and supporting documents.

ARTICLE 7: MEETINGS

SECTION 1: REGULAR AGENDA MEETINGS

Meetings will be held on the first Tuesday of each month during the regular academic year. Regular Assembly meetings will be held at the District Office. Unless otherwise specified, meetings will commence at 3:00 pm. If an issue to be addressed by the Assembly is of particular importance to either campus, the meeting will be held on that campus or on each campus in two consecutive months. Announcements of Assembly meetings on the campus will be made at least two weeks prior to the meeting, if possible.

SECTION 2: SPECIAL AGENDA MEETINGS

“Special meetings” may be called by the President of the Assembly. Members of the Assembly must be notified of “special meetings” in a timely manner. The meeting notice must identify the reasons for the “special meeting” and only the specific issue identified may be discussed and/or acted on at this meeting. No other business will be conducted.

SECTION 3: QUORUM

- a. At Regular Agenda Meetings a Quorum shall consist of the members present 10 minutes following the time the regular meeting is scheduled to start.
- b. At Special Agenda Meetings a Quorum shall consist of at least two (2) members from each recognized constituent group (as defined in Article 3, section 1).
- c. Once a Quorum has been established, the meeting shall be terminated only by a successful motion to adjourn the meeting.

SECTION 4: OPEN MEETINGS

All meetings of the Assembly are open. An opportunity for public comment will be a consistent item on the agenda.

SECTION 5: CONDUCT OF BUSINESS

All business shall be conducted in a manner consistent with the spirit of Shared Governance. Decisions will be reached by consensus whenever possible. When consensus cannot be reached, issues of a general concern will be decided by a simple majority vote. Voting shall be by voice or show of hands when appropriate. A secret ballot shall be available on demand. Each member shall have one vote.

SECTION 6: DISPOSITION OF ISSUES

In the spirit of Shared Governance, the Chancellor will normally accept the recommendations of the Assembly in matters of District policy and procedures; and, when appropriate, forward these recommendations to the Board of Trustees. If the Chancellor does not agree with the Assembly recommendations, both views will be forwarded to the Board of Trustees in writing, and copies of the written recommendations will be presented to the members of the Assembly.

SECTION 7: REGULAR ATTENDANCE

Regular attendance by the Membership of the Assembly is essential to the success of the aims and goals of the Assembly. The Assembly may establish rules and procedures to encourage prompt and regular attendance.

SECTION 8: PARLIAMENTARY PROCEDURE

Roberts Rules of Order (revised) shall govern the parliamentary proceedings at all meetings unless otherwise provided for herein.

ARTICLE 8: COMMITTEES

The Assembly shall have the right to establish committees in order to conduct the business of the Assembly. Committee membership will be appointed by the Executive Council of the Assembly and will be ratified by the Assembly as a whole.

ARTICLE 9: DISTRICT RESPONSIBILITIES

SECTION 1: FACULTY AND STAFF PARTICIPATION (Revised 11/7/00)

The success of the mission of the Assembly depends on the effective participation of all of the constituent groups. To provide the time necessary for the Assembly to do its work, the District allocates to the Assembly reassigned time equivalent to .9 FTE, to be used as follows:

- a. President of the Assembly 0.4 FTE
- b. Vice President of the Assembly 0.1 FTE*

*The remaining 0.4 reassigned time is to be used at the discretion of the Executive Committee and can be granted to members who take on special tasks.

- c. Classified staff who are elected to these offices and for whom reassigned time is impractical will be compensated with an appropriate stipend, to be determined by the Executive Committee and reviewed by that committee annually. Faculty who are elected to these offices can elect either the stipend described above or the reassigned time.

SECTION 2: SUPPORT PERSONNEL

The success of the mission of the Assembly depends on the effective communication of the Assembly with the various constituencies represented by Assembly membership. In order to accomplish this goal of effective communication, the District will provide clerical assistance for 20 hours per week and appropriate office space.

ARTICLE 10: AMENDMENTS

Any Assembly member may propose an amendment. Amendments to the Constitution must be submitted in writing to the Executive Council for review prior to its presentation to the whole Assembly. The first presentation to the full Assembly shall constitute the First Reading where the proposed amendment can be debated. No vote may be taken on a proposed amendment until the next regular meeting following the First Reading. The provision for First Reading may be waived by the unanimous approval of the whole Assembly. Amendments to the Constitution of the District Assembly will require a two-thirds majority vote of the members present and voting for approval. The approving vote must constitute at least 51% of the total membership of the Assembly.

Revised Spring 2005, April 4, 2017

RED BOLD = To be filled**District Assembly Membership****Two-Year Terms Ending Spring 2019 and Spring 2020 (as of 9/25/18)**

Elections are held annually in the Spring. Service in the Assembly commences with the first official faculty meeting following elections.

President: Denise Allen (2019)
Vice President: Mark McConnell (2019)

Recorder: Stacey Nikac

FACULTY**Crafton Hills College (2)**

T.L. Brink (2018) **TBD (2020)**
Laurie Green (2019)

San Bernardino Valley College (3)

Amy Avelar (2019)
Bethany Tasaka (2020)
Ginny Evans-Perry (2020)

CLASSIFIED STAFF¹

¹To satisfy Education Code section 70901.2, one Classified representative from the General Membership is to be appointed by CSEA.

District (1)

Rhiannon Lares (2020)

Crafton Hills College (1)

Ruby Zuniga (2020)

San Bernardino Valley College (1)

Cassandra Thomas¹ (2019)

MANAGEMENT STAFF**District (1)**

Jose Torres (2020)

Crafton Hills College (1)

Keith Wurtz (2019)

San Bernardino Valley College (1)

Raymond Carlos (2018) **TBD (2020)**

STUDENTS**Crafton Hills College (2)**

Valerie Johnson (2020)
(alternate) **TBD (2020)**

San Bernardino Valley College (2)

Adrian Rios (2020)
(Alternate) **TBD (2020)**

District Assembly Membership
Two-Year Terms Ending Spring 2019 and Spring 2020 (continued)

EX-OFFICIO

- | | |
|---|----------------------|
| 1. Chancellor of the District | Bruce Baron |
| 2. President of Crafton Hills College | Audre Levy (Interim) |
| 3. President of San Bernardino Valley College | Diana Rodriguez |
| 4. President of the CHC Academic Senate | Mark McConnell |
| 5. President of the SBVC Academic Senate | Celia Huston |
| 6. President of the CHC Classified Senate | Brandi Mello |
| 7. President of the SBVC Classified Senate | Kathryn Jaramillo |
| 8. President of the CHC Student Body Association | Valerie Johnson |
| 9. President of the SBVC Student Body Association | Adrian Rios |

VESTED

- | | |
|--------------------------------------|------------------|
| Black Faculty and Staff Association | James Smith |
| Latino Faculty and Staff Association | Mary Valdemar |
| CTA President (or designee) | Meridyth McLaren |
| CSEA President (or designee) | Kevin Palkki |



District Assembly

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

Meeting Minutes — September 4, 2018 at 3pm

Link to access APs/BPs

<https://www.dropbox.com/sh/od7iq90zvhtevyn/AAAGqGyFTSZJXsFyZJZokID4a?dl=0>

I. Welcome & Introductions

Denise Allen, Chair called the meeting to order at 3:05pm.

II. Chancellor's Report

Chancellor Baron reported the Board of Trustees approved placement of a bond measure on the November ballot. Top priorities for the bond are the CTE building at SBVC and the Fire Training Center at CHC. Colleges will review the priority list and bring back to District Assembly. Enrollment numbers are down and will be verified.

III. Approval of Minutes

Celia Huston moved approval of the May 1, 2018 minutes. Cassandra Thomas seconded the motion. Abstentions: Bethany Tasaka, Laurie Green, and Ginny Evans-Perry. All others in attendance approved.

IV. Old Business

BPs & APs submitted for 2nd Read & Approval: None
Academic and Professional for Approval: None

V. New Business

Committee Evaluation Results were reviewed.

Stacey will send meeting norms and bylaws and add to next month's agenda.

Membership Status will be updated, distributed, and posted to the website.

Mark McConnell moved approval of the 2018-2019 BP & AP review schedule as amended. James Smith seconded the motion. Unanimous approval.

Stacey to upload the review schedule to the Policy & Procedure page of the website.

Stacey to update dropbox link on DA page.

Mark McConnell moved approval of BPs & APs without 2nd reading due to federal grants audit compliance. Diana Rodriguez seconded the motion. Unanimous approval.

Jose Torres reported, in the course of conducting its annual financial audit of SBCCD this past summer, Vavrinek, Trine, Day & Co. noted a significant potential deficiency by the District regarding federal policies and procedures. This finding affects all federal programs used by the District. The auditors recommend that the District develop written policies and procedures related to all applicable areas of the requirements of the Code of Federal Regulations, Title 2 - Grants and Agreements, Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. By following the auditors' recommendation, the District will avoid an audit finding and help ensure compliance with the Code.

- | | |
|-------------|----------------------|
| 1. AP 2710 | Conflict of Interest |
| 2. BP 3280 | Grants |
| 3. AP 3280 | Grants |
| 4. BP 6300 | Fiscal Management |
| 5. AP 6300 | Fiscal Management |
| 6. BP 6330 | Purchasing |
| 7. AP 6300 | Purchasing |
| 8. BP 7130 | Compensation |
| 9. AP 7130 | Compensation |
| 10. BP 7400 | Travel |
| 11. AP 7400 | Travel |

BPs & APs were submitted for 1st Read:

- | | |
|-------------|--|
| 1. AP 3435 | Discrimination and Harassment Resolution |
| 2. AP 3505 | Emergency Response Plan |
| 3. BP 3505 | Emergency Response Plan |
| 4. AP 6100 | Delegation of Authority, Business and Fiscal Affairs |
| 5. BP 6100 | Delegation of Authority, Business and Fiscal Affairs |
| 6. AP 6150 | Designation of Authorized Signatures |
| 7. BP 6150 | Designation of Authorized Signatures |
| 8. AP 7120 | Recruitment & Hiring |
| 9. AP 7140 | Collective Bargaining |
| 10. BP 7140 | Collective Bargaining |

BPs & APs were submitted for Academic Senate Review:

- | | |
|------------|--|
| 1. AP 4060 | Delineation of Functions Agreements |
| 2. BP 4060 | Delineation of Functions Agreements |
| 3. AP 4103 | Work Experience |
| 4. BP 4103 | Work Experience |
| 5. AP 4104 | Contract Education |
| 6. AP 5110 | Counseling |
| 7. BP 5110 | Counseling |
| 8. AP 5150 | Extended Opportunity Programs and Services |

- 9. BP 5150 Extended Opportunity Programs and Services
- 10. AP 5500 Standards of Student Conduct
- 11. BP 5500 Standards of Student Conduct
- 12. AP 5530 Student Rights and Grievances
- 13. BP 5530 Student Rights and Grievances

Laurie Green moved approval of Academic Calendar Committee Membership & Charge as amended to update title of bullet #2 to Executive Director of Human Resources and to add the last bullet of Executive Director of Research & Institutional Effectiveness. Celia Huston seconded the motion. Unanimous approval.

VI. Updates

Celia Huston moved approval to bring back AP & BP 6751 for 1st read with minutes in October. James Smith seconded the motion. Unanimous approval.

James Smith moved approval to have the campuses work through their processes to ensure the ACCJC catalog requirements are met by November 2018. Campuses will add PLOs under certificates and degrees in the printed 2019-20 catalogs. Diana Rodriguez seconded the motion. Unanimous approval.

VII. Reports

Mark McConnell and Celia Huston gave brief reports from the Academic Senates.

VIII. Public Comments

There were no public comments.

IX. Future Topics

- 1. Brand Identity Update (October 2018)
- 2. Educational & Facilities Master Plan Update (October 2018)
- 3. Police Department Written Report (October 2018)
- 4. TESS Written Report (November 2018)
- 5. Human Resources Written Report (November 2018)
- 6. Strong Workforce CHC & SBVC Update (November 2018)
- 7. District Support Services Update (December 2018)
- 8. Budget Update (December 2018/February 2019)
- 9. Membership Election (February 2019)
- 10. AB 104: *Adult Education Block Grant* Update (February 2019)
- 11. Webadvisor Update (February 2019)
- 12. Draft Staffing Plan (March 2019)
- 13. Emergency Management Committee (March 2019)
- 14. Committee Evaluation (April 2019)
- 15. Election of President & VP (April 2019)
- 16. Preliminary BP & AP Review Schedule (April 2019)
- 17. Calendar Committee Update (April 2019)

18. Annual approval of 6-year AP/BP review schedule (September 2019)

X. Adjourn

Next Meeting Scheduled for October 2, 2018, 3:00 PM
Denise Allen adjourned the meeting at 4:24pm

District Assembly Sign-In Sheet

Date: 9/4/18

President: Denise Allen ✓

Vice President: Mark McConnell ✓

Recorder: Stacey Nikac [Signature]

Rocio Aguayo _____

Amy Avelar _____

Bruce Baron ✓ LB

T.L. Brink _____

Raymond Carlos _____

Santiago Castillo _____

Jeffrey Demsky Bethany Tasaka Bethany Z...

~~Jim Holbrook~~ Laurie Green [Signature]

Celia Huston _____

Kathryn Jaramillo _____

Robert Levesque _____

Sheri Lillard _____

~~Craig Lake~~ Ginny Evans Perry gap

Marcus McInerney _____

Brandi Mello _____

Kevin Palkki _____

Diana Rodriguez [Signature]

Susan Ryckevic _____

James Smith _____

Amber Snow _____

Mike Strong _____

Cassandra Thomas ✓

Mary Valdemar _____

Kathy Wilson _____

Keith Wurtz _____

Andre Levy ✓

James Smith ✓

Guests: _____

A. Levy

Kristina Hannon

Jose Torres



Origination: 02/2010
Last Approved: N/A
Last Revised: 09/2018
Next Review: 6 years after approval
Owner: Chancellor's Cabinet
 Chancellor's Cabinet:
Policy Area: Chapter 3 General Institution
References: Legally Required

AP 3435 Discrimination and Harassment Resolution Procedures

(Replaces current SBCCD AP 3430)

Board Policy 3430 : *Prohibition of Harassment* prohibits District students, student organizations and employees from engaging in discrimination and harassment on the basis of age, color, creed, religion, disability, marital status, veteran or military status, national origin, race, sex including pregnancy, sexual orientation, gender identity, gender expression, ancestry, ethnic group identification, ethnicity or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. This prohibition includes sexual misconduct. Allegations that a student, student organization or employee has violated the *Prohibition of Harassment Policy* or has engaged in related retaliation will be resolved consistent with this procedure.

The Title IX Officer is the Vice Chancellor of Human Resources and Employee Relations and is the responsible District officer charged with coordinating the investigation of complaints of non-employment related discrimination or harassment. Title IX Coordinators (the Vice President of Student Services at each college and the Employee Relations Officer at the District) shall assist the Title IX Officer, ensuring support and assistance to reporting parties and responders is available locally at each District site.

In this process, the person who is the alleged victim of the misconduct is referred to as the reporting party, and the person who is alleged to have violated District policy is referred to as the responding party. See the **Complaint Procedure Checklist** section at the end of this procedure.

When the Title IX Officer (VCHR) or Title IX Coordinator receives information about a possible incident of sex or gender-based discrimination or harassment, he/she will provide the reporting party, if known, with a resource guide and copies of BP 3430: *Prohibition of Harassment* and AP 3435: *Discrimination and Harassment Investigations*. The resource guide contains information about available resources, such as counseling and health services.

When the District does not have control over the alleged harasser because they are not affiliated with the District, the District may offer supportive remedies to the reporting party.

As necessary, the District reserves the right to initiate resolution proceedings without a formal report or participation by the alleged victim of discrimination or harassment.

Intake and Processing of the Complaint or Report

When the Title IX Officer or Coordinator receives information about a possible policy violation, he/she will determine the most appropriate means for addressing the report or complaint. Options include but are not limited to: (1) with the agreement of the parties, attempting to resolve the report or complaint informally through a form of alternative dispute resolution (e.g., mediation); (2) investigating the report or complaint to determine whether District policy was violated, as described below; or (3) determining that the facts of the complaint or report, even if true, would not constitute a violation of the policy. A full investigation will necessarily be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members, including the presence of predatory behavior, weapons, or violence. Title IX Coordinators will notify the Title IX Officer of each complaint or report and seek consensus on which avenue to pursue in the resolution process.

Timeline

The District aims to bring all allegations of discrimination or harassment to a resolution within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Officer with notice to the parties. The Title IX Officer or designated Title IX Coordinator then engages in a preliminary inquiry that is typically 1-3 days in duration. From there, the allegation can lead to a formal investigation, which usually starts within days of the preliminary inquiry's conclusion. Investigations range from days to weeks, depending on the nature and complexity of allegations, with the District commonly aiming for a 10-14 window to completion. The parties are regularly apprised of the status of the investigation as it unfolds.

Appeals may be requested following the findings of a formal investigation, with a three-day window to file appeal requests once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached.

The District's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the District may undertake a short delay (several days to weeks) in its investigation or resolution process to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The District will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

Interim Remedies/Actions

The Title IX Coordinator/Institutional Equity Officer may provide interim remedies and actions while the case is being resolved, intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations.

Interim remedies may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Altering work arrangements for employees
- Providing campus escorts

- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

When taking steps to separate the reporting party and the responding party, the District shall minimize the burden on the reporting party. Requests for interim remedies should be made to the Title IX Coordinator/ Institutional Equity Officer, although the Title IX Coordinator/Institutional Equity Officer may also initiate interim remedies outside of a request.

The District may interim suspend ² a responding party student, employee or student organization pending the resolution of the case, particularly when, in the judgment of the Title IX Coordinator/ Institutional Equity Officer, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the opportunity to meet with the Title IX Coordinator/Institutional Equity Officer prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator/Institutional Equity Officer has sole discretion to implement or stay an interim suspension under the *Discrimination and Harassment Policy* and *Discrimination and Harassment Resolution Procedures*, and to determine its conditions and duration. Violation of the conditions of an interim suspension under this policy is grounds for expulsion or termination.

During an interim suspension, a student or employee may be denied access to the campus/facilities/events. As determined by the Title IX Coordinator/Institutional Equity Officer, this restriction can include classes and/or all other District activities or privileges for which the individual might otherwise be eligible. At the discretion of the Title IX Coordinator/Institutional Equity Officer, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

The District will maintain as confidential any interim remedies or actions, provided confidentiality does not impair the District's ability to provide the remedies or actions.

Voluntary Informal Resolution

In some cases, the Title IX Coordinator/Institutional Equity Officer may recommend that the parties attempt to constructively resolve conflicts with supervision. Various conflict resolution mechanisms are available, including mediation. Mediation is not used when violent behavior is involved, when the Title IX Coordinator/ Institutional Equity Officer determines a situation is not eligible, or when the parties are reluctant to participate in good faith. If informal efforts to resolve conflict are not appropriate or are unsuccessful, the formal investigative process may be initiated. Either party has the right to end the informal process and begin the formal investigative process at any time prior to resolution. Sanctions are not possible as the result of an informal resolution procedure, though the parties may agree to appropriate remedies. The Title IX Coordinator/ Institutional Equity Officer will keep records of any resolution that is reached, and failure to abide by the resolution can result in appropriate responsive actions.

Formal Investigation Process

When the Title IX Coordinator/Institutional Equity Officer determines, through a preliminary inquiry, that there is reasonable cause to believe that the discrimination and harassment policy has been violated, and determines that voluntary informal resolution is not appropriate or has been unsuccessful, they will initiate an investigation that is thorough, reliable, impartial, prompt and fair. This investigation determines whether the District's policy has been violated based on a preponderance of the evidence standard of proof, e.g. whether the conduct is

more likely than not to have occurred.

The Title IX Officer/Coordinator will appoint a trained investigator to conduct the investigation. Employees designated to serve as investigators under this policy shall have received annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on the District's complaint procedures. The Title IX Officer/Coordinator may also appoint an external subject matter expert to conduct the investigation and provide a report.

The investigation will entail interviewing all relevant parties and witnesses³, obtaining available evidence, reviewing personnel or academic/disciplinary files of involved parties, and identifying sources of expert information, if necessary. All parties will be given the opportunity to provide information and names of possible witnesses relevant to the investigation within a reasonable timeframe prescribed by investigators. The investigators will provide regular updates to both the reporting and responding parties, as appropriate, throughout the investigation.

At the time of the complaint/report, the responding party will be given written notice of the nature of the allegations, the District policies at issue, and the possible sanctions that could result from a determination that policy was violated. The responding party will be provided with copies of BP 3430: *Prohibition of Harassment Policy* and AP 3435: *Discrimination and Harassment Investigations*.

The past sexual history of the parties is not admissible, except as it pertains to sexual interactions between the parties, or as evidence deemed highly relevant by the investigators. While previous conduct violations by the responding party generally have no bearing on the present allegation, District officials may supply information about previous good faith allegations and/or similar findings to the investigators and appeals officers to consider as evidence of pattern and/or predatory conduct.

At any point during the investigation, if it is determined there is no reasonable cause to believe that District policy has been violated, the Title IX Coordinator/Institutional Equity Officer has authority to terminate the investigation and end resolution proceedings.

The investigators will prepare an investigative report detailing the results of the investigation. Each party will be given an opportunity to review the investigative report and submit a written response within a reasonable timeframe specified by investigators. Investigators will then submit the report and any received written responses to the Title IX Coordinator/Institutional Equity Officer along with a recommended finding. The Title IX Coordinator/Institutional Equity Officer will review the factual information gathered through the investigation and will make a finding based on the preponderance of the evidence standard.

When the investigation results in a determination that the policy has been violated, the Title IX Coordinator/Institutional Equity Officer will consult with the hiring authority (for employees) or the disciplinary authority (for students), who must impose discipline in a timely manner.

In those cases that involve potential termination of employment or dismissal of a faculty member for cause, the Director of Human Resources shall be consulted in the sanctioning process.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement to the extent those agreements do not conflict with federal or state compliance obligations.

In addition to taking disciplinary action against the responding party, the District shall institute any remedial action it determines to be appropriate for the reporting party or the community. Remedies for the reporting party might include, but are not limited to:

- ensuring that the reporting party and respondent do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services, medical services, or academic support services, such as tutoring;
- arranging for a student reporting party to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the reporting party's academic record; and
- reviewing any disciplinary actions taken against the reporting party to see if there is a causal connection between the harassment and the misconduct that may have resulted in the reporting party being disciplined.

All parties will receive written notification of the outcome, to the extent permitted by or mandated by law. In cases involving sex or gender-based discrimination or harassment, the written notification includes the findings and rationale for the findings, information on any sanctions imposed by the District, the rationale for the sanctions, and any procedures for appeal. In cases involving sex or gender-based discrimination or harassment, the parties will also receive written notification of any changes to the results that could occur before the decision is finalized, and when it is finalized, such as when subject to grievance procedures, appeal, tenure revocation proceedings, mandatory arbitration, or union proceedings. Written notification letters will be delivered either:

- In person, or
- Mailed to the local address of the respective party as indicated in official District records. If there is no local address on file, mail will be sent to the party's permanent address.

Once received in person, mailed or emailed, a notice will be deemed presumptively delivered.

Appeals

A reporting party or responding party may appeal the decision under the grounds described below. Any party who files a request for appeal must do so in writing to the Title IX Officer, within 3 business days of receiving the written decision.

The ONLY grounds for appeal are as follows:

- A procedural or substantive error occurred that significantly impacted the outcome of the investigation (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included;
- The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

The Title IX Officer will share the request for appeal with the other party (e.g., if the responding party files an appeal, the appeal is shared with the reporting party, who may also wish to file a response and/or bring their own appeal on separate grounds; this response or appeal will be shared with the initial appealing party). Based on the written requests/responses or on interviews as necessary, the Title IX Officer will send a letter of outcome for the appeal to all parties. The Title IX Officer can take one of two possible actions: he/she may dismiss an appeal request as untimely or ineligible, or may grant an appeal and remand the finding for further investigation or reconsideration.

The original finding will stand if the appeal request is not timely or substantively eligible, and that decision is final.

If the appeal remands to the investigator/s for review, the reconsideration of the investigator/s is not appealable. In rare cases where a procedural or substantive error cannot be cured by the original investigator/s (as in cases of bias), the Title IX Officer may order a new investigation with a new investigator or team of investigators. The results of the second investigation cannot be appealed.

The procedures governing the hearing of appeals include the following:

- All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original investigators for reconsideration (remand) will be pursued;
- Appeals are not intended to be full re-investigations of the allegations. In most cases, appeals are confined to a review of the written documentation or record of the original investigation and pertinent documentation regarding the grounds for appeal;
- Appeal decisions are deferential to the original investigative body, making changes to the finding only where there is clear error;
- An appeal is not an opportunity for the Title IX Officer to substitute his/her judgment for that of the original investigators merely because they disagree with the finding;
- Sanctions imposed are implemented immediately unless the hiring or disciplinary authority, in consultation with the Title IX Officer stays their implementation in extraordinary circumstances, pending the outcome of the appeal;
- The Title IX Officer will typically render a written decision on the appeal to all parties within 5 business days from hearing of the appeal. The Title IX Officer's decision to deny an appeal request is final;
- The parties will receive written notification of any changes made to the original finding and disciplinary action (if any) in a timely, simultaneous fashion.

Advisors

The parties are entitled to an advisor of their choosing to guide and accompany them throughout the District's resolution process (in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals). The advisor may be anyone who is both eligible and available. An individual who is a witness in a case may not serve as an advisor due to the inherent conflict. A party may also choose to participate in the resolution process without an advisor. Please see additional information about advisors below.

The Role of An Advisor

Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. All advisors are subject to the same rules, whether they are attorneys or not. Advisors may not present on behalf of their advisee in a meeting, interview or hearing and should request or wait for a break in the proceeding if they wish to interact with District officials. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private

conversation.

Advisors are expected to refrain from interference with the District investigation and resolution. An advisor who steps out of their role in a meeting under the District resolution process will be warned only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The District expects that the parties will share documentation related to the allegations with their advisors. The parties are not otherwise restricted from discussing and sharing information relating to the allegations with others who may support them or assist them in preparing and presenting. Advisors are expected to maintain the privacy of the records shared with them by the District. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the District. The District may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the District's privacy expectations.

The District expects an advisor to adjust their schedule to allow them to attend District meetings when scheduled. The District does not typically change scheduled meetings to accommodate an advisor's inability to attend. The District will, however make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available. A party may elect to change advisors during the process.

Where an employee is a member of a union and entitled to a union representative in the process, that employee may be accompanied by the union representative as their advisor or may choose an advisor in addition to their union representative. In such cases, the other party may have two advisors as well. The union representative will be bound by the same role expectations as an advisor.

The parties must advise the investigators of the identity of their advisor at least 2 business days before the date of their first meeting with investigators. The parties must provide subsequent timely notice to the investigators if they change advisors at any time. No audio or video recording of any kind is permitted during meetings with District officials.

Conflicts of Interest

The District is committed to ensuring that its resolution processes are free from actual or perceived bias or conflicts of interest that would materially impact the outcome. Any party who feels that there is bias or conflict of interest that would materially impact the outcome may submit a written petition for the person's removal from the process. The petition should include specifics as to the actual or perceived bias or conflict of interest, as why the petitioner believes the bias or conflict could materially impact the outcome. Such petitions should be submitted promptly to the Title IX Officer Title IX Coordinator, or to the District Chancellor in the event that the potential conflict or bias involves the Title IX Officer/Coordinator.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advisor/union representative for a reporting party or responding party, or who otherwise furthers the principles of the District's unlawful discrimination and harassment policy.

The District shall take reasonable steps to protect the reporting party from further harassment and/or discrimination, and to protect the reporting party and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. Any retaliation should be reported to the Title IX Officer, or in their absence, to the Chancellor.

Privacy and Confidentiality

The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to respond effectively to the report or complaint. Only District officials with a legitimate need to know will be informed of the results of the investigation. The District shall make a good faith effort to inform the parties, in advance when possible, of any public release of information regarding the case.

All employees and students are expected to cooperate with a District investigation into allegations of discrimination or harassment. An individual who participates as a reporting party or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's policy at or near the time of the incident, unless the District determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Only District officials with a legitimate need to know will be informed of the results of the investigation, appeals procedure, or sanctioning/disciplinary procedure.

The parties should be aware that District administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The District will make every effort to ensure that a reporting party's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

In implementing this policy, records of all reports, resolutions, and hearings will be kept by the Title IX Officer. Access to reports, resolutions and hearings will be controlled by the Title IX Officer.

File Retention

The District will retain on file for a period of at least three years after closing the case copies of:

- the original complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the complainant, of the District's administrative determination and his or her right to appeal;
- any appeal; and
- the District's final decision.

The District will make such documents available to the State Chancellor upon request.

Rights of the Reporting Party

- To be treated with respect by District officials.

- To take advantage of campus support resources (such as Counseling and Health Services for students, or EAP services for employees).
- To experience a safe educational and work environment.
- To have an advisor during this procedure.
- To decline to have an allegation resolved through informal conflict resolution procedures.
- To receive amnesty for minor misconduct (such as alcohol or drug violations) ancillary to the incident.
- To be free from retaliation.
- To have reported misconduct resolved in substantial accordance with these procedures.
- To be informed in writing of the outcome/resolution, sanctions where permissible and the rationale for the outcome where permissible.
- Referral to law enforcement and assistance in reporting to law enforcement if desired.
- No contacts orders or restrictions.

Rights of the Responding Party

- To be treated with respect by District officials.
- To take advantage of campus support resources (such as Counseling and Health Services for students, or EAP services for employees).
- To have an advisor during this procedure.
- To decline to have an allegation resolved through informal conflict resolution procedures.
- To have reported misconduct resolved in substantial accordance with these procedures.
- To be informed of the outcome/resolution and the rationale for the outcome, in writing.

Revisions to this Policy

The District reserves the right to make changes to this document as necessary and once those changes are posted online, (http://www.sbccd.org/Board_of_Trustees/Policies_-_a_-_Procedures) they are in effect. Students and employees are encouraged to check online insert URL for the updated versions of all policies and procedures. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form. Reports of misconduct made after the fact may raise issues of policy and procedure application, if policies and procedures have changed. Procedures applicable are those that are in place at the time of resolution. This document does not create legally enforceable protections beyond the protection of the background state and federal laws.

Complaint Procedure Checklist

- Complaint or report received by Title IX Officer or Title IX Coordinator.
 - Provide complainant with a copy of Board Policy 3430 and Administrative Procedure 3435.
 - Provide complainant with the current resource guide with available resources (counseling, health services, etc.).
 - Acknowledge receipt of complaint/report with copy to State Chancellor's Office
- Conduct preliminary inquiry (within three days) to determine:
 - Acceptability by parties to alternative dispute resolution.
 - Determine whether District policy had been violated.
 - Determine whether facts violated District policy.

- Determine interim remedies or actions to be taken.
- Decide to start a formal investigation or
- Close out complaint with letter of explanation to complainant and State Chancellor's Office
- Determine investigator and timeline (within 60 days of complaint/report)
 - Request extension up to 90 days, from State Chancellor's Office within 50 days of complaint/report
 - Reason why extension is necessary
 - Date expected to complete determination
 - Notice of copy sent to complainant
 - Notice to complainant of right to send written objection to extension with five days of receipt
- Complete investigation
 - Forward investigative report and administrative determination to the complainant and to the State Chancellor's Office
 - Ultimate determination on probable cause
 - Description of actions taken to prevent similar future allegations
 - Proposed resolution
 - The complainant's right to appeal to the District governing board (within 15 days from the date of the determination)
 - Governing board reviews and renders final decision (within 45 days of receiving the appeal)
 - Board decision is forwarded to complainant and the State Chancellor's Office
 - Notice to complainant of right to appeal to the State Chancellor's Office (within 30 days of the Board decision)
 - Complainant provides copy of governing board's determination or evidence that the governing board did not respond within 45 days
- State Chancellor's Office may launch its own investigation if there is evidence of a violation.

References:

[20 U.S.C. Section 1681 et seq.](#); Education Code ~~Section~~[Sections 212.5, 231.5, 66281.5, and 67386](#); Government Code Section 12950.1; Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.; [Title 2 Sections 11023 and 11024](#); 34 Code of Federal Regulations Section 106.8(b)

Attachments:

[AP 3435 Discrimination and Harassment Investigation - Comments](#)
[AP 3435 Discrimination and Harassment Investigation - Legal Citations](#)
[AP3435-OLD.pdf](#)
[SBCCD - Overview for Legal Update 31 Final](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Chancellor's Cabinet Chancellor's Cabinet:
Policy Area:	Chapter 3 General Institution
References:	

BP 3505 Emergency Response Plan

(Replaces current SBCCD BP 3740)

The District shall have emergency response and evacuation and notifications procedures for ~~notifying~~communicating to the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff and visitors occurring at District Facilities and/or College Campuses.

The **Chancellor** shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), ~~the Standardized Emergency~~ and shall incorporate the functions and principles of the Incident Management System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS~~)-and should incorporate the functions and principles of the Incident Management System (ICS) to facilitate the coordination between and among various responding and assisting agencies in the event of an emergency or natural disaster. Additionally, the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan~~District must incorporate be compliant with NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster standards in order to receive federal or state funding.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures ~~or a plan~~and an Emergency Operations Plan (EOP); and~~And~~
- ~~Completion~~The completion of training ~~sessions~~ by college personnel in compliance with NIMS and SEMS guidelines
- Training requirements vary based on job titles or assigned roles within the emergency plan

District and College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The **Chancellor** should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and State.

The ~~plan should~~EOP shall contain information regarding response protocols, emergency operations activation procedures and chain of command responsibilities. Compliance with NIMS mandates requires ~~planning and~~

~~incorporation for~~ addressing all phases of emergency management ~~including mitigation and prevention;~~ Mitigation, preparedness ~~Planning, response and recovery~~ Preparedness, Response, and Recovery. The District must ensure that its plan is updated regularly. ~~Districts and Colleges must comply with NIMS and SEMS to receive federal or state funding.~~

References:

Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations Sections 2400-2450;
34 Code of Federal Regulations 668.46(g)

Attachments:

[BP 3505 Emergency Response Plan - Comments](#)
[BP 3505 Emergency Response Plan - Legal Citations](#)
[BP3505- OLD.pdf](#)

Applicability

San Bernardino Community College District



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Chancellor's Cabinet Chancellor's Cabinet:
Policy Area:	Chapter 3 General Institution
References:	

AP 3505 Emergency Response Plan

(Replaces current SBCCD AP 3740)

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available http://www.sbccd.org/District_Police/Clery_Act.

All members of the campus community are notified on an annual basis that they are required to notify the [San Bernardino Community College District Police Department \(SBCCD PD\)](#) of any ~~situation or~~ incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. ~~District Police Department~~ [The SBCCD PD](#) has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the ~~District Police Department has a~~ [SBCCD PD personnel have](#) responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If ~~that is the case~~ [so](#), federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the [SBCCD PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the District Police Department that a legitimate will, without delay, take into account the safety of the community and determine the content of notifications and initiate the District Emergency Notification System \(ENS\) unless issuing a notification will, in the judgment of the first responders \(including, but not limited to SBCCD PD perspnnel\), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency-](#) ~~or dangerous situation involving an immediate~~, District, SBCCD PD and Campus Personnel will determine the content of messaging and will use some or all of the systems described below to communicate [the threat to the health or safety of students or employees occurring on campus, the District Police Department will determine the content of the message and will use some or all of the systems described below to communicate community or to the appropriate segment of the community, if the threat to the campus community or to the appropriate is limited to a particular building or segment of the community, if the threat is limited to a particular building or segment of the population. The District Police Department will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders \(including, but not limited to: District Police Department\), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.](#)

In the event of a serious incident that poses an immediate threat to members of the campus community, the District ENS has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails/e-mails, emergency text messages that can be sent to a mobile phone or Personal Digital Assistant/other digital device (individuals can sign up for this service on the District web site/website), the public address system, phone calling trees, District/the district website and scrolling emergency messages that scroll across computer screens when logged into on District connected computers. The SBCCD PD will post updates during a critical incident on the District website at www.sbccd.org. Individuals can call the District's computer system—insert all that apply, overlapping methods are recommended. The District Police Department will post updates during a critical incident on the District web site at sbccd.org. Individuals can call the District's recorded information telephone line at (909) 382-4002 for updates.

The District's ENS has the ability to send text messages to the personal mobile phones of faculty, staff and students who opt in to the system via our website.

The District's Director of Marketing, Public Affairs & Government/Governmental Relations will be responsible for the dissemination of emergency information to the larger community through media/cell phone alerts, website announcements, radio, and TV alerts.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by the District and College Lead Safety Officers and the SBCCD PD two (2) times per year for all district and college facilities on campus. Students During exercises, students, faculty and staff learn the locations of the emergency exits in the buildings/campus building and are provided guidance about the direction they should travel when exiting each facility for a short-term/term building evacuation. Drill evacuation locations are not established in advance because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the District Police Department staff on the scene will communicate information to students, faculty and staff regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the District Police Department and District administration/College Lead Safety Officers and the SBCCD PD to evaluate egress and behavioral patterns. Evacuation drill reports/Reports are prepared by District and College Lead Safety Officers/participating departments which provide recommendations for improvement as well as identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

The District conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The SBCCD PD and College Lead Safety Officers coordinate announced evacuation drills two times per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, SBCCD PD will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District Police Department will publish a summary of its emergency response and evacuation procedures in conjunction with District and College Lead Safety Officers coordinate announced and unannounced evacuation drills (2) times per at least one drill or exercise each calendar year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, District and College Lead Safety Officers will document a description of the exercise, the

~~date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.~~

~~Overview~~

~~The District Emergency Operations Plan provides direction in the event of an emergency. It is the goal and purpose of this plan to protect the safety and security of those associated with the District should an emergency occur. The effective use of this plan will help:~~

- ~~• Protect life and safety,~~
- ~~• Reduce property and environmental damage,~~
- ~~• Minimize disruption and economic losses, and~~
- ~~• Shorten the recovery period.~~

~~To ensure effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and other associated supporting documents.~~

~~The District's response to a major crisis will be conducted within the framework of this plan except when directed otherwise by Chancellor or the Chancellor's appointed representative. The plan includes a chain of command that establishes decision-making authority during an emergency.~~

~~Scope and Definitions~~

~~An emergency is defined as a sudden state of danger that occurs unexpectedly and that demands immediate action to protect the health and safety of individuals within the institution. The following are examples of emergency situations:~~

- ~~• Bomb threat~~
- ~~• Earthquake~~
- ~~• Explosion~~
- ~~• Fire~~
- ~~• Hazardous materials spill/release~~
- ~~• Hostage situation~~
- ~~• Campus shooting~~
- ~~• Terrorist incident~~

~~Specific emergency procedures can be found here: http://www.sbccd.org/Human_Resources_Jobs/safetyrisk/Emergency_Preparedness_Program~~

~~Crisis Management Response Structure~~

~~In the event of an emergency, the District Chief of Police, or designee, will contact the Chancellor, Emergency Preparedness Manager, College Presidents and College Lead Safety Officers to report the emergency.~~

~~The above managers will convene (via conference call if necessary) and decide whether to declare a state of emergency, start the process of notifying the community and media if necessary, and review and discharge responsibilities as detailed in the plan (below). The Chancellor will convene the Incident Management Team (IMT) and activate the Emergency Operations Center (EOC) if necessary to participate in the execution of the plan. The IMT consists of key leadership representatives from the District and Colleges.~~

~~Update and Drill~~

~~The IMT and designees will review and update this plan each year or more frequently, as needed. IMT members will practice emergency procedures on a regular basis and will obtain training or re-training as needed.~~

~~Emergency Response Team Responsibilities~~

~~The manner in which district and college personnel and equipment are utilized during an emergency will be determined by the IMT under the direction of the Chancellor. The Emergency Operations Plan will remain in effect until the Chancellor or his/her designee deems the district and/or colleges ready to return to normal operation.~~

~~Emergency Level Definitions and Responses~~

~~In all types of emergencies, once outside agencies arrive on the scene (i.e., Police Department, Fire Bureau, Emergency Management Agency personnel, etc.) these agencies will assume control of the operations. The IMT and EOC will act as resources to these responders.~~

~~The following definitions of emergency levels determine the type of response:~~

~~Level 1 Emergency (least serious)~~

~~Characteristics~~

- ~~• may involve threat of incident rather than actual incident~~
- ~~• may be addressed with district/college personnel and resources~~
- ~~• outside assistance may be called upon~~
- ~~• may be limited to small area of district or colleges~~
- ~~• potential impact on health, safety, or property~~
- ~~• may interrupt classes and college operations for limited time (up to half a day)~~

~~Examples~~

- ~~• unplanned power outage~~
- ~~• approaching blizzard, storm, or other natural event~~
- ~~• water pipe break~~
- ~~• unidentified odor~~
- ~~• injured, missing, or deceased individual~~
- ~~• mild pandemic outbreak~~

~~Response Profile~~

- ~~• Dispatcher notifies District Chief of Police~~
- ~~• Chief of Police notifies Chancellor~~
- ~~• Chancellor, Chief of Police and Emergency Preparedness Manager decide whether or not to activate IMT and EOC~~
- ~~• Assess extent of incident impact on health, safety, property~~
- ~~• Decide whether evacuation is required; initiate as needed~~
- ~~• Decide whether medical or other outside assistance is required; contact as needed~~
- ~~• Decide on notification to community; send message(s); update web site as needed~~
- ~~• Account for students, faculty, staff and visitors involved in incident~~
- ~~• Decide on continuity of classes and college/district operations; notify community~~
- ~~• Update community on progress and final resolution of incident~~
- ~~• Determine incident follow-up plan~~

Level 2 Emergency

Characteristics

- requires outside assistance, primarily from local services
- may involve large portions or all of campus
- potential loss of life
- potential serious impact on health, safety, or property
- will interrupt classes and college/district operations for more than half a day
- pandemic outbreak

Examples

- weather event
- earthquake (minimal structural damage)
- bomb threat
- hazardous materials release/spill
- widespread/prolonged power outage
- violence or civil disturbance

Response Profile

- Dispatcher notifies District Chief of Police
- Chief of Police notifies Chancellor
- Chancellor activates Policy Group, IMT and EOC
- Assess extent of incident impact on life, health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Notification to community; send message(s); update web site
- Account for all students, faculty, staff and visitors
- If no evacuation needed, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus population
- Decide on continuity of classes and college/district operations; notify community
- Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.
- Update community on progress and final resolution of incident
- Determine incident follow-up plan

Level 3 Emergency (most serious)

Characteristics

- requires outside assistance from local, possibly state and federal services
- involves all of campus
- potential loss of life
- severe impact on health, safety, or property
- classes and college operations suspended for an extended period
- long-term effects on the college

Examples

- shooting

- ~~uncontained fire~~
- ~~severe weather event~~
- ~~major earthquake (serious structural damage)~~
- ~~explosion~~
- ~~uncontained bio, chemical, or nuclear hazard~~
- ~~terrorist incident~~
- ~~pandemic outbreak~~

Response Profile

- ~~Dispatcher notifies District Chief of Police~~
- ~~Chief of Police notifies Chancellor~~
- ~~Chancellor activates Policy Group, IMT and EOC~~
- ~~Assess extent of incident impact on life, health, safety, property~~
- ~~Decide whether evacuation is required; initiate as needed~~
- ~~Decide whether medical or other outside assistance is required; contact as needed~~
- ~~Notify the community by sending message(s) to media outlets and updating the District's web site~~
- ~~Activate emergency web site and other emergency communications channels as needed~~
- ~~Account for all students, faculty, staff, and visitors~~
- ~~If no evacuation needed or possible, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents~~
- ~~Decide on resumption of classes and college/district operations; notify community~~
- ~~Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.~~
- ~~Update community on progress and final resolution of incident~~
- ~~Determine incident follow-up plan~~

PURPOSE

The Emergency Procedures are the District's planned responses to all hazards on or affecting the campus or surrounding community. The Emergency Procedures will be activated by the Chancellor (or their designated representative) or the SBCCD PD. The Emergency Procedures detail actions and responsibilities for all employees of the District.

RESPONSIBILITY

Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

EMERGENCY COMMAND POSTS (CIVILIAN AND LAW ENFORCEMENT)

The Emergency Command Posts will be activated during emergency situations. The Chancellor (or their designated representative) and the SBCCD PD Chief of Police (or their designated representative) will activate their respective Emergency Command Posts and maintain effective communications between the two Command Posts. The Emergency Command Post staffs will direct the District's response to the emergency situation, coordination with each other, coordination with outside agencies, and requests for outside support. The Emergency Command Post staffs will be aided in their duties by District, college and SBCCD PD personnel.

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall disaster based on reports from area managers.
- Initiate the emergency notification chain (call back of employees) if necessary.
- Mobilize any additional staff to heavily damaged areas.
- Determine the —"All-Clear" when the disaster is over.

All press releases will be prepared by the Director of Public and Governmental Relations. In absence of this person, the key administrator will designate an individual responsible for this function.

PREPAREDNESS

The District's preparedness is based on pre-staged supplies, training and awareness, and emergency drills. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

EMERGENCY TELEPHONE NUMBERS LIST

~~AMERICAN RED CROSS (909) 888-1481~~

~~EMERGENCY MANAGEMENT OFFICE (909) 382-4005~~

~~FIRE/POLICE/MEDICAL EMERGENCY 911~~

~~THE GAS COMPANY (800) 427-2200~~

~~POISON CONTROL CENTER (800) 222-1222~~

~~THE ELECTRIC COMPANY (800) 611-1911~~

~~SBCCD POLICE (909) 384-4494~~

~~SAN BERNARDINO POLICE DEPARTMENT (909) 383-5314~~

~~COMMUNITY HOSPITAL OF SAN BERNARDINO (909) 887-6333~~

~~TRAUMA CENTER (LOMA LINDA) (909) 558-4000~~

Additional Resources/Information

Please see the Confidential Administrative Staff Directory (i.e. confidential telephone list) with administrative personnel (including Executive and Senior Administrative Assistants) home phone numbers, cell phone numbers, and office phone numbers. This list is in the possession of all Administrative Staff personnel and is not published in a public document.

EMERGENCY ASSEMBLY AREAS

Emergency Designated Assembly areas are shown on the Area Evacuation Map. Assembly areas will be subject to change during the construction period.

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

Legal responsibilities and duty assignments are listed in the District's Emergency Operations Plan (EOP).

EMERGENCY NUMBERS

- POLICE/FIRE/MEDICAL EMERGENCY:----- 911

- SBCCD POLICE:----- (909) 384-4491
- EMERGENCY MANAGEMENT OFFICE: ----- (909) 382-4005
- FACILITIES / MAINTENANCE - SBVC: ----- (909) 384-8906
- FACILITIES / MAINTENANCE - CHC: ----- (909) 389-3384
- SAN BERNARDINO POLICE DEPARTMENT: ----- (909) 383-5311
- SAN BERNARDINO CO. SHERIFF'S DEPT. ----- (909) 918-2305
- AMERICAN RED CROSS: ----- (909) 888-1481
- THE GAS COMPANY: ----- (800) 427-2200
- POISON CONTROL CENTER: ----- (800) 222-1222
- THE ELECTRIC COMPANY: ----- (800) 611-1911

ADDITIONAL RESOURCES

There are a number of additional resources that are available regarding crisis response. These include, but are not limited to, the following:

~~Federal Emergency Management Agency~~

~~www.dhs.gov Department of Homeland Security~~

~~www.fema.gov Federal Emergency Management Agency~~

~~www.redcross.org American Red Cross~~

~~www.redcross.org~~

~~The Office of Homeland Security~~

~~www.whitehouse.gov/homeland/~~

~~A Guide to Citizen Preparedness~~

~~Are You Ready: A Guide to Citizen Preparedness brings together facts on disaster survival techniques, disaster specific information, and how to prepare for and respond to both natural and human disasters.~~

~~www.fema.gov/areyouready/~~

~~DisasterHelp~~

~~The DisasterHelp website is an initiative of the federal government is aimed at greatly enhancing disaster management on an inter-agency and inter-governmental basis.~~

~~www.disasterhelp.gov~~

[KVCR 91.9 FM San Bernardino, CA](#)

[KFRG 95.1 FM San Bernardino, CA](#)

[KOLA 99.9 FM San Bernardino, CA](#)

[KEZY 1240 AM San Bernardino, CA](#)

[KKDD 1290 AM San Bernardino, CA](#)

[KCAL 96.7 FM Redlands, CA](#)

[KLRD 90.1 FM Yucaipa, CA](#)

[KLYY 97.5 FM Riverside, CA](#)

KGGI 99.1 FM Riverside, CA

KSPA 1510 AM Ontario, CA

KVFG 103.1 FM Victorville, CA

EMERGENCY PROCEDURES

AIRPLANE or VEHICLE CRASH

- : Call or have someone else call 911 immediately.
- : Move staff, faculty, students and visitors away from immediate vicinity of the crash.
- : If necessary, evacuate staff, faculty, students and visitors to a safe evacuation area away from the crash scene.
- : Check to ensure that all staff, faculty, students and visitors have evacuated.
- : Maintain control of staff, faculty, students and visitors to ensure a safe distance from the crash site.
- : Document and report the names of individuals who are unaccounted for or absent.
- : If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- : Remain in the evacuation area until further instructions are provided by SBCCD administration, district police, or other official emergency responders.

ASSAULT/FIGHTING

- : Call or have someone else call 911 immediately.
- : Approach in a calm manner and direct combatants to stop fighting.
- : DO NOT attempt to separate combatants during a physical altercation.
- : Try to keep combatants isolated from others, if possible, until Police arrive.
- : If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

CHEMICAL OR HAZ MAT SPILL

In the event of ANY spillage of a dangerous chemical or hazardous material:

- : Call or have someone call 911 immediately.
- : Evacuate the affected area at once, and if it is safe to do so, seal it off to prevent further contamination of other areas; stay upwind of any contamination.

Anyone who may become contaminated as a result of being in the immediate area affected by the spill should:

- : Avoid physical contact with others as much as possible.
- : Remain in the vicinity, and provide their names to first responders.
- : To the best of your ability and without re-entering the affected area, assist first responders in determining that everyone has been evacuated safely.

- DO NOT return to any affected area unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.
- Required first aid and clean-up by specialized authorities should begin as soon as possible.

FIRE

Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby.
- Call or have someone else call 911 immediately and describe the location and size of the fire.

Evacuate the area if you are unable to put the fire out.

- Close all doors and windows to confine the fire and reduce oxygen—but DO NOT LOCK THEM.
- EVACUATE when the sound of the fire alarm is heard.
- DO NOT attempt to save possessions or collections at the risk of personal injury.
- DO NOT USE ELEVATORS to evacuate a building.
- Never allow the fire to come between you and the exit.
- Report to an evacuation site away from the fire.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

BOMB THREAT

If you receive a direct bomb threat via phone:

- Ask someone else to call 911 immediately and discreetly relay any information you obtain from the caller to the 911 operator.
- Keep the caller on the phone as long as possible and ask the following questions:
 - When and where is the bomb right now?
 - When is the bomb going to explode?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?

If a bomb threat alert is issued:

- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place.
- Limit usage of cell phones, radios or fire alarm system due to risk of activating a device.

- If a suspicious device or package is found ... DO NOT TOUCH.
- Clear the immediate area and call 911 immediately from a safe distance.
- If directed by SBCCD administration, district police, or other official emergency responders, evacuate a safe distance away from buildings.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

EXPLOSION

- Take cover under tables, desk, and similar places that will give protection against flying glass and debris.
- Call or have someone else call 911 immediately.
- If directed to do so by SBCCD administration, district police, or other official emergency responders, activate the fire alarm system and Evacuate from the building to a safe evacuation area.
- Beware of falling debris and electrical wires as you evacuate.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

ACTIVE SHOOTER / ARMED INTRUDER

IF AN ACTIVE SHOOTER, ARMED INTRUDER, OR WEAPONS ARE OBSERVED:

- Immediately call or direct someone to call 911
- Take note of the assailant(s) description/behavior/weapons and report the details to the 911 operator
- To increase everyone's safety obey the verbal commands of any law enforcement personnel (i.e., freeze, halt, stop, raise your hands, etc.)

There are three basic actions one should take in such a violent situation: Run, Hide, or Fight.

- Run** – Escape the area whenever possible and then notify authorities *only when it's safe to do so.*
- Hide** – Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities *only if it's safe to do so.*

Note: If possible, you should remain in the secured location until law enforcement personnel have cleared the area and the police or SBCCD administration have given an all clear command to EVACUATE to a designated evacuation zone.

- Fight** – This is the option of last resort. If you're unable to secure your hiding location, prepare to fight or use force against the shooter.

To report a crime, suspicious person, suspicious situation, or for non-emergency inquiries call the SBCCD Police Department at (909) 382-4491.

LOCKDOWN

LOCKDOWN is a security measure used to prevent violent intruders from entering occupied areas of buildings and facilities, or to isolate staff, faculty, students and visitors from danger while on campus or at any district facility.

The order to LOCKDOWN will be communicated via the SBCCD emergency notification system, announcements made by instructors or workplace supervisors, or announcements made by Building Captains.

Building Captains are designated individuals who are tasked with helping to respond appropriately to emergency situations. In the event of an emergency, Building Captains will assist building occupants to respond correctly to LOCKDOWN procedures.

If a LOCKDOWN order is given, you should:

- Immediately close and lock doors (if possible).
- Close window shades or blinds if it appears safe to do so.
- Turn off the lights.
- Block any hallway windows (in doors) if it appears safe to do so.
- Move away from doors and windows, and get down on the floor to avoid discovery.
- Assist those needing any special assistance.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the classroom, or secured area, and wait for further instructions from SBCCD administration, district police, or other official emergency responders.

SHELTER-IN-PLACE

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff, faculty, students and visitors from the outdoor environment to prevent exposure to airborne contaminants or temporary hazards.

This procedure includes closing all doors, windows and vents to outside air.

The order to SHELTER-IN-PLACE will be communicated via the SBCCD emergency notification system, announcements made by instructors or workplace supervisors, or announcements made by Building Captains.

Building Captains are designated individuals who are tasked with helping to respond appropriately to emergency situations. In the event of an emergency, Building Captains will assist building occupants to respond correctly to SHELTER-IN-PLACE procedures.

If a SHELTER-IN-PLACE order is given, you should:

- Help to clear everyone from hallways.
- Keep everyone in classrooms or offices until further instructions are received.
- Assist those needing any special assistance.

- Secure classrooms and offices by closing and locking doors and windows.
- Remain in the classroom, or secured area, and wait for further instructions from SBCCD administration, district police, or other official emergency responders.

MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?

- Respirations – difficulty or no breathing?
- Pulse – weak or no heart rate?
- Responsive – not awake /not alert?

EMERGENCIES INCLUDE: Uncontrolled bleeding, head injury, broken bones, poisoning, overdose, seizure, allergic reaction, persistent chest pain or pressure, numbness or paralysis of arms or legs, sudden slurred speech, major burns, intense pain.

Calmly communicate the following information to the 911 operator:

- What is the emergency situation?
- What is the background of the emergency?
- What's your assessment?
- What response do you expect?
- Where is the location of the emergency? – SBVC or CHC, Building Name, Room Number, Phone Number

Before help arrives, if you are trained and the scene is safe:

- Bleeding – apply pressure.
- Fracture – don't move the person unless they must be moved to avoid further injury.
- No Breathing or Pulse – begin CPR and send someone for AED.
- Seizure – help to the floor, protect head; do not try to restrain.
- Choking – Back blows and abdominal thrusts.
- Emotional Upsets/Suicidal – stay with person until help arrives.
- Impaled Object – don't remove the object, just support the object with bandages.
- Vomiting – move person onto their side.
- Stay with the victim providing reassurance that help is on the way and keep them comfortable.
- Stay at the scene until help arrives and clear "on-lookers" from the scene

FOR MINOR INJURY OR ILLNESS:

- Provide first aid using available campus medical supplies.
- After initial treatment, students should be referred to the Student Health Center.
- Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).

EMERGENCY EVACUATION PROCEDURES

Building Captains will be called upon to be leaders in any evacuation scenario. Building Captain's will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed.

- Each Building Captain is responsible for the direct supervision of ANY individual located in their assigned building and will do the following:
 - Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site Map).
 - Immediately shut down all hazardous operations (equipment in use, etc.).
 - Take personal items you can safely carry with you (Building Captain Response Kit, phone, purse, briefcase).
 - Shut all doors behind you as you go to slow the spread of fire, smoke, and water.
 - Proceed as quickly as possible, but in an orderly manner.
 - Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.
 - Once outside, move away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.
 - Document and report the names of individuals who are unaccounted for or absent.
 - If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

Evacuation of Persons with Disabilities

- Building Captains help individuals with disabilities evacuate by quickly assigning a "buddy" to lead them to the closest safe evacuation area.
- Building Captains should be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available, or if it is unsafe to use, direct wheelchair-users to the top of the nearest staircase where an Evac-Chair is located or the nearest designated area of rescue assistance.
- Only individuals trained in the use of an Evac-Chair should attempt to transport someone using the chair.
- If an individual is unable to be transported via an Evac-Chair, or if an Evac-Chair is not available, immediately notify a member of the Emergency Response Team of the individual's location.

EARTHQUAKE

If indoors:

- When the earth begins shaking DROP, COVER and HOLD.
- DO NOT evacuate immediately during the earthquake.
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.
- Protect yourself at all times and be prepared for aftershocks.

- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- If the classroom, building or facility is heavily damaged, initiate immediate evacuation.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

If outdoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Move quickly away from buildings, utility poles, and other structures.
- Be alert for gas leaks, live wires, flooding, etc.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

DISASTER MANAGEMENT

Should an emergency or other major disaster strike a SBCCD campus, the need for a coordinated response will be necessary. The SBCCD's emergency response plan for a major disaster is contained in the Emergency Operations Plan that is aligned with the State of California "Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

In an emergency, designated managers and supervisors will gather to implement the appropriate response.

These individuals will provide leadership, policy guidance, gather intelligence on the emergency and development specific plans of action to best address the emergency. Our Campus Emergency Response Team (CERT) will act on the behalf of the College, providing necessary resources and support, timely situation analysis and needs assessments. The CERT will report to a pre-determined Emergency Operations Center (EOC), which is properly equipped with communication capabilities to support emergency response operations and provide coordination with outside agencies.

SBCCD administration will provide for the staff and students in an emergency. Through the coordination of the EOC, the members of the college community will provide a skilled pool of professionals to deal with the myriad of technical, medical, logistical and human relations challenges that are certain to arise in a major disaster. It is to this end that these general emergency instructions are targeted.

FLOODING

If indoors:

- : If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. SBCCD administrators will identify temporary shelters to house materials.
- : Be prepared to move your vehicle if certain parking areas are at risk of being flooded.
- : Be prepared to evacuate your location at a moment's notice if your building or facility lies in a known flood zone. If there is any possible danger or if given the order to do so, EVACUATE the building.
- : If evacuation is directed, if safe, unplug all electrical equipment. If there are electrical appliances or electrical outlets in any flooded area do not proceed; there is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.
- : Report to an evacuation site away from the flooding. Document and report the names of individuals who are unaccounted for or absent.
- : DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

If outdoors:

- : Do not try to walk or drive through flooded areas; stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.
- : Stay away from flooded areas unless authorities ask for volunteers.
- : Stay away from downed power lines.
- : Be aware of areas where flood waters may have receded and may have weakened road surfaces.
- : Wash your hands frequently with soap and water if you come in contact with flood waters.

After the flood:

- : Only authorized district or campus personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble.
- : Report broken utility lines to the appropriate authorities.
- : Document and report the names of individuals who are unaccounted for or absent.
- : If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- : DO NOT return to any affected area, building or facility unless it has been declared safe to do so by

SBCCD administration, district police, or other official emergency responders.

- : Do not throw away any flood-damaged items until an official inventory has been taken.

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

Legal Responsibilities of Public Employees During an Emergency

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term “public employees” to include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. It also defines the term “disaster service worker” to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

CIVILIAN EMERGENCY COMMAND POST

The Civilian Emergency Command Post, from which the Chancellor (or their designated representative) will direct operations, will be dictated by the Chancellor, safety considerations, and necessitated by the emergency situation.

LAW ENFORCEMENT COMMAND POST

The Law Enforcement Command Post, from which the SBCCD PD Chief of Police (or their designated representative) will direct public safety operations, will be dictated by SBCCD PD Chief of Police, safety considerations, and necessitated by the emergency situation.

ASSIGNMENT OF DUTIES

Every staff member has a responsibility for performing certain duties in times of emergency. Specific assignments are outlined and additional assignments may be given via the chain of command.

The Chancellor is responsible for the control and welfare of its students. The Chancellor (or their designated representative) directs the college staff in the implementation of EMERGENCY PROCEDURES and the assignment of duties as outlined. The Chancellor (or their designated representative) is the overall commander of any and all operations on the campus during normal and emergency operations. After the people present on campus have been evacuated to an appropriate evacuation assembly area and their safety is secured, the Chancellor may instruct College Presidents, Chief of Police, and Director of Marketing, Public Affairs & Governmental Relations (Public Information Officer) to meet at the Civilian Command Post where they will be briefed by them on their findings from their personnel after which they will give them direction for further activities. They Chancellor will brief the Board of Trustees as necessary and to the extent possible on the state of affairs as the situation permits.

The administrator on duty will direct the college staff in the implementation of Emergency Procedures and the assignment of duties as outlined until their respective president (or their designated representative) assumes control of the emergency situation. The administrator on duty will be contacted immediately and apprised of

the emergency situation by SBCCD PD and will, in turn, report this information directly to the President (or their designated representative) and to the Director of Marketing, Public Affairs & Governmental Relations (Public Information Officer).

Presidents and Campus Lead Safety Officers will proceed to the evacuation assembly areas designated for their personnel and confer with them to determine who may need rescue and the last known location(s) of the missing. The Presidents and Campus Lead Safety Officers will assign their personnel further activities which may include providing assistance to the injured, relocating groups of people, or responding to the Civilian Emergency Command Post to assist as necessary.

Faculty members, managers, and supervisors will escort their students, personnel, and visitors to their designated evacuation assembly areas and determine who did not arrive as well as seek medical attention for the injured and note any additional people who may be present in their evacuation assembly area. They will report this information and the last known location of the missing to their Presidents and Campus Lead Safety Officers. They will also report to their Presidents and Campus Lead Safety Officers other information they deem important such as hazards noted in their areas during their egress.

Facilities Department personnel will be responsible for the use of emergency equipment, the handling of emergency supplies, and the safe use of available utilities. They will:

- A. Survey the campus and report damage through their chain of command.
- B. Assist in rescue operations as directed (i.e., operate lifting equipment, cutting torches to free victims, etc.).
- C. Assist in disaster fire suppression activities if trained and directed to do so.
- D. Assist in controlling main shut-off valves for gas, water, and electricity.
- E. Disburse emergency equipment as needed.

Clerical staff will help provide for the safety of essential school records and documents, operate telephones, and act as messengers and couriers when directed.

Cafeteria staff will make food stock and water available to campus emergency service providers whenever feeding becomes necessary during a disaster.

REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

- The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone SBCCD PD for assistance. Dial extension 4491 from on-campus phones or dial (909) 384-4491 from a mobile phone or when off campus.
- When calling stay calm, and carefully explain the problem and location to the Dispatcher.
- Quickly notify your instructor or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.

Attachments:

[AP 3505 Emergency Response Plan - Comments](#)

[AP 3505 Emergency Response Plan - Legal Citations](#)



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: *Business & Fiscal Services*
Business & Fiscal Services
Policy Area: *Chapter 6 General Institution*
References:

BP 6100 Delegation of Authority, Business and Fiscal Affairs

(Replaces current SBCCD BP 6100)

The Board of Trustees delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

~~No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See BP 6340 titled Bids and Contracts)~~

The Chancellor shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

Purchase and or contract requests which meet or exceed the formal bid limits set by Public Contract Code shall require approval by the Board to constitute an enforceable agreement. Such purchase and or contract requests must be approved by the Board before any payment to the vendor or on the contract can be issued.

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorized payment that are under the formal bid limits set by Public Contract Code. Such purchase and or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days. (See BP 6330 titled Purchasing and BP 6340 titled Bids and Contracts.)

References:

Education Code Sections 70902(d), 81655, and 81656
Public Contract Code Sections 17605, 20651, 20658, 20659, and 22034(c)

Attachments:

[BP 6100 Delegation of Authority, Business and Fiscal Affairs - Comments](#)
[BP 6100 Delegation of Authority, Business and Fiscal Affairs - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business & Fiscal Services</i> <i>Business & Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	

AP 6100 Delegation of Authority, Business and Fiscal Affairs

The Executive Vice Chancellor, ~~Business & Fiscal Services~~ is delegated authority from the Chancellor to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Executive Vice ~~Chancellor, Business & Fiscal Services~~. ~~This delegated authority is subject to the condition that certain of these transactions be submitted to the Chancellor for review and approval from time to time as determined by the~~ Chancellor. This delegated authority is subject to the condition that certain of these transactions be submitted to the Chancellor for review and approval from time to time as determined by the Chancellor.

The named agents on the authorized signature list may approve purchase requests, award, sign and execute contracts, and authorize payments that are under the formal bid limits set by Public Contract Code so long as the transactions comply with law and any limitations or requirements set forth therein. Purchases and or contracts under the formal bid limit shall not require Board approval, but shall be sent to the Board as an information item every 60 days. (See BP 6330 titled Purchasing and BP 6340 titled Bids and Contracts)

~~When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code, or other laws pertaining to the taking of competitive bids, the Business Manager may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein.~~ Furthermore, the ~~Business Manager~~ named agents on the authorized signature list may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

References:

Education Code Sections 70902(d), 81644, 81655, and 81656;
Public Contract Code Sections 17605, 20651, 20658, ~~and~~ 20659, and 22034(c)

Attachments:

[AP 6100 Delegation of Authority, Business and Fiscal Affairs- Comments](#)
[AP 6100 Delegation of Authority, Business and Fiscal Affairs- Legal Citations](#)



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: *Business & Fiscal Services*
Business & Fiscal Services
Policy Area: *Chapter 6 General Institution*
References:

BP 6150 Designation of Authorized Signatures

(Replaces current SBCCD BP 2180)

The Board President and Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents ~~prior to ratification~~. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools, if applicable.

~~Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools.~~

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees shall annually delegate purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorized payments that are under the formal bid limits set by Public Contract Code on behalf of the Board. Such purchase and or contract requests shall be approved or ratified by the Board every 60 days.

References:

Education Code Sections 70902(d), 72400, 85232, and 85233
Public Contract Code Sections 17605 and 22034(c)

Attachments:

[BP 6150 Designation of Authorized Signatures - Comments](#)
[BP 6150 Designation of Authorized Signatures - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: *Business & Fiscal Services*
Business & Fiscal Services
Policy Area: *Chapter 6 General Institution*
References:

AP 6150 Designation of Authorized Signatures

(Replaces current SBCCD AP 2180)

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References:

Education Code Sections 85232 and 85233
Public Contract Code Sections 17605 and 22034(c)

Attachments:

[AP 6150 Designation of Authorized Signatures-Comments](#)
[AP 6150 Designation of Authorized Signatures-Legal Citations](#)

Applicability

San Bernardino Community College District



Origination: 06/2004
Last Approved: 04/2018
Last Revised: 12/2014
Next Review: 04/2024
Owner: [Human Resources Human Resources](#)
Policy Area: [Chapter 7 Human Resources](#)
References:

BP 7120 Recruitment and Hiring

(Replaces current SBCCD BP 7120)

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and Board Policy 3420 titled Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring instructional/non-instructional academic employees shall be established and implemented in accordance with board policies and administrative procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established by the Board of Trustees.

References:

Education Code Sections 70901.2, 70902(b)(7) & (d), and 87100 et seq.;
 Title 5 Sections 53000, et seq. and 51023.5;
 ACCJC Accreditation Standard III.A.1

Attachments:

[BP 7120 Recruitment and Hiring- Comments](#)
[BP 7120 Recruitment and Hiring- Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	07/2018
Board of Trustees 1st reading	Board Board: [SN]	01/2018
District Assembly Recommendation	District Assembly District Assembly: [SN]	11/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	10/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	09/2017



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	09/2017
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	

AP 7120 Recruitment & Hiring

The District employs persons for positions categorized as Faculty, Classified, Confidential, Educational Administrators, and Classified Supervisors and Managers as outlined in corresponding board policies and administrative procedures:

- BP/AP 7210 titled Faculty
- BP/AP 7230 titled Classified Employees
- BP/AP 7240 titled Confidential Employees
- BP/AP 7250 titled Educational Administrators
- BP/AP 7260 titled Classified Supervisors and Managers

The information in this procedure does not apply to the recruitment and hiring for the position of Chancellor (see AP 2431 Chancellor Selection).

Position Approval Process

Every department, program, or discipline in the District, whether associated with a District function or on a campus/college, completes an annual program review, identifying needed positions for the coming fiscal year. Needed positions could be new positions or positions that are vacant at the time of the review. Once the positions are identified, they are submitted to the strategic planning process for review. The various strategic planning committees make recommendations to the site manager. All positions are subject to funding.

Job Opening/Application Processes

The District utilizes a completely electronic process for posting all job openings and the application process. The online applicant tracking system serves as the mechanism for submittal of recruitment requests, routes them through approval process and serves as the tool for job posting and application submittal. Initial screening is coordinated between Human Resources and screening committee members. Application materials may be submitted to the District Office during regular business hours.

Job Postings

When a position is approved for recruitment, the job is posted on the District's Human Resources webpage, and advertised in other appropriate venues.

Applying for a Job

Applicants can apply for any open position by logging onto the District's Human Resources webpage.

Applicants will be expected to electronically attach all required documentation, such as, but not limited to: resume, cover letter, transcripts, certifications, etc., to the application.

The District has established the following hiring qualifications for all educational administrator positions:

- A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.
- B. Meet the minimum qualifications as stated in the job description.
- C. Commitment to participate in the collegiate consultation process of the College and the District.
- D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.

Recruitment

The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications which the District wishes to utilize shall be reviewed by the appropriate administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements of Title 5 and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the appropriate administrator and the Office of Human Resources and must be approved by the Vice Chancellor of Human Resources & Employee Relations or Designee.

The position announcement must include the following:

- 1. A description of the duties and responsibilities;
- 2. Minimum qualifications;
- 3. Additional desirable qualifications that are job related and support the responsibilities of the position;
- 4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
- 5. Notification of testing if required; and
- 6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. Title 5, Title VII, EEO and ADA).

Pre-Screening Process

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement and, on that basis, will certify the "qualified" pool of applicants.

The Screening Committee

- 1. The appropriate administrator in consultation with the Office of Human Resources will designate the composition of the Screening Committee to ensure appropriate representation from the affected department.
- 2. ~~The Screening Committee for management positions shall have no less than three (3) and no more than~~

~~nine (9) members who have been trained by the Office of Human Resources.~~ [The Screening Committee make up can be found in the Management Handbook \(insert link\)](#)

3. All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources.
4. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.
5. Every Screening Committee shall have at least one management member and one California Schools Employee Association (CSEA) appointee and when appropriate, an appointee from the Academic Senate.
6. The administrator of the vacant position will appoint the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.
7. The Equal Employment Opportunity representative's role and responsibility is to maintain confidentiality and ensure the hiring process remains fair and equitable.
8. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
9. The appropriate administrator of the vacant position submits the membership of the Screening Committee to the Office of Human Resources for approval.

Interview Process

1. In cases where fewer than three (3) candidates are invited for interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources [for approval](#).
2. The screening Committee develops job related interview questions. All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or designee. All Interview questions are confidential.
3. The Screening Committee will determine the candidates, date, and time to interview.
4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
6. All Screening Committee members must sign a confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.
7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation unless otherwise determined by the Vice Chancellor of Human Resources & Employee Relations.
8. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to 2nd level interviews.

9. The supervisor may participate on the 1st level interviews on recommendation of the appropriate administrator. In unique situations where the only representative of the affected department is the supervisor, the Office of Human Resources will assess the particular circumstance.
10. The Screening Committee will recommend at least three (3) candidates to the appropriate administrator for 2nd level interviews. The Screening Committee shall recommend no less than three (3), unless fewer were interviewed or unless the Screening Committee Chair presents written justification for submitting fewer than three (3) for 2nd level interview.
11. Second level interviews will be convened for all finalists by the appropriate administrator or designee.
12. The Office of Human Resources will contact the finalists to be interviewed at 2nd level and communicate the arrangements for the time and place for the interview, as determined by the appropriate administrator or designee.

Selection Process

The appropriate administrator and designee shall select one of the finalists, who is best qualified to fill the position and shall recommend such person to the Chancellor. [An eligibility list can be established for multiple positions. Please refer to the Management handbook for additional information.](#)

The appropriate administrator will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

Reference Check

Upon receipt of the selected candidate, the Office of Human Resources or the College President will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.

The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.

Once the successful candidate has accepted the offer, the Office of Human Resources will notify the unsuccessful candidates in writing of non-selection. [If an eligibility list is established, candidates will be informed of their rank and duration.](#)

Loyalty Oath

All management personnel will be required to sign the legally prescribed oath of allegiance upon employment with the District.

Scheduling of Interviews

Applicants who are invited for an initial interview and who live more than 200 miles away will be scheduled for an interview with the college president or chancellor, if possible, in addition to the committee interview on the same day as the initial interview.

Finalists who are invited for a second interview and live more than 200 miles away will be reimbursed for actual travel and meal expenses incurred as set forth in the Employee Travel Policy.

Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; and AP 7126 Applicant Background Checks



Origination: 01/2001
 Last Approved: N/A
 Last Revised: 09/2018
 Next Review: 12/2017
 Owner: *Human Resources Human Resources*
 Policy Area: *Chapter 7 Human Resources*
 References:

BP 7140 Collective Bargaining

~~(Replaces current SBCCD BP 2200 and BP 7140)~~ (Replaces current SBCCD BP 2200 and BP 7140)

~~Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.~~ Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Section 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

References:

Government Code ~~§ 3547~~ Sections 3540, et seq.

Attachments:

- [BP 7140 Collective Bargaining- Comments](#)
- [BP 7140 Collective Bargaining- Legal Citations](#)
- [BP7140 -OLD.pdf](#)

Applicability

San Bernardino Community College District



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: 12/2017
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References:

AP 7140 Collective Bargaining

(Replaces current SBCCD AP 7140)

A. Bargaining Unit Initial Proposals

All initial proposals of exclusive representatives that relate to matters within the scope of representation shall be presented at a public meeting of the Board and shall thereafter be public record.

1. Upon receipt of an initial proposal from an exclusive representative, the Board shall set a date for a public hearing regarding such initial proposal.
2. A copy of the initial proposal shall be available for public inspection and a notice of the public hearing shall be conspicuously posted at the District office for at least seven (7) days immediately prior to the date of the public hearing. The notice shall also be posted and distributed in the same manner as agendas for Board meetings.
3. The date and time of the public hearing shall appear on the agenda for the Board meeting at which the public hearing is to be held. The agenda shall be posted and distributed as required by law.

B. District Initial Proposals

All tentative initial proposals of the District which relate to matters within the scope of representation, and which are to be recommended for adoption by the Board shall be presented at a public meeting of the Board and shall thereafter be public record.

1. Each such tentative initial proposal shall be prepared by the District negotiating team, in consultation with the Board.
2. Upon presentation of the tentative initial proposal to the Board, the Board shall follow the procedure set forth in Section A of this Policy regarding the public hearing and the availability of a copy of the tentative initial proposal for public inspection. E. A copy of this notice shall be available for public inspection at the District Office.
3. Following such public hearing, the Board shall adopt its initial proposal at a meeting that is open to the public.
4. Following adoption by the Board, all initial proposals of the District that relate to matters within the scope of representation shall be public record.

C. Meeting/Negotiations

No meeting and negotiating between the District and the exclusive representatives regarding any such initial proposal may take place prior to completion of the procedure set forth in Section A and B of this Policy.

D. New Subjects

New subjects of meeting and negotiating arising after the presentation of initial proposal shall be made public within 24 hours. If the Board takes a vote on such subject, the vote thereon by each member voting shall also be made public within 24 hours.

E. A copy of this notice shall be available for public inspection at the District Office.

References:

~~Government Code Sections 3540 et seq.~~ Government Code Sections 3540 et seq.

Attachments:

AP 7140 Collective Bargaining - Comments
AP 7140 Collective Bargaining - Legal Citations
AP7140 -OLD.pdf

Applicability

San Bernardino Community College District



Origination: 11/2016
Last Approved: N/A
Last Revised: 09/2018
Next Review: 6 years after approval
Owner: Academic Senates Academic Senates:
Policy Area: Chapter 4 Academic Affairs
References: Brand New - advised

BP 4060 Delineation of Functions Agreements

NOTE: ~~This policy is suggested as good practice but is legally advised if the District engages in adult noncredit instruction.~~

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Chancellor shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

References:

Education Code Sections 8535 and 8536

Attachments:

No Attachments

Applicability

San Bernardino Community College District



Origination: 11/2016
 Last Approved: N/A
 Last Revised: 09/2018
 Next Review: 6 years after approval
 Owner: Academic Senates Academic Senates:
 Policy Area: Chapter 4 Academic Affairs
 References: Brand New - advised

AP 4060 Delineation of Functions Agreements

NOTE: This procedure is but is if districts are engaged in adult noncredit instruction. Insert local practice here, if any, regarding memoranda of understanding related to noncredit continuing education programs.

~~Sample 1 from another District:~~

Delineation of Functions Agreement Development Process

In order to be in compliance with Education Code Sections 8535 and 8536, whenever either college within the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure will be implemented.

The ~~Provost of the School of Continuing Education (SCE)~~College's Vice President of Instruction will receive the proposal from the requesting school district, containing a list of the courses which they wish to transfer to the College, which they wish to transfer to NOCCCD, as well as an enrollment history for these courses for the last two years.

The ~~Provost~~Vice President of Instruction will forward the proposal to the ~~SCE curriculum~~College Curriculum Committee for review with respect to whether the proposed classes fit within the ~~SCE~~College's mission and curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, ~~location of~~ and faculty ~~credential~~ requirements. The Curriculum Committee will present the proposal to the ~~Provost's Cabinet~~Vice President of Instruction for review with a recommendation as to whether or not the proposed transfer should be accepted.

If approved by the ~~Provost's Cabinet~~Vice President of Instruction, a memorandum of understanding specifying a Delineation of Functions Agreement will be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts under the program with appropriate time requirements. Furthermore, the written transfer agreement shall specify 1) that only courses that qualify as community college noncredit education under California Education Code, Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the district with the existing program.

The memorandum of understanding specifying the Delineation of Functions Agreement will be submitted to the ~~NOCCCD~~SBCCD Board of Trustees for approval.

If approved by the Board, appropriate paperwork and reports required by the State Chancellor's Office will be completed in a timely fashion and submitted for implementation.

~~Sample 2 from another District:~~

~~Whenever the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure will be implemented.~~

~~The Vice President of Academic Affairs will receive the proposal from the requesting school district, containing a list of the courses that it wishes to transfer to the District, as well as an enrollment history for these courses for the last two years.~~

~~The Vice President will forward the proposal to the Curriculum Committee for review to determine whether the proposed classes fit within the District's mission and curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, and faculty credential requirements. The Curriculum Committee will present the proposal to the Vice President for review with a recommendation about whether or not the proposed transfer should be accepted.~~

~~If approved by the Vice President, a memorandum of understanding specifying a Delineation of Functions Agreement will be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts under the program with appropriate time requirements. Furthermore, the written transfer agreement shall specify 1) that only courses that Qualify as community college noncredit education under Education Code, Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the district with the existing program.~~

~~The memorandum of understanding specifying the Delineation of Functions Agreement will be submitted to the Board of Trustees for approval.~~

~~If approved by the Board, appropriate paperwork and reports required by the State Chancellor's Office will be completed and submitted for implementation.~~

~~Sample 3 from another District:~~

~~Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate Memorandum of Understanding to the Board of Trustees for approval.~~

References:

Education Code Sections 8535 and 8536

Attachments:

No Attachments

Applicability

San Bernardino Community College District



Origination: 05/2004
Last Approved: N/A
Last Revised: 04/2009
Next Review: 6 years after approval
Owner: Academic Senates Academic Senates:
Policy Area: Chapter 4 Academic Affairs
References:

BP 4100 Graduation Requirements for Degrees and Certificates

(Replaces current SBCCD BP 4100)

NOTE: The information in current SBCCD BP 4100 parallels the **legally required** language.

- **From current SBCCD BP 4100 titled Graduation Requirements for Degrees and Certificates**

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher of a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

References:

Education Code Section 70902(b)(3);
 Title 5, Sections 55070, 55800, et seq. **55060 et seq.**

Attachments:

- [BP 4100 Graduation Requirements for Degrees and Certificates - Comments](#)
- [BP 4100 Graduation Requirements for Degrees and Certificates - Legal Citations](#)
- [BP4100 -OLD.pdf](#)

Applicability

San Bernardino Community College District



Origination: 07/2008
 Last Approved: N/A
 Last Revised: 09/2018
 Next Review: 6 years after approval
 Owner: Academic Senates Academic Senates:
 Policy Area: Chapter 4 Academic Affairs
 References:

AP 4100 Graduation Requirements for Degrees and Certificates

(Replaces current SBCCD AP 4100)

~~NOTE: This procedure is Local practice may be inserted. Procedures must address at least the following:~~

Requirements for graduating with a degree or certificate are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

~~For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.~~ For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

~~The student must satisfactorily complete at least 60 semester units of college work.~~ The student must satisfactorily complete at least 60 semester units of college work.

~~A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.~~ College work includes all courses acceptable toward the associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

~~The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs."~~ The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs."

~~The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.~~ The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

~~The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.~~ The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality. Ethnic studies must be offered in at least one of these four areas.

~~Students may petition to have noncredit courses counted toward the satisfaction of requirements for~~

~~an associate degree.~~

~~Ethnic studies must be offered.~~

~~District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.~~ District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

~~For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.~~ For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

~~Shorter credit programs that lead to a certificate may be established by the District.~~ Shorter credit programs that lead to a certificate may be established by the District.

~~Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.~~ Content and assessment standards for certificates shall ensure that certificate programs at either college are consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

~~Certificates for which State Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.~~ Certificates for which State Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

- ~~From current SBCCD AP 4100 titled Graduation Requirements for Degrees and Certificates~~

~~Requirements for graduating with a degree or certificate are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.~~

References:

Education Code Section 70902(b)(3);
Title 5, Sections 55070, 55800, et seq. **55060 et seq.**

Attachments:

AP 4100 Graduation Requirements for Degree and Certificates - Comments
AP 4100 Graduation Requirements for Degree and Certificates - Legal Citations
AP4100 -OLD.pdf

Applicability

San Bernardino Community College District



Origination: 04/2009
Last Approved: N/A
Last Revised: 04/2009
Next Review: 6 years after approval
Owner: Academic Senates Academic Senates:
Policy Area: Chapter 4 Academic Affairs
References:

BP 4226 Multiple and Overlapping Enrollments

(Replaces current SBCCD BP 4226)

NOTE: The language in current SBCCD BP 4226 reflects the **legally required** information.

- From current SBCCD BP 4226 titled **Multiple and Overlapping Enrollments**

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, 55007.

Reference:

Title 5, Section 55007

Attachments:

- [BP 4226 Multiple and Overlapping Enrollments - Comments](#)
- [BP 4226 Multiple and Overlapping Enrollments - Legal Citations](#)
- [BP4226 -OLD.pdf](#)

Applicability

San Bernardino Community College District



Origination: 02/2009
Last Approved: N/A
Last Revised: 02/2009
Next Review: 6 years after approval
Owner: Academic Senates Academic Senates:
Policy Area: Chapter 4 Academic Affairs
References:

AP 4226 Multiple and Overlapping Enrollments

(Replaces current SBCCD AP 4226)

NOTE: The language in current SBCCD AP 4226 reflects the **legally required** information.

- From current SBCCD AP 4226 titled **Multiple and Overlapping Enrollments**

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting time for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The Vice President for Instruction and the instructor of record approve the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.
- The colleges maintain a record of the make-up time completed by the student.

Reference:

Title 5, Section 55007

Attachments:

- [AP 4226 Multiple and Overlapping Enrollments - Comments](#)
- [AP 4226 Multiple and Overlapping Enrollments - Legal Citations](#)
- [AP4226 -OLD.pdf](#)

Applicability

San Bernardino Community College District



Origination: 04/2009
Last Approved: N/A
Last Revised: 04/2009
Next Review: 6 years after approval
Owner: Academic Senates Academic Senates:
Policy Area: Chapter 4 Academic Affairs
References:

BP 4232 Pass/No Pass

(Replaces current SBCCD BP 4231)

- From current SBCCD BP 4231 titled Pass/No Pass

Students may elect to be graded on a Pass/No Pass basis in order to explore a variety of disciplines by following appropriate administrative regulations.

Reference:

Title 5, Section 55022

Attachments:

- [BP 4232 Pass/No Pass - Comments](#)
- [BP 4232 Pass/No Pass - Legal Citations](#)
- [BP4232 -OLD.pdf](#)

Applicability

San Bernardino Community College District



Origination: 02/2009
 Last Approved: N/A
 Last Revised: 09/2018
 Next Review: 6 years after approval
 Owner: Academic Senates Academic Senates:
 Policy Area: Chapter 4 Academic Affairs
 References:

AP 4232 Pass/No Pass

(Replaces current SBCCD AP 4231)

~~NOTE: This procedure is legally advised if the District offers courses for pass/no pass basis. Local practice may be inserted, but should comply with the following.~~

From current SBCCD AP 4231 titled Pass/No Pass

Application

~~Courses may be offered in either or both of the following categories:~~ Courses may be offered in either or both of the following categories

- ~~• Courses in which all students are evaluated on a "pass/no pass" basis.~~
- ~~• Courses in which each student may elect on registration, or within [time limit established by District], to take the course on a "pass/no pass" basis.~~

A. Courses in which all students are evaluated on a "pass/no pass" basis.

B. A student may elect to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short-term classes.

Grade

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

~~A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade point average, grades of "pass/no pass" are omitted.~~ A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.

~~A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.~~ A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.

~~The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.~~

~~*NOTE: The District may insert its local practice on how pass/no pass classes are identified and how students select the pass/no pass option. The District must replace "credit/no credit" with "pass/no pass" by Fall 2009.*~~

~~• From current SBCCD AP 4231 titled Pass/No Pass~~

~~A. Application~~

~~A student may elect to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short term classes.~~

~~The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.~~

~~B. Grade~~

~~A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.~~

~~After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.~~

~~C. Unit Limits~~

~~No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.~~

~~D. GPA~~

~~Units earned as P shall not be included in the determination of a student's grade point average.~~

~~E. Credit Units Applied to Major~~

~~Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:~~

- ~~1. A student has earned P units and subsequently declares a major in which those units are required.~~
- ~~2. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.~~

Unit Limits

No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.

GPA

Units earned as P shall not be included in the determination of a student's grade point average.

Credit Units Applied to Major

Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:

- A. A student has earned P units and subsequently declares a major in which those units are required.

B. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.

Reference:

Title 5, Section 55022

Attachments:

[AP 4232 Pass/No Pass - Comments](#)
[AP 4232 Pass/No Pass - Legal Citations](#)
[AP4232-OLD.pdf](#)

Applicability

San Bernardino Community College District



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: *Academic Senates Academic Senates:*
Policy Area: *Chapter 5 Student Services*
References:

BP 5110 Counseling

(Replaces current SBCCD BP 5110)

Counseling services are an essential part of the educational mission of the District. The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, and students ~~enrolled provisionally, and students~~ on academic or progress probation.

References:

Education Code Section 72620;
 Title 5 Section 51018
 ACCJC Accreditation Standard II.C.5

Attachments:

[BP 5110 Counseling - Comments](#)
[BP 5110 Counseling - Legal Citations](#)
[BP5110 -OLD.pdf](#)

Applicability

San Bernardino Community College District



Origination: 11/2016
 Last Approved: N/A
 Last Revised: 09/2018
 Next Review: 6 years after approval
 Owner: Academic Senates Academic Senates:
 Policy Area: Chapter 5 Student Services
 References:

AP 5110 Counseling

~~**NOTE: This procedure is legally advised, since all counseling programs must meet the following legal minimums. Local practice may be inserted, but must meet the following requirements.**~~

The counseling services available in the District's counseling program include at least the following:

- Academic counseling, in which the student is assisted in assessing, planning, and implementing his/her immediate and long-range academic goals;
- Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
- Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

Confidentiality of Counseling Information: Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Chancellor or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Chancellor or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

~~**NOTE: Insert other local procedures here related to counseling, such as who is required to seek assistance from a counselor.**~~

References:

Education Code Sections 72620 and 72621;
 Title 5 Section 51018
 ACCJC Accreditation Standard II.C.5

Attachments:

No Attachments



Origination: 07/2008
Last Approved: 09/2018
Last Revised: 07/2016
Next Review: 09/2024
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

BP 2010 Board Membership

(Replaces current SBCCD BP 2050)

The Board of Trustees shall consist of seven members elected by the qualified voters of the District. The Board shall be elected by geographical area for terms of four years as defined in BP 2100 titled Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he/she resigns as an employee.

No member of the Board shall, during the term for which he/she is elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

Also see BP 2100 titled Board Elections

References:

Education Code Sections 72023, 72103, and 72104;
 ACCJC Accreditation Standard IV.C.6

Attachments:

- [BP 2010 Board Membership - Comments](#)
- [BP 2010 Board Membership - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination:	09/2018
Last Approved:	09/2018
Last Revised:	09/2018
Next Review:	09/2024
Owner:	<i>Stacey Nikac: Administrator</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2310 Regular Meetings of the Board

(Replaces current SBCCD BP 2120)

All regular and special meetings of the Board of Trustees are open to the public, must be accessible to persons with disabilities, and comply with the Brown Act provisions, except as otherwise required or permitted by law.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted prior to the meeting and shall remain posted until the day and time of the meeting, as required by law.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District. Meetings will be held in the SBCCD Boardroom, 114 S. Del Rosa Avenue, San Bernardino, California, 92408, or as otherwise posted. Meetings will begin at 4:00 p.m. or as otherwise posted. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in AP 2340 titled Agendas and AP 2345 titled Public Participation at Board meetings.

Recessed Meetings

Meetings may be recessed by the President with the consent of the majority of the Board members present.

Study Sessions

The Board may hold study sessions open to the public for the study of general topics of interest to the Board or the community in the operation of the District Board procedures and programs.

Hearing on the Budget

A public hearing of the budget shall be held in conjunction with the September Board Meeting prior to adoption of the budget as provided by law.

Taking Action on Items not on the Agenda

The Board may only take action on items not posted on the agenda by a two-thirds vote or a unanimous vote when a simple majority exists under the following conditions (a) an emergency situation exists; (b) there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted; and (c) the item was continued from a previous meeting to the meeting at which action is being taken.

References:



Origination:	04/2004
Last Approved:	09/2018
Last Revised:	04/2015
Next Review:	09/2024
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2315 Closed Sessions

(Replaces current SBCCD BP 2120)

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session.
- Advice of counsel on pending litigation, as defined by law;
- Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- Real property transactions;
- Threats to public security;
- Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- Discussion of student disciplinary action, with final action taken in public;
- Conferring of honorary degrees;
- Consideration of gifts from a donor who wishes to remain anonymous.
- To consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

Pursuant to Government Code Section 54957, if any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not first resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee against whom the charges or complaints are directed shall be given at least 24 hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open

meeting of the Board of Trustees.

References:

Education Code Section 72122;

Government Code Sections 11125.4, 54956.8, 54956.9, 54957, and 54957.6

Attachments:

[BP 2315 Closed Sessions - Comments](#)

[BP 2315 Closed Sessions - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination: 04/2004
Last Approved: 09/2018
Last Revised: 04/2015
Next Review: 09/2024
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

BP 2320 Special and Emergency Meetings

(Replaces current SBCCD BP 2120)

Special meetings may from time to time be called by the President of the Board of Trustees or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

References:

Education Code Section 72129;
Government Code Sections 54956, 54956.5, and 54957

Attachments:

[BP 2320 Special and Emergency Meetings - Comments](#)
[BP 2320 Special and Emergency Meetings - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination: 03/2015
Last Approved: 09/2018
Last Revised: 03/2015
Next Review: 09/2024
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

AP 2320 Special and Emergency Meetings

Special Meetings

Whenever a special meeting of the Board of Trustees is called, the Chancellor shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- Written notice to each member of the Board, including the student trustees.
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed.

Emergency Meetings

Whenever an emergency meeting of the Board of Trustees is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

References:

Education Code Sections 72023.5 and 72129;
 Government Code Sections 54956 and 54956.5

Attachments:

- [AP 2320 Special and Emergency Meetings - Comments](#)
- [AP 2320 Special and Emergency Meetings - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination:	09/1991
Last Approved:	09/2018
Last Revised:	05/2016
Next Review:	09/2024
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2710 Conflict of Interest

(Replaces current SBCCD BP 2260)

The public office is a public trust created in the interest and for the benefit of the people. Members of the Board and employees of the District are expected to act with integrity, fidelity, and without bias for the primary benefit of the public.

DEFINITIONS

Financial Interest: As defined in Government Code Section 87103, a public official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official (direct interest), a member of the official's immediate family (indirect interest), or on any of the following:

- a. Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
- b. Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
- c. Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- d. Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- e. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred sixty dollars (\$460) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The gift limit shall be adjusted biennially by the Fair Political Practices Commission.

Financial interests may be direct or indirect. An indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

Making a Decision: As defined in Section 18704(a) of Title 2 of the California Code of Regulations (CCR), a public official makes a governmental decision if the official authorizes or directs any action, votes, appoints a

person, obligates or commits the District to any course of action, or enters into any contractual agreement on behalf of the District.

Participating in a Decision: As defined in Section 18704(b) of Title 2 of the CCR, a public official participates in a governmental decision if the official provides information, an opinion, or a recommendation for the purpose of affecting the decision *without significant intervening substantive review*. This includes partaking in preliminary discussions, negotiations, planning, solicitation or evaluation of bids, voting, or debating that precedes the making of a decision.

Using Official Position to Attempt to Influence a Decision: As defined in Section 18704(c) of Title 2 of the CCR, a public official uses his or her official position to influence a governmental decision if he or she: (1) contacts or appears before any District official or in an agency subject to the authority or budgetary control of the District for the purpose of affecting a decision; or (2) contacts or appears before any official in any other government agency for the purpose of affecting a decision, and the public official acts or purports to act within his or her authority or on behalf of the District in making the contact.

Note: Making, participating in, or influencing a governmental decision does not include activities listed under Section 18704(d) of Title 2 of the CCR.

POLICY STATEMENTS

Board members and employees must avoid conflicts of interest as well as the appearance of impropriety.

In accordance with the Political Reform Act of 1974 and Government Code Section 87100, Board members, employees and consultants must not make or participate in any governmental decision in which he or she knows or has reason to know he or she has a financial interest.

Pursuant to Government Code Section 1090, Board members and employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. All Board members are conclusively presumed to participate in the making of all contracts under the Board's jurisdiction. Hence, the aforementioned prohibition is absolute, and applies even if the contract is fair and equitable and the Board member abstains from all participation in the decision.

Where an employee, rather than a Board member, is financially interested in a contract, the District is only prohibited from making the contract if the employee was at any point involved in the process of making the contract.

A Board member or employee shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or considered noninterest under Government Code Section 1091.5.

If a Board member or employee has a financial interest in a decision being considered by the Board, the financial interest must be disclosed in sufficient detail to the Board during a Board meeting, and noted in the official Board minutes. The Board member must disqualify him or herself from discussing and voting on the matter, and must leave the room until after discussion, vote, and any other disposition of the matter is concluded. A Board member or employee who has a financial interest must not influence or attempt to influence the decision.

Collective Bargaining Agreements

Where a member of the Board receives health benefits from the District as a former faculty member in an amount that is required by contract to be equal to the amount of health benefits the District provides to current

faculty members under the terms of a collective bargaining agreement, the Board of Trustees may renegotiate the amount of health benefits provided under the current collective bargaining agreement so long as the financially interested Board member does not participate in the decision-making process.

Rule of Necessity

The District may enter into a contract despite a conflict of interest under Government Code Section 1090 and Section 87100, where there is no other alternative for the procurement of essential goods or services, and the acquisition of such goods or services is a necessity. However, the financially interested Board member or employee must abstain from any participation in the decision.

Section 87100 does not prevent any public official from making or participating in the making of a governmental decision to the extent his or her participation is legally required for the action or decision to be made. The fact that an official's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.

Whenever a public official who has a financial interest in a decision is legally required to make or participate in making such a decision, the potential conflict of interest and the legal basis for concluding that there is no alternative source of decision shall be disclosed to the Board in sufficient detail and noted in the official Board minutes.

Incompatible Activities & Offices

Pursuant to Government Code Section 1126 and 1099, a Board member or employee shall not hold incompatible offices nor engage in any employment, activity, or enterprise for compensation which is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District.

Offices are incompatible if there is any significant clash of duties or loyalties between the offices, if the dual office holding would be improper for reasons of public policy, or if either office exercises a supervisory, auditory, or removal power over the other.

When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

In accordance with Education Code Section 72103(b), an employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation.

Representation

Pursuant to Government Code 87406.3, elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, the District, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.

Conflict of Interest Code

In compliance with the Political Reform Act of 1974 and Government Code Section 87300, the District shall establish a Conflict of Interest Code to provide for disclosure of reportable financial interests of Board

members and designated employees, who may be affected by their official actions, and to prevent them from making or participating in the making of governmental decisions which may foreseeably have a material effect on their financial interest.

Board members, designated employees, and consultants in designated positions shall file statements of economic interest with the filing officer identified by the Conflict of Interest Code.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Also see AP 2712 titled Conflict of Interest Code

References:

Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;

Attachments:

[BP 2710 Conflict of Interest - Comments](#)

[BP 2710 Conflict of Interest - Legal Citations](#)

Applicability

San Bernardino Community College District



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

BP 2100 Board Elections

(Replaces current SBCCD BP 2090)

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

The Board of Trustees has provided for the election of trustees by trustee areas. Effective January 16, 2014, the trustee areas include:

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

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

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

References:

Education Code Sections 5000 et seq. and 72036

Attachments:

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

Approval Signatures

Step Description	Approver	Date



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

BP 2220 Committees of the Board

(Replaces current SBCCD BP 2220)

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

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

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

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

Reference:

Government Code Section 54952

Attachments:

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

Applicability

San Bernardino Community College District



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

BP 2305 Annual Organizational Meeting

(Replaces current SBCCD BP 2100)

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

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

Reference:

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

Attachments:

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

Applicability

San Bernardino Community College District



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

AP 2305 Annual Organizational Meeting

New Administrative Procedure

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

Attachments:

No Attachments

Applicability

San Bernardino Community College District



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

BP 2350 Speakers

(Replaces current SBCCD BP 2140)

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

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

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

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

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

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

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

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

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

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

References:

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

Attachments:

[BP 2350 Speakers - Comments](#)

[BP 2350 Speakers - Legal Citations](#)

Applicability

San Bernardino Community College District



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

BP 2360 Minutes

(Replaces current SBCCD BP 2150)

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

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

References:

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

Attachments:

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

Applicability

San Bernardino Community College District



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2430 Delegation of Authority to the Chancellor

(Replaces current SBCCD BP 2170)

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

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

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

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

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

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

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

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

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

The Chancellor is delegated the authority to accept written resignations.

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



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2745 Board Self-Evaluation

(Replaces current SBCCD BP 2020)

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

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

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

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

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

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

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

Reference:

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

Attachments:

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



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

BP 2410 Board Policies and Administrative Procedures

(Replaces SBCCD BP 2045)

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

~~In matters relating to Board Policies in Chapter 2 (not including AP/BP 2510), the Board will submit board policies and policy changes to the District Assembly for information only.~~

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

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

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

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

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

Reference:

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

Attachments:

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



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

AP 2410 Board Policies and Administrative Procedures

(Replaces SBCCD AP 2045)

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

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

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

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor

Chapter 2: Board of Trustees and the Chancellor

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

Chapter 3: Chancellor and Chancellor's Cabinet

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

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

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

Chapter 7: Vice-Chancellor of Human Resources

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

The process for developing or changing ~~Board Policies~~board policies and/or ~~Administrative Procedures~~administrative procedures is outlined below:

1. A proposal for a new ~~Board Policy~~board policy or a change in a current ~~Policy or Administrative Procedure~~policy or administrative procedure may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and/or the District Assembly and shared with the Board of Trustees.

2. Updates to APs and BPs ~~will be~~are reviewed when forwarded from the Community College League of California (CCLC).

~~3. Following review by the Chancellor, the Chancellor will make the recommendation to District Assembly or to the Academic Senates.~~

~~4. If the Chancellor and Academic Senates do not agree that the proposal is an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations, the Chancellor, with concurrence with the Board, may overrule the determination by an Academic Senate that a policy or procedure is an "academic and professional matter" within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations.~~

~~a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 60 calendar days from receipt, to review and suggest appropriate changes to the proposal, in accordance with Title 5 and relevant state regulations.~~

~~b. After the senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to reconcile any differences within 15 days.~~

~~c. The Academic Senates will then submit the proposal to the Chancellor for referral to the Board.~~

~~53. If the Chancellor deems the proposal not to be~~Policies and procedures that fall under the 10+1 (an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:) will be submitted for consideration to the Academic Senates on both campuses with recommendations completed by up to four consecutive Academic Senate meetings, beginning with the date the policy/procedure is presented at District Assembly.

A. The Academic Senates will then submit the proposal to the District Assembly as information.

B. The Chancellor will review the recommendation from the Academic Senate and will forward to the Board of Trustees for action.

~~a4. The proposal~~Proposals that are not 10+1, under the definition in 3 above, will be submitted to the District Assembly for review and recommendation. The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item.

~~b. The District Assembly will have 60 calendar days from receipt to review and suggest changes.~~

~~c. The recommendation will be submitted to the Chancellor for submission to the Board.~~

A. The Chancellor will review the recommendation from the District Assembly and will forward to the Board of Trustees for action.

References:

Education Code Section 70902;

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

Attachments:

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

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



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 1 The District</i>
References:	

BP 1100 The San Bernardino Community College District

(Replaces SBCCD BP 1000)

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

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

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

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

References:

Education Code Section 72000(b)

Attachments:

No Attachments



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 1 The District</i>
References:	

BP 1200 District Mission Statement

(Replaces SBCCD BP 1100)

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

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

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

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

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

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

- **Commitment to Diversity** that recognizes the varied needs of diverse student population.

This mission is carried out in an environment that encourages intellectual development, enhances personal growth, and fosters openness to a wide range of ideas, cultures and people. Admission to these educational programs is open to adults, high school graduates and others as identified by law who can profit from the instruction.

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

The mission is evaluated and revised on a regular basis.

Reference:

ACCJC Accreditation Standard I.A

Attachments:

No Attachments

Applicability

San Bernardino Community College District



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: *Chancellor's Cabinet*
Chancellor's Cabinet:
Policy Area: *Chapter 3 General Institution*
References:

BP 3720 Computer and Network Use

(Replaces current SBCCD BP 3720)

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

References:

Education Code Section 70902; Government Code Section 3543.1(b); Penal Code Section 502; Cal. Const., Art. 1 Section 1; 17 U.S. Code Sections 101 et seq.

Attachments:

[BP 3720 Computer and Network Use - Comments](#)
[BP 3720 Computer and Network Use - Legal Citations](#)
[BP3720 -OLD.pdf](#)

Applicability

San Bernardino Community College District



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Chancellor's Cabinet</i> <i>Chancellor's Cabinet:</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Legally Advised</i>

AP 3720 Computer and Network Use

(Replaces current SBCCD AP 3720)

OWNERSHIP RIGHTS

The San Bernardino Community College District ("District") owns, leases, and/or operates a variety of computer and communication systems, including but not limited to: host computers, file servers, work stations, stand-alone computers, laptops, software, and internal or external communications networks (Internet, email, mass notification systems, cloud storage, telephone and voicemail systems). These systems are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the "District Network." Modification or Removal of Equipment – Computer users must not attempt to modify or remove computer equipment, software, or peripherals without proper authorization.

PRIVACY INTERESTS

The District recognizes the privacy interests of faculty, staff and students and their rights to freedom of speech, collegial consultation, and academic freedom, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users anticipate, and may be subject to public disclosure. In addition, the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are virtually no online activities or services that guarantee an absolute right of privacy, and therefore the District Network is not to be relied upon as confidential or private.

DISTRICT RIGHTS

System administrators may access users' files or suspend services they manage without notice only: 1) to protect the integrity of computer systems; 2) under time-dependent, critical operational circumstances; 3) as required by and consistent with the law; 4) where evidence exists that violations of law or District Policy or Procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on evidence that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board Policy and/or to protect system integrity.

PASSWORD PROTECTION

A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

USAGE

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

MISREPRESENTATION AND LIABILITY

Users of Electronic Communications Resources shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless appropriately authorized to do so. The District is not responsible for any loss or damage incurred by an individual as a result of personal use of the District's Electronic Communications Resources.

PERSONAL IDENTIFIABLE INFORMATION (PII)

Users must not intentionally seek, provide, or release any individual's (student, faculty, or staff) personal information to anyone without proper authorization.

HARRASSMENT

Users are prohibited from using the District's information systems in any way that may be disruptive or offensive to others, including, but not limited to, the intentional viewing and/or transmission of sexually explicit messages, graphics, cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others. This is consistent with the District's non-discrimination policy.

UNLAWFUL MESSAGES

Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

COMMERCIAL USE

Commercial use of the District computing resources for personal gain or illegal purposes is prohibited. Computer resources on the District network are provided to support District-related academic and administrative activity. They may not be used for the transmission or storage of commercial, political, or personal advertisements, solicitations and promotions, destructive programs (viruses and/or self-replicating code), or any other unauthorized use. Transmitting unsolicited advertising, promotional materials or other forms of solicitation are prohibited without prior authorization by District administration.

POLITICAL AND COMMERCIAL USE

The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

FAIR USE

Information appearing on the internet should be regarded as copyright protected, whether or not it is expressly noted as such. Section 107 of the Copyright Law (Title 17, US Code) allows for fair use of copyrighted materials. Teaching, scholarship, research, comment, news reporting, and criticism are considered fair and allow for reproduction of a given work. Acknowledgement of the source is recommended but is no substitute for obtaining permission (<http://www.copyright.gov/fls/fl102.html>).

REPORTING PROBLEMS

Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

SOFTWARE LICENSING

Software, used on District owned computers, must be properly licensed. These licenses provide the acceptable use of the software and hold the user and in some cases the District legally responsible for copyright violations.

All software must be approved by District and/or campus technology departments prior to purchase. Software, its associated license material, and proof of purchase will be submitted and stored with District and/or campus technology departments. For specific District purchasing procedures, please refer to Administrative Procedure 6330.

EXCEPTIONS

Activities will not be considered misuse when authorized by appropriate District officials for security or performance testing. Technology support staff, under the direction of senior management, may at any time examine the equipment, software and services of District owned equipment.

COPYING

Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Technology support staff monitors for any unauthorized equipment or software on the District's networks, and reserves the right to remove, disconnect, or disable the unauthorized equipment or software.

NETWORK ACCESS, MEDIA, AND SOCIAL NETWORKING

The District provides network and telecommunications services as a tool for students, staff and faculty. Internet access is provided to assist in the completion of college related work and assignments. As such, the District provides this service and is subject to state and federal regulations. This applies to all equipment attached to the provided network, wired or wireless, without regard to ownership of the equipment. The District recognizes that incidental personal activities may occur provided that such use is within reason, is ordinarily on one's own time, is occasional, and does not interfere with or burden the District's operation. (Please review "Privacy Interests" and "District Rights" sections above.)

Personal social networking accounts shall not be used to officially represent campus or District entities on social networking, wiki, or other social media sites. For official representation of any District entity, a campus or district account, approved by the president/chancellor or their designee, must be used. The account holders must agree to use the resources legally, ethically and in keeping with the intended use per the procedures of their respective sites.

PERSONAL MOBILE DEVICES

The District does not provide support for personal mobile devices. The District only provides the connection settings to the District systems for the syncing of District email, calendar and contacts on mobile devices and supported cloud storage files and folders.

The District may also provide the licensing and download methods for software to be used on mobile devices. It is the user's responsibility to install and/or enter settings for such devices and software.

MOBILE DEVICE ENCRYPTION

Any mobile device used by employees to access SBCCD student, employee, financial or other forms of sensitive data will be required to be encrypted prior to such access. This will aide in the protection of District data on lost or stolen mobile devices.

BRING YOUR OWN DEVICE

1. Bring Your Own Device ("BYOD") refers to personally-owned technology devices such as computers, laptops, tablets/eReaders, smart-phones and other devices ("Devices") used by employees for District purposes to stay connected to, access data from, or complete tasks in their capacity as District employees ("Users").

This procedure provides standards and rules of behavior for the use of personal Devices to access District network resources and information for District business purposes. Users may access District information on personal Devices only in the conduct of District business. The District's interests are to foremost protect District data and information while allowing Users to utilize personal Devices.

In accordance with this and other District policies, personal Devices used for business purposes are to be used in a responsible manner. These procedures are mandatory requirements for any Devices used for District purposes.

2. Compliance with District Policies and Administrative Procedures: Users understand that the use of Devices for District purposes is subject to the same District rules and regulations with respect to such use as if the Users are using District-owned devices. Users shall abide by applicable laws and policies with respect to access to, use, disclosure, and/or disposal of District information. These policies and procedures include, but are not limited to: Computer and Network Use BP/AP 3720; Electronic Mail BP/AP 3920; Student Records Directory Information and Privacy BP/AP 6040; and Records Retention and Destruction BP/AP 3310.

3. Users are Responsible for all Maintenance of their Device(s)

a. Users acknowledge that they are solely responsible for the configuration, maintenance, troubleshooting and repair of their personal Devices. This includes maintaining original device operating systems and keeping the Device current with security patches and updates as released by the manufacturer.

4. Requirements for all BYODs Accessing District network services and District information.

a. Users shall not download, transfer or store “Sensitive Business Data” on their Devices. “Sensitive Business Data” is defined as documents or data that is not publicly available and that is protected by laws governing confidentiality of information (e.g., student records FERPA, confidential personnel data, third party confidential information, etc.). Users shall delete any Sensitive Business Data that may be inadvertently downloaded and stored on the Device (for example, through the process of viewing email attachments sent by others).

The District’s IT Department will provide Users with instructions for identifying and removing these unintended downloads. Users shall not download/transfer Sensitive Business Data to any non-District device.

b. Users shall password protect Devices using existing password protect utilities available on the User’s device. This is inclusive of but not limited to alpha numeric passwords, swipe, finger print and pin codes. Users shall use strong passwords and keep them well protected. It is recommended that when appropriate, Users choose long password of at least 8 characters and change them periodically. Users shall immediately notify the District’s IT Department Help Desk if you believe your passwords have been compromised.

c. Users shall not share the Device with other individuals or family members due to the business use of the Device.

d. Users shall notify the District’s IT Department Help Desk at 877-241-1756 and their cellular providers if the device is lost or stolen within one hour, or as soon as practical, after you notice the device is missing. If the device is a cell phone or tablet with District email the District will remotely wipe the device removing all data from the phone and possible rendering the device unusable in any capacity.

e. If a Device has a remote tracking device, such as the “find my device” option on the iPhone, it should be turned on by the User.

f. Users shall maintain anti-virus (AV) protection on a device when appropriate and possible. Instructions on the recommended AV protection is provided by the District’s IT Department.

g. Users shall set an idle timeout that will automatically lock the Device after a period of time. Users should contact their mobile device manufacturer or service provider for assistance.

5. Compliance with Applicable Laws.

Users must comply with federal and state laws that provide further protections to certain types of information, or that may influence how Users handle District information with the Devices. Examples include, but are not limited to:

a. Family Educational Rights and Privacy Act (FERPA) and corresponding Education Code provisions that provide students right of access to their education records and generally prohibits the disclosure of student education records without the prior written consent of the student.

b. Health Insurance Portability and Accountability Act (HIPAA) which imposes various privacy and security requirements on personal health information collected or maintained by covered entities.

c. Financial Services Modernization Act of 1999 (“Gramm Leach Bliley”) and accompanying FTC Standards for Safeguarding Customer Information Requires the District to develop and implement an information security program designed to protect nonpublic personal information gathered and

maintained with respect to certain financial activities.

d. The Fourth Amendment to the U.S. Constitution, and various federal and state laws concerning access by law enforcement to information and establishes the procedures and circumstances under which law enforcement authorities may gain access to District data. All warrants, subpoenas, and other legal requests, demands, or orders seeking access to institutional data or systems must be forwarded immediately to the District's Human Resources Department.

e. California Public Records Act provides for public access to District records that are not otherwise exempt from disclosure. All requests for records shall be forwarded to the District's Human Resources Department.

f. California invasion of privacy laws that prohibit the disclosure of personal information about an individual.

g. Civil Discovery and E-Discovery Rules, including the duty to preserve data

References:

17 U.S. Code Sections 101 et seq.;

Penal Code Section 502, Cal. Const., Art. 1 Section 1;

Government Code Section 3543.1(b);

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

Attachments:

[AP 3720 Computer and Network Use - Comments](#)

[AP 3720 Computer and Network Use - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination: 08/2018
Last Approved: 08/2018
Last Revised: 08/2018
Next Review: 08/2024
Owner: *Stacey Nikac: Administrator*
Policy Area: *Chapter 6 General Institution*
References:

BP 6751 Parking Citation Payment Plan

The Board shall establish an Administrative Procedure where a registered owner (CVC 460, 505) or person responsible for vehicle citations received on San Bernardino Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

Reference:

California Assembly Bill No. 503 (Chapter 741)

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018

Applicability

San Bernardino Community College District



Origination:	08/2018
Last Approved:	08/2018
Last Revised:	08/2018
Next Review:	08/2024
Owner:	<i>Business & Fiscal Services</i> <i>Business & Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Brand New - required</i>

AP 6751 Parking Citation Payment Plan

A registered owner (CVC 460, 505) or person responsible for vehicle citations received on San Bernardino Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

- A. Once this threshold is met, any citations associated with this vehicle, registered owner, or person responsible may be added to the payment plan, at the time of enrollment.
- B. If additional citations are accrued during the payment plan period, the plan may not be modified to include these citations, nor will a concurrent payment plan be offered.
- C. Citations in a payment plan will not count towards immobilization/tow/impound eligibility pursuant to CVC 22651(i)(l).
- D. Once a vehicle is towed/impounded due to other violations, all citations, including those on a payment plan, are immediately due pursuant to CVC 22551(i)(l)(C).

The fee to enroll in a payment plan is \$25.

Applied late fees, as well as any late fees not yet applied, will be placed in abeyance while the payment plan is in place. If the individual adheres to the plan terms, these late fees will be waived once the payment plan is complete.

- A. If an individual defaults on the payment plan, a subsequent payment plan will not be offered for those citations and any late fees placed in abeyance will be immediately reinstated. The total amount due, including all late fees, will be submitted to the appropriate Department of Motor Vehicles for a Registration hold on the vehicle. An Academic Hold will be placed on the Students records until the total fees are paid in full.
- B. The request for a payment plan must be made before the citation is transferred to DMV for collection. (21 days after issue of the citation}.

Once the payment plan is in place and the individual is adhering to its terms, an itemization of unpaid parking penalties and service fees will not be filed with the DMV (also known as a "DMV Registration Hold") and any DMV Registration Hold in place will be temporarily removed pending satisfactorily completing the payment plan.

At plan enrollment, an initial payment of \$25 or 10% of the amount owed (whichever amount is greater), plus the \$25 enrollment fee, is required.

Payments must be made each calendar month.

- A. There is no grace period for late payments.
- B. For mailed payments, a postmark is acceptable to meet this requirement.

Payment plan duration

1st months payment will be \$25 or 10% of unpaid fines (whichever amount is greater) plus the \$25 enrollment plan fee. Subsequent month payments will be determined by dividing the remaining balance by 4.

Definitions

Late: The citation is past 21 days from issuance and 14 days from mailing of the reminder notice and additional fees may be applied.

Delinquent: The citation is unpaid. Late fees may or may not have been applied. Person responsible: The individual who has opted to enter into the payment plan with the campus.

Reference:

California Assembly Bill No. 503 (Chapter 741)

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018

Applicability

San Bernardino Community College District



Origination:	07/2010
Last Approved:	07/2018
Last Revised:	07/2018
Next Review:	07/2024
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	Legally Required

BP 7250 Educational Administrators

(Replaces current SBCCD BP 7250)

An educational administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding instructional or student services programs of the District.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law and by District policies and administrative procedures.

Educational Administrators shall be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be employed by an appointment or contract and shall receive up to two (2) year contracts. Presidents and Vice Chancellors shall receive up to three (3) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic

Senate to determine whether an administrator possesses minimum qualifications for employment as a faculty member.

- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The District has a vacancy for which the administrator meets minimum qualifications.

References:

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

Attachments:

[BP 7250 Educational Administrators - Comments](#)

[BP 7250 Educational Administrators - Legal Citations](#)

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018

Applicability

San Bernardino Community College District



Origination: 05/2013
Last Approved: N/A
Last Revised: 09/2018
Next Review: 6 years after approval
Owner: Human Resources Human Resources
Policy Area: Chapter 7 Human Resources
References:

AP 7250 Educational Administrators

(Replaces current SBCCD AP 7250)

HIRING QUALIFICATIONS

For California educational administrators, the minimum qualifications are a master’s degree (in any discipline), and one year of formal training, internship, or leadership experience reasonably related to the administrator’s assignment. Public California community college districts have hiring authority and must adhere to the minimum qualifications when establishing hiring criteria and/or determining hiring eligibility. The districts may include additional criteria over and above the minimums, but can never hire below the minimums.

San Bernardino Community College District has established the following additional hiring qualifications for all educational administrator positions:

- A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, gender expression, and ethnic backgrounds of community college students. Board Policy 3410 refers.
- B. Commitment to participate in the collegiate consultation process of the College and the District.

GENERAL HIRING PROVISIONS

A. Approval to Fill a Position

Requests to fill newly created or vacant positions must be approved by the appropriate administrator, college president, fiscal officer and Human Resources to validate an approved job description. Requests will be submitted and approved through the online application process described below. Additional manual approvals may be required by the Chancellor, depending on the particular position or general financial condition of the District. Such manual approvals will be managed by the Executive Vice Chancellor, who serves in the role of District Equal Opportunity Officer for this procedure.

B. Online Employment Application Process

Once a request to fill a position is approved, a designated Human Resources staff member will set up an online application process for proper publications, control and record-keeping purposes. All applicants must submit the required application materials through the online system, unless they contact the Human Resources Department and request a disability accommodation. Such accommodations will be decided and made available by the Human Resources Department.

C. Recruitment

The District shall maintain a program of verifiable equal employment opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

D. Job Announcements

Job announcements online and in print media shall clearly state job specifications setting forth the responsibilities as well as the requisite knowledge, skills, and abilities necessary for job performance. Job specifications shall be jointly determined by the appropriate administrator and the responsible Human Resources staff member, to assure conformity with the approved job description and the requirements of Title 5, and State and Federal non-discriminatory laws. Final approval of job announcements is the responsibility of Human Resources. The job announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum qualifications;
3. Desirable qualifications (must be job related and support the responsibilities of the position);
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing (if required); and
6. Legal qualifiers, established by the Human Resources Department to comply with Federal, State, and District policies and procedures

E. Pre-Screening Process

The responsible Human Resources staff member will pre-screen applications prior to release to the screening committee. The Hiring manager or committee may create desirable qualifications prior to the job announcement being posted. Incomplete applications will not be forwarded to the committee and those applicants will be so advised. Those who do not meet minimum qualifications will be identified. The screening committee may be asked to validate those who are identified. If validated, the Human Resources staff member will notify the applicants accordingly. If the committee believes an applicant meets minimum qualifications, but has been identified otherwise, the committee shall notify the Executive Vice Chancellor, or designee, in writing and include a rationale for inclusion of such applicant. All screening committee members must sign the petition. The Executive Vice Chancellor, or designee shall make the final determination regarding the inclusion of such applicants for further consideration.

F. The Screening Committee

1. For a president's recruitment, the screening committee shall consist sixteen (16) members: (1) Associated Student Government appointee; (2) California School Employee Association appointee; (1) California Teachers Association appointee; (4) Academic Senate appointees; (2) Classified Senate appointees; (3) Manager's Association appointees (at least one Vice President); (1) foundation board member; (1) confidential staff member; and (1) community member. Additional members may be added by the Chancellor or the Governing Board. If a member is unable to participate in all meetings or continue through the process, the committee may continue with less than the original fifteen members. Members may not be added to the process once it begins.
2. For all other educational administrator positions, the screening committee shall be representative of the

following categories: (1) California Teachers' Association appointee; (1) California School Employee Association appointee; (1) Classified Senate appointee; (3) Academic Senate appointees; and (2) Manager's Association appointees (at least one should be in an equivalent position). The appropriate administrator, in consultation with the Executive Vice Chancellor, or designee, may add other appointees, based on working relationships the position has with other areas of the college, District or community. If a member is unable to participate in all meetings or continue through the process, the committee may proceed with fewer members. New members may not be added to the process once it begins.

3. In both 1. And 2. Above, at least one member of the committee must be from the department or area in which the position is assigned.

4. Each Screening Committee will include an Equal Employment Opportunity representative designated by the Human Resources Department. The representative shall serve to maintain confidentiality and ensure the hiring process remains fair and equitable.

5. Each screening committee member must receive annual training on equal opportunity, diversity, and the employment process for each type of hiring process (educational administrator, faculty, classified/confidential, or non-academic administrator). Such training will be provided by the Human Resources Department.

6. The administrator requesting the position recruitment is responsible for contacting the various organizations and securing members for the screening committee. The list shall be submitted to Human Resources, for approval, to ensure there is a broad representation on the committee.

7. At the first meeting of the screening committee, the members will:

- A. Elect a chair
- B. Be asked to sign a confidentiality agreement
- C. Acknowledge the requirement to fill out evaluation forms and rankings for the candidates.
- D. Develop job-related interview questions
- E. Decide if video conferencing is an acceptable method for interviews (must be offered to all candidates regardless of location)
- F. Determine the candidates for interview and the schedule to accommodate those interviews
- G. Provide a job-related reason for NOT selecting candidates for interview (cannot be a general statement relative to those selected)
- H. Provide written justification for selecting fewer than three (3) candidates for interview.

8. The Executive Vice Chancellor, or designee, will review the questions, candidate selections, reasons for non-selection, and any justifications or notations from the committee. He/she will authorize the designated Human Resources staff member to proceed with the interview phase or may contact the chair of the committee to determine additional considerations for the screening committee.

9. The designated Human Resources staff member will contact the candidates to be interviewed and schedule them according to the dates and times provided by the screening committee. Candidates will be asked if they require any disability accommodation and the Human Resources staff member will handle that request. If the committee has decided to offer video conferencing for the interview, the staff member will offer that option to each candidate.

10. Interviews will be conducted by the members of the screening committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees. Committee

members shall use rating sheets to assess the candidates' answers.

11. The Equal Employment Opportunity representative will ensure all documentation is completed for the interview ratings and recommendation(s). The screening committee will identify strengths and concerns for all candidates advance to the next level of interviews. In addition, a job-related reason for non-selection shall be recorded and provided for those not advancing to the next level.

12. Three or more candidates will be recommended for second level interviews. Anything less than three recommended candidates will require written justification signed by all members of the screening committee. The Executive Vice Chancellor, or designee, shall determine whether to reopen the search, request further considerations by the committee, or pursue some other course of action.

H. Selection Process

1. Second level interview arrangements shall be made by the appropriate administrator or designee. Arrangements shall include time/place for interviews and inviting those who may assist in the second level interview, (which may include the direct supervisor, someone above the position in the hierarchy, and/or other appropriate advisors, ~~however anyone who served on the first. An EEO representative may be present for the second level interview shall be excluded from the second level interview). An EEO representative may be present for the second level~~ interview.

2. The designated Human Resources staff member will contact the finalists for second level interviews and communicate the arrangements for the time/place, panel members, and any additional information they may need for the appointment. All candidates for first and second level interviews will be advised that if they must travel more than 100 miles, they may be reimbursed for travel expenses, in accordance with the provisions of the Employee Travel Policy. Mileage will be determined by Google Maps. A District travel claim must be submitted after travel is complete.

3. After the second level interviews have been completed, the administrator will recommend a finalist for the College President or Chancellor to consider. An online notification shall be forwarded to the designated Human Resources staff member.

4. For college-based positions, the President shall arrange for reference checks, final interview, and any additional information he/she may need to substantiate an offer of employment. For District positions, the Human Resources Department shall conduct reference checks, schedule a final interview, and secure additional information for the Chancellor.

5. Upon completion of reference checking, the President and/or Chancellor shall approve the selection and authorize a provisional offer of employment.

6. The designated Human Resources staff member will contact the successful candidate to make the provisional offer of employment, contingent upon passing a Department of Justice background check, demonstrating freedom from tuberculosis, employment eligibility verification (I-9), completing a loyalty oath, and getting Governing Board approval.

7. If the candidate accepts the provisional offer, Human Resources will schedule Governing Board approval consideration and will notify the unsuccessful candidates in writing at the appropriate time.

Faculty work

As indicated in Ed Code Section 87003, faculty members shall not be management. Therefore, Educational Administrators shall not take on duties that are the purview of faculty. As well, in accordance with the

Educational Employment Relations Act (EERA), Sections 3540.1(b) and (i) defining what the “Certified Organization” consists of, Educational Administrators are excluded from the faculty bargaining- unit and shall not take faculty bargaining- unit work.

ADMINISTRATOR RETREAT RIGHTS

A. An educational administrator hired after June 30, 1990, who does not have tenure in the District at the time of hire, may be reassigned to a first-year probationary faculty position and to such a position only if he or she meets the following criteria:

1. He/she holds an educational administrative position that is not part of the classified service.
2. He/she has served in this district a total of at least two years as a full time faculty member or administrator. The requirements of Education Code 87458(c) and (d), or any successor statute, must be met with respect to prior satisfactory service and reason for termination of the educational administrator assignment.
3. He/she is being reassigned for reasons other than for cause, as defined in the Education Code.
4. Reassignment shall not result in the lay-off or forced change in the contract assignment for any contract faculty member.
5. The Academic Senate must certify to the Governing Board that the administrator meets the minimum qualifications for the Faculty Service Area to which the incumbent is to be assigned. The Academic Senate will be given an opportunity to present its views on the reassignment prior to the Board’s decision. A written record of the Board’s decision, including the views of the Academic Senate, shall be available for review.
6. Reassignment must be in a Faculty Service Area where sufficient assignments exist and are held only by temporary faculty or by contract overload. Likewise, the administrator must provide a statement of interest in the assignment.
7. Unless otherwise specified in the administrator’s contract, reassignment to a faculty position shall be compensated based on placement on the faculty salary schedule, according to his/her education and experience. Placement shall include years served as an educational administrator
8. Retreat rights are subject to annual review by the joint Academic Senate Executive Committee along with the Vice Presidents of Instruction from each college. Such review shall take place no later than 15 April of each year, with changes proposed as a joint agreement and forwarded through the Vice Chancellor of Human Resources and Employees Relations and the Chancellor to the Governing Board for approval.

PRE-RETIREMENT REDUCED WORKLOAD OPTION

To apply, the educational administrator must:

1. Be 55 years of age before the beginning of the college year or semester in which the reduction in workload is to start.
2. Must have been employed in an academic position for at least ten (10) years, of which the last five years were full time. Sabbaticals and other approved leaves do not constitute a break in service for this purpose. However, such leaves shall not be used to compute the last five years of full time service for this requirement.
3. Request the pre-retirement reduced workload, and once approved, may only terminate the agreement by mutual consent of the administrator and the District.

- i. The educational administrator must notify the District in writing, not later than 15 January for the ensuing school year, of his/her request for the pre-retirement reduced workload.
 - ii. The District and the administrator must finalize their agreement by 15 March for the ensuing school year.
4. Make contributions to STRS or PERS (retirement systems) equal to the amount required of a full time (100%) employees.

The District:

- 1. May approve or disapprove the educational administrator’s request for reduced workload, but shall provide the administrator a written rationale for disapproval.
- 2. Will provide the administrator the same benefits provided to a regular, full time administrator, but shall reduce the salary commensurate with the reduced workload.
- 3. Will make contributions to STRS or PERS in accordance with the law.

The pre-retirement reduced workload option:

- 1. Is limited to a period not to exceed five (5) years or until the administrator reaches age 65, whichever comes first.
- 2. Is limited to no less than one-half the number of service days required by an educational administrator under a full time contract.
- 3. May only be increased or decreased by mutual consent of the District and the educational administrator.
- 4. Includes a reduction in sick leave and vacation accrual and usage, commensurate with the reduction in workload.

References:

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

Attachments:

- [AP 7250 Educational Administrators - Comments](#)
- [AP 7250 Educational Administrators - Legal Citations](#)
- [AP 7250 updates as of 03/12/08](#)

Approval Signatures

Step Description	Approver	Date
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Applicability

San Bernardino Community College District



Origination: 06/2004
Last Approved: 07/2018
Last Revised: 07/2018
Next Review: 07/2024
Owner: *Human Resources Human Resources*
Policy Area: *Chapter 7 Human Resources*
References:

BP 7260 Classified Supervisors and Managers

(Replaces current SBCCD BP 7260)

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor

Classified administrators shall be employed by an appointment or contract. Supervisors, Managers, Administrators, Directors, Vice Presidents, and Associate Vice Chancellors shall receive up to two (2) year contracts. Vice Chancellors shall receive up to three (3) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

References:

Education Code Section 72411;
 Government Code Section 3540.1 (c), (g), and (m)
Government Code Section 3540.1(c)

Attachments:

[BP 7260 Classified Supervisors and Managers-Comments](#)
[BP 7260 Classified Supervisors and Managers-Legal Citations](#)



Origination:	06/2002
Last Approved:	N/A
Last Revised:	09/2018
Next Review:	03/2018
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	

AP 7260 Classified Supervisors, Managers and Administrators

(Replaces current SBCCD AP 7260)

NOTE: This procedure is **optional**. BP 7260 titled *Classified Supervisors and Managers* addresses legal requirements related to educational administrators. Local practice regarding contracts for classified managers may be inserted, if any.

- ~~From current SBCCD AP 7260 titled *Classified Supervisors, Managers, and Confidential Employees*~~

~~HOURS OF EMPLOYMENT~~

~~The workweek for all confidential and supervisory employees shall be a minimum of forty (40) hours.~~

~~TRANSFER AND REASSIGNMENT~~

~~All confidential/supervisory employees are District employees and may be assigned anywhere in the District to those positions for which they are qualified, subject to these regulations. This policy applies only to voluntary transfers.~~

~~A. Vacancies to be filled by transfer or reassignment:~~

- ~~1. Vacancies will be announced to all employees in that classification, at the same or higher pay range, and those who have taken a voluntary demotion.~~
- ~~2. Employees who are qualified and desire to transfer to another position and/or location must apply for the vacant position with the Director, Personnel Services & Employee Relations.~~
- ~~3. An employee within the same class or a higher class may volunteer to transfer. The employee requesting a voluntary demotion to a lower class will be given preference.~~
- ~~4. Should there be more than one employee requesting a transfer to the same vacancy, all things being equal, the position will be filled by the employee having the most seniority in that classification.~~
- ~~5. Each applicant shall be given, upon request, written rationale for non-acceptance to the vacant position.~~
- ~~6. An approved transfer resulting from the request of an employee is considered permanent; therefore, no additional probationary period is required.~~

7. ~~The salary of the transferring employee shall be at a level of pay equal to the old pay range, but in no case greater than Step E of the new range.~~
8. ~~An employee transferring within the class or taking a voluntary reduction in class will retain his/her old anniversary date and all seniority rights.~~
9. ~~If the position from which an employee took a demotional transfer is again vacant, that employee will be given first consideration to fill the former position and, if selected, will regain his/her higher classification.~~
10. ~~If no transfer or reassignment is requested, the vacancy will be announced publicly.~~

Approved: March 14, 1990

NOTE: ~~The information in the following sections of current SBCCD AP 7260 is addressed in new APs 7233, 7234, 7237, 7340, 7366, and 7381.~~

~~RE-EMPLOYMENT AFTER LAYOFF~~

(NOTE: ~~The information in the following section is addressed in new APs 7237 and 7366)~~

- A. ~~Confidential and supervisory employees who are terminated as a result of lack of work or lack of funds shall, upon re-employment within thirty-nine (39) months from the termination date, be reinstated with no loss of fringe benefits and seniority.~~
- B. ~~Fringe benefits and seniority are not earned during the period of the layoff.~~
- C. ~~Upon re-employment, the employee shall be credited with the fringe benefits to which he/she was entitled as of the date of his/her layoff.~~

Approved: March 14, 1990

~~DIFFERENTIAL PAY~~

- A. ~~Shift differential pay shall be for all classifications at a rate of 2 1/2% for swing shift or split shift; and a 5% rate of pay for the graveyard shift.~~
- B. ~~Definitions:~~
 1. ~~**Swing:** When hours of work regularly assigned exceed 4:30 p.m. by more than three (3) hours per day (regular five-day consecutive workweek). Employees must work this shift at least three of the five normal workdays.~~
 2. ~~**Graveyard:** When hours of work regularly assigned exceed 12 midnight by more than three (3) hours per shift (regular five-day consecutive workweek). Employees must work this shift for at least three of the five normal workdays.~~
 3. ~~**Split:** When hours of work regularly assigned are split by a break of two or more hours. Employees must work this shift for at least three of the five normal workdays.~~
 4. ~~**Overtime:** When hours worked are in excess of any shift, pay shall be at the overtime rate of that shift.~~
 5. ~~Approval for shift change or overtime must be obtained in advance from the appropriate manager.~~

Approved: March 14, 1990

~~WORKING OUT OF CLASSIFICATION~~

~~(NOTE: The information in the following section is addressed in new AP 7233)~~

~~Any confidential/supervisory employee who is required to work out of classification for a period of more than five (5) working days within a fifteen (15) working day period shall have his/her salary adjusted upward for the entire period he/she is required to work out of classification. These amounts will reasonably reflect the duties required to be performed outside his/her normally assigned duties.~~

~~The following procedures regulate the salary determination for a confidential employee working out of class:~~

- ~~A. A manager can make such an assignment but must have written approval by the Director, Personnel Services & Employee Relations.~~
- ~~B. Payment for working out of classification will be paid with the contract pay.~~
- ~~C. When an employee, who is assigned to work in a higher classification qualifies for extra pay, he/she will be paid at the probationary step on the range of the classification to which he/ she is assigned. If that salary is the same or less than his/her regular salary, he/she will be paid on the next step of the higher range which will give a salary increase for the additional responsibility. The increase will be no less than 5%.~~

~~EXAMPLE~~

	A	B	C	D	E
Range 10	555	583	612	653	675
Range 12	583	612	643	675	709
Range 16	643	675	709	744	781

~~If the Range 10 employee were required to work in a Range 12 classification, he/she would be paid at the rate of Range 12, Step C. If he/she were assigned a responsibility in Range 16, his/her rate of pay would be Range 16, Step A.~~

~~OVERTIME~~

~~(NOTE: The information in the following section is addressed in new AP 7234)~~

- ~~A. Overtime is defined to include any time required to be worked in excess of eight (8) hours in any one day and in excess of forty (40) hours in any calendar week.~~
- ~~B. Compensation for overtime shall be at one and one-half times the regular rate of pay of the employee designated and authorized to perform the overtime.~~
- ~~C. Work performed for the Associated Students is not affected by the college policy. The hourly rate of pay for compensation received from the Associated Students has not been changed. Time and one-half pay is related only to work performed for the college.~~
- ~~D. Travel time of thirty (30) minutes each way will be allowed if the employee is called back for an emergency situation. If service is continuous, no travel time will be allowed.~~
- ~~E. All overtime for which employees are to be paid must be authorized in advance by the Chancellor, Chancellor's designee, or college president for the site.~~
- ~~F. Employees shall not be paid unauthorized overtime.~~

- ~~G. Overtime shall be reported on the time sheet at the end of the month by dates, hours and emergency or event requiring overtime. The immediate supervisor shall sign the time sheet.~~
- ~~H. The foregoing provisions are not intended to apply to properly designated part-time positions with an assigned workday of less than eight (8) hours and a workweek of less than forty (40) hours.~~
- ~~I. Positions in the Security Department are exempt from the provisions of this policy.~~

~~Approved: March, 1990~~

~~LONG-SERVICE RECOGNITION~~

- ~~A. Recognition for length of service shall be provided in the form of an annual stipend in accordance with the following schedule:~~

YEARS OF SERVICE WITH THE DISTRICT	COMPLETED NUMBER OF YEARS OF EMPLOYMENT WITH THE DISTRICT	AMOUNT OF STIPEND
6-11	5-10	\$850
12-16	11-15	\$1000
17-21	16-20	\$1150
22-26	21-25	\$1300
27-31	26-30	\$1450

- ~~B. The first long service payment will be made in December of the first year following five complete years of service. The maximum service credit to be allowed is for thirty years.~~
- ~~C. The amount of long service pay will be paid by separate check and will be available to Confidential/ Supervisory employees no later than December 10, and only to those actually employed on the date of payment, except upon retirement in which case the long service payment will be in proportion to the fraction of the year worked. The payment date and method is subject to change in accordance with County of San Bernardino payroll processing.~~
- ~~D. In order to be eligible for long service pay, an employee must qualify for inclusion in the Retirement Program, i.e., must be employed half time or more.~~
- ~~E. Any year in which an employee receives an unsatisfactory performance evaluation will not be counted as a year of service for the purpose of calculating long service recognition credit.~~

~~Approved: February 14, 2002~~

~~HEALTH AND WELFARE BENEFITS~~

~~(NOTE: The information in the following section is addressed in new AP-7381)~~

- ~~A. A program of health and welfare benefits shall be provided to all confidential and supervisory employees.~~
- ~~B. Hospitalization/Medical
The District pays the insurance premium for the Board approved hospitalization/medical plan for the employee, spouse, and dependents.~~
- ~~C. Dental
The District pays the insurance premium for the Board approved dental plan for the employee.~~

~~D. Life Insurance~~

~~The District pays the insurance premium for the Board-approved life insurance plan for the employee.~~

~~E. Health Service, Continuation After Retirement~~

~~Any confidential or supervisory employee who opts for early retirement will continue to receive hospitalization/medical plan benefits available to classified employees of the district, until age 65, subject to all the conditions for one of the following:~~

~~1. Service Retirement #1~~

- ~~a. Has attained the age of 60 before terminating employment with the district.~~
- ~~b. Has completed a minimum of ten years service with the district.~~
- ~~c. Has been an employee of the district immediately preceding retirement status.~~
- ~~d. Must be on retirement with the Public Employees Retirement System.~~

~~OR~~

~~2. Service Retirement #2~~

- ~~a. Has attained the age of 55 before terminating employment with the district.~~
- ~~b. Has completed a minimum of twenty years with the district.~~
- ~~c. Has been an employee of the district immediately preceding retirement status.~~
- ~~d. Must be on retirement with the Public Employees Retirement System.~~

~~OR~~

~~3. Disability Retirement~~

- ~~a. Regardless of age before terminating employment, has completed a minimum of five years of service with the district.~~
- ~~b. Has been an employee of the district immediately preceding retirement.~~
- ~~c. Must be accepted by and remain on disability retirement with the Public Employees Retirement System.~~
- ~~d. Retiree agrees to enroll in Parts A & B and pay the full premium as soon as they are eligible.~~

~~Approved: March 14, 1990~~

~~LEAVES OF ABSENCE~~

~~{NOTE: The information in the following section could be addressed in new AP-7340}~~

~~A. Sick Leave~~

- ~~1. Every confidential or supervisory employee employed five days a week shall be entitled to twelve days leave of absence for illness and injury with full pay for a fiscal year of service.~~
- ~~2. A confidential or supervisory employee employed five days a week, who is employed for less than a full fiscal year, is entitled to that proportion of twelve days leave of absence for illness or injury as the number of months he/she is employed bears to 12.~~
- ~~3. A confidential or supervisory employee employed less than five days per week shall be entitled, for a fiscal year of service, to that proportion of twelve days leave of absence for illness or injury as the~~

~~number of days he is employed per week bears to 5. When such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.~~

- ~~4. Pay for any day of such absence shall be the same as the pay that would have been received had the employee served during the day.~~
- ~~5. Credit for leave of absence need not be accrued prior to taking such leave by the employee, and such leave of absence may be taken at any time during the year. However, a new employee of the district shall not be eligible to take more than six days, or the proportionate amount to which he/she may be entitled under this section, until the first day of the calendar month after completion of six months of active service with the district.~~
- ~~6. If an employee does not take the full amount of leave allowed in any year under this policy, the amount not taken shall be accumulated from year to year.~~
- ~~7. The Board of Trustees may require proof of illness or injury.~~

~~B. Maternity Leave~~

- ~~1. An employee may use sick leave for absences necessitated by pregnancy, miscarriage, childbirth, and recovery therefrom. The length of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.~~
- ~~2. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities, and shall be treated as such under any health or temporary disability insurance or sick leave.~~
- ~~3. This provision shall be construed as requiring the district to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leaves for illness, injury, or disability.~~

~~C. Bereavement Leave~~

- ~~1. Every person employed in a confidential or supervisory position is entitled to a paid leave of absence, not to exceed three days, or five days if travel out-of-state or a round trip of over 500 miles is required, on account of the death of any members of his/her immediate family.~~
- ~~2. Member of the immediate family means the mother, father, grandparent or a grandchild of the employee or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law or sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.~~

~~D. Personal Necessity Leave~~

- ~~1. Any days of leave of absence for illness or injury allowed pursuant to Section 88207 of the Education Code may be used by a confidential or supervisory employee, at his/her election, in case of personal emergency.~~
- ~~2. No such accumulated leave in excess of six days may be used in any school year. Request for such leave of absence shall be submitted to the Chancellor or College President as appropriate prior to absence, explaining the specific nature of the personal emergency.~~

~~E. Industrial Accident and Illness Leave~~

- ~~1. An employee must have been with the district a minimum of nine months.~~

- ~~2. Evidence must support the fact that the illness or accident arose out of employment. The Board of Trustees may require a physician's report on probable causes.~~
- ~~3. An employee absent from his/her duties due to an industrial accident or illness leave shall receive his/her full pay from the district. The employee is required to endorse temporary disability indemnity checks received from Workers' Compensation to the district. Arrangements may be made with Workers' Compensation to have the checks mailed directly to the district.~~
- ~~4. Industrial accident or illness leave of absence shall not exceed sixty days in any one fiscal year for the same accident or illness.~~
- ~~5. At such time as the employee has used his full entitlement of sixty days industrial leave, he/she may use his/her accumulated sick leave. Sick leave will be used at a rate equal to the pay received from the district less any contribution from Workers' Compensation. For example: An employee's daily rate is \$20.00; the district receives \$10.00 per day from Workers' Compensation. The employee receives his/her full pay but is charged only one-half sick leave.~~
- ~~6. Industrial leave is not accumulative.~~
- ~~7. When accident or illness overlaps into the next fiscal year, the employee is entitled only to the balance of the sixty days not used.~~
- ~~8. The employee may not leave the state during the leave period unless authorized by the Board of Trustees.~~
- ~~9. When all industrial leave and sick leave benefits have been exhausted, the employee must be placed on the reemployment list for a period of 30 months.~~

~~F. Military Leave~~

~~Regular employees or probationary employees whose combined district service and military service total one full year shall be entitled to full pay for the first 30 calendar days of absence for reserve training in any one fiscal year. Such leave must be verified by a copy of the military orders requiring military pay.~~

~~G. Jury Duty Leave~~

~~When a confidential or supervisory employee is absent because of a mandatory court appearance as a juror, said employee shall suffer no monetary loss by reason of said service. Such employee shall receive his/her regular salary upon receipt by the district of a valid jury duty verification, but shall reimburse to the district the amount of fees received from the court, excluding those paid for mileage.~~

~~H. Unpaid Leave~~

~~An unpaid leave of absence may be granted by the Board upon the recommendation of the Chancellor subject to the following provisions:-~~

- ~~1. A request for leave that clearly articulates the terms and conditions requested must be submitted to the immediate supervisor. The supervisor will act upon the request and, in the case of a favorable response, will forward the request through the appropriate channels. If the immediate supervisor opposes the leave, he/she shall notify the applicant within 15 working days of the date of submission. Applicants who are denied leave have the right to appeal through the usual organizational channels.~~
- ~~2. No more than one full year unpaid leave will be granted to an employee, and such leave shall not extend beyond one year.~~
- ~~3. No unpaid leave will be granted to an employee who takes a position with another organization that~~

~~by its nature is considered to be permanent and continuing.~~

- ~~4. An individual on unpaid leave retains the right to District employment at the end of the leave but does not retain the right to return to the specific position vacated.~~
- ~~5. A notice of intent to return must be filed in writing with the District Personnel Office three months prior to the anticipated date of return.~~
- ~~6. An unpaid leave will be treated as a "break" in service. An individual on unpaid leave will not receive advancement credit on any salary schedule, will not be credited with sick days or vacation days, and will not receive retirement credit while on leave.~~
- ~~7. An individual on unpaid leave may purchase continued coverage under District health, dental, and life insurance plans.~~

~~I. Family Care Leave~~

- ~~1. An employee with more than one year of continuous service with the District who is eligible for other leave benefits shall be granted upon request an unpaid family care leave up to a total of four months in any twenty four month period pursuant to the requirements of this policy.
 - ~~a. For purposes of this policy, the term "family care leave" means either:
 - ~~1. Leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child by the employee, or the serious illness of a child of the employee; or~~
 - ~~2. Leave to care for a parent or spouse who has a serious health condition.~~~~~~
- ~~2. An unpaid family care leave granted pursuant to this policy shall be in addition to any other leave pursuant to the Government Code Section 12945.2, except that an unpaid family care leave used in conjunction with a pregnancy leave of four months or more may be limited by the District within its discretion to one month.~~
- ~~3. An unpaid family care leave shall be treated as any other unpaid leave. During an unpaid family care leave, an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care leave shall have no less seniority than when the leave commenced.~~
- ~~4. If an employee's need for an unpaid family care leave is foreseeable the employee shall provide the District with reasonable advance notice of the need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.~~
- ~~5. The District requires that an employee's request for an unpaid family care leave for the purposes of caring for a child, spouse or parent who has a serious health condition be supported by a written certification issued by the health care provider of the individual family member requiring care. This written certification must include:
 - ~~a. The date on which the serious health condition commenced;~~
 - ~~b. The probable duration of the condition;~~
 - ~~c. An estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care; and~~~~

- ~~d. A statement that the serious health condition warrants the participation of a family member to provide care during a period the treatment or supervision of the individual requiring care.~~
- ~~e. If additional leave is requested by the employee upon expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written recertification consistent with the requirements for an initial certification.~~
- ~~6. Definitions—for purposes of this policy and consistent with current law:
 - ~~a. The term "child" mean a biological, adopted, or foster child, a step child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.~~
 - ~~b. The term "parent" means biological, foster, or adoptive parent, stepparent, or a legal guardian.~~
 - ~~c. The term "serious health condition" means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of the treatment or supervision, and involves either of the following:
 - ~~1. Inpatient care in a hospital, hospice, or residential health care facility; or~~
 - ~~2. Continuing treatment or continuing supervision by a health care provider.~~~~
 - ~~d. The term "health care provider" means an individual holding either a physician's and surgeon's certificate issued pursuant to applicable law, or an osteopathic physician's and surgeon's certificate issued pursuant to applicable law.~~~~
- ~~7. The District within its discretion may allow an employee upon written request to utilize accumulated illness and accident leave for the purpose of family care leave.~~
- ~~8. An employee taking unpaid family care leave pursuant to this policy shall continue to be entitled to participate in health plans and other benefits to the same extent and under the same conditions as apply to other unpaid leaves of absence.~~
- ~~9. The District may refuse to grant an employee's request for unpaid family care leave under this policy even though all requirements of this policy have been satisfied if:
 - ~~a. The refusal is necessary to prevent undue hardship to the operations of the District;~~
 - ~~b. The employee and the other parent would receive unpaid family care leave exceeding four months in any twenty-four hour period; or~~
 - ~~c. The other parent is also taking family care leave at the same time or is unemployed.~~~~
- ~~10. Any employee returning from an unpaid family care leave shall be assigned to the same or comparable position. For purposes of this policy and consistent with current law, the term "same or comparable position" means a position that has the same or similar duties and pay which can be performed at the same or similar geographic location as the position held prior to the leave.~~
- ~~11. This policy shall not be construed to require any changes in existing collective bargaining agreements during the life of the contract, or until January 1, 1993, whichever occurs first.~~
- ~~12. This policy shall not be construed to entitle the employee to receive disability benefits under Part I (commencing with Section 3200) of Division 4 of the Labor Code.~~

~~Approved: March 12, 1992~~

~~VACATIONS~~

- ~~A. Confidential and classified supervisory employees earn vacation at the rate of 1.91 days per month for each complete month of service. In determining vacation accrued at the end of any calendar month, the product of 1.91 X months worked shall be rounded to the nearest whole number.~~
- ~~B. All vacation computation is based on a fiscal year of July 1 to June 30.~~
- ~~C. New employees with an employment date other than the first working day of the month shall not start accruing vacation until the first working day of the following month of employment.~~
- ~~D. Each July all confidential and classified supervisory employees shall be notified by the Payroll Department of their June 30 accrued vacation credits. Confidential and supervisory employees can accrue vacation credits up to 46 days. Once vacation credits reach the maximum accrual level no more vacation credits will be earned.~~
- ~~E. Vacations will be set at the convenience of both the employee and the District, and are subject to the approval of the manager to whom he/she is responsible, and the Campus President or Chancellor, as appropriate.~~
- ~~F. Upon leaving the employment of the District, a confidential or classified supervisory employee shall be entitled to lump sum compensation for earned and unused vacation at his/her current salary. Payment shall be made up to the accrued number of vacation days not to exceed forty-six (46) days.~~

~~INTERRUPTION OR EARLY TERMINATION OF VACATION~~

- ~~A. Any permanent confidential or supervisory employee may interrupt or terminate his/her regular vacation leave, in case of illness, and use sick leave before continuing regular leave or returning to work.~~
- ~~B. The employee must notify the district personnel office and/or his/her supervisor of the interruption or termination of his/her vacation to use his/her sick leave.~~
- ~~C. The District Personnel Officer and/or the supervisor is responsible for notifying the employee if he/she may continue his/her vacation leave, after use of sick leave, or if he/she must report to his/her normally assigned work.~~
- ~~D. Upon returning to his/her regularly assigned work, the employee must furnish relevant supporting information regarding interruption or termination of vacation leave.~~

~~Approved: March 14, 1990~~

~~BREAK PERIODS~~

~~Break periods are allowed as released time from fatiguing work. Such periods shall not exceed fifteen minutes in the morning and fifteen minutes in the afternoon for full-time employees. Half-time employees have only one such break period.~~

~~Approved: March 14, 1990~~

~~STATUS REPORTS ON VACATION AND SICK LEAVE~~

~~The Payroll Office will issue all confidential and supervisory employees an individual status report of vacation entitlement and accrued sick leave quarterly.~~

~~Approved: March 14, 1990~~

~~PROFESSIONAL GROWTH~~

~~(NOTE: The information in the following section could be addressed in new AP-7160)~~

- ~~A. Classified Supervisors and Confidential Employees on the classified supervisory and confidential salary schedules shall be eligible for tuition cost reimbursement from an accredited institution.~~
- ~~B. Reimbursement will only be given for courses completed with a grade of "C" or better, "credit", or equivalent grade, which pertain to their position.~~
- ~~C. Such reimbursement shall not exceed costs of 18 semester units of course work per year.~~
- ~~D. Reimbursement shall not be allowed for courses carrying zero units.~~
- ~~E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.~~
- ~~F. Only Classified Supervisors and Confidential Employees who have completed their probation period as a Classified Supervisor or Confidential Employee shall be eligible for this benefit.~~
- ~~G. All courses for which a Classified Supervisor or Confidential Employee seeks tuition reimbursement must have prior approval by their Supervisor, the Chancellor, and the Board.~~

~~Approved: May 10, 2007~~

~~CELLULAR TELEPHONE USAGE~~

~~(NOTE: The information in the following section could be addressed in new AP-6450)~~

- ~~A. Authorization
Each college president and each vice chancellor may designate supervisors to receive partial reimbursement for the use of a cellular telephone in conducting District business.~~
- ~~B. Application
Supervisors shall make application through the appropriate channel. Approved applications shall be forwarded from the campus to the Vice Chancellor Fiscal Affairs for implementation.~~
- ~~C. Reimbursement
Reimbursement shall be at a rate not to exceed \$50 per month, which shall include purchase of the telephone, activation, monthly service charges, and air use time—including long distance calls. While monthly application for reimbursement is not required, periodic verification of telephone usage may be requested.~~
- ~~D. Review
This policy shall receive periodic review to assess the appropriateness of the reimbursement rate.~~

~~Approved: June 14, 2002~~

~~Also see BP/AP 7120 titled Recruitment and Hiring~~

Classified Supervisors, Managers and Administrators

The terms and conditions of employment for classified supervisors, managers and administrators shall be developed by the Chancellor and are addressed in the Management Handbook.

Faculty work

As indicated in Ed Code Section 87003, faculty members shall not be management. Therefore, Classified Supervisors, Managers, and Administrators shall not take on duties that are the purview of faculty. As well, in accordance with the Educational Employment Relations Act (EERA), Sections 3540.1(b) and (i) defining what the “Certified Organization” consists of, Classified Supervisors, Managers, and Administrators are excluded from the faculty bargaining- unit and shall not take faculty bargaining- unit work.

Reference:

Education Code Section 72411

Management Handbook 2018

Attachments:

[AP 7260 Classified Supervisors and Managers - Comments](#)

[AP 7260 Classified Supervisors and Managers - Legal Citations](#)

[AP7260 -OLD.pdf](#)

Applicability

San Bernardino Community College District



Origination:	04/2004
Last Approved:	07/2018
Last Revised:	07/2018
Next Review:	07/2024
Owner:	Academic Senates Academic Senates:
Policy Area:	Chapter 5 Student Services
References:	

BP 5030 Fees

(Replaces current SBCCD BP 5030 and BP 5033)

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes).

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee (see AP 5030).

To encourage ride sharing, a student may certify in writing at the time of payment of the fee that he/she regularly has two or more passengers commuting with him/her.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

References:

Education Code Sections 76300 et seq., 76370, 76355, 76360, 76365, 76395, 76060.5, 76361, 76223, and 76142;
Title 5 Sections 59400 et seq., 58520
ACCJC Accreditation Standard I.C.6

Attachments:

- [BP 5030 Fees - Comments](#)
- [BP 5030 Fees - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018



Origination:	04/2013
Last Approved:	07/2018
Last Revised:	07/2018
Next Review:	07/2024
Owner:	<i>Academic Senates Academic Senates:</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	

AP 5030 Fees

(Replaces current SBCCD AP 5030 and AP 5033)

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than non immigrant aliens under 18 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)

- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

- A. Associated Students Discount Sticker
\$9.00 - CHC

- \$7.50 - SBVC
- \$4.00 - Replacement for lost card
- B. Breakage/Lost Property Fee
Replacement cost of item(s) broken or lost
- C. Campus Center Fee
\$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee for Students on a Visa
\$41.00/unit
- E. Catalog
\$6.00 - purchased on campus
- F. Credit by Examination
\$20.00 plus class unit fee
- G. Document Fee Handling
\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;
minimum charge of 1 hour
\$0.15 per side copy cost
Fees must be paid prior to document release
- H. Enrollment Fee
\$46.00/unit
- I. Insufficient Funds Check
\$15.00
- J. International Student Application
\$25.00 (nonrefundable)
- K. Key Deposit/Replacement
\$15.00 plus cost of rekeying if needed (metal/electronic key)
- L. Learning Center Reproduction Fees, SBVC
\$0.20 - Laser printout: text, black and white printer
\$0.50 - Laser printout: graphics, black and white printer (over ½ page)
\$1.00 - Laser printout: graphics and/or text, color
\$2.00 - Scan text or graphics to disk, per scan
- M. Library Fines – SBVC/CHC
\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value
\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value
\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
\$2.00 - replacement for lost library card
- N. Parking Permit Fees
\$90.00 - annual permit
\$35.00 - one semester (\$20 BOGG student)
\$20.00 - summer session
\$3.00 - daily

- O. Parking Violation Fees
 - \$ 50.00 - illegal parking
 - \$ 50.00 - decal violation
 - \$275.00 - handicap violation
- P. Refund Processing Charge
 - A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.
- Q. Replacement – Diploma/Certificate
 - \$10.00
- R. Schedule of Classes
 - \$3.00 - mailed in U.S. only
- S. Student Health and Accident Insurance
 - \$20.00 - per semester (includes \$1.50 accident insurance)
 - \$17.00 - summer session (includes \$1.50 accident insurance)
 - \$1.50 - accident insurance only
- T. Student Representation
 - \$1.00
- U. Supplemental Health Services Fee
 - \$10.00 - TB skin test (one-step test)
 - \$10.00 - TB skin test (two-step test)
 - At cost - All Vaccines
 - \$25.00 - Physical Exams
 - \$50.00 - DMV Physical Exams
 - At cost - Prescription medications
 - At cost - In-house Lab Tests
 - At cost - Lab Test sent to external lab
 - At cost - Optional Medical Procedures
 - At cost - Optional Medical Supplies
 - \$ 8.00 - Vision screening (Titmus vision tester)
 - \$ 2.00 per item - Duplication of medical records
 - \$10.00 - Hearing Screening (Audiometer)
 - At cost - Birth Control Pills
- V. Testing Fees
 - At cost - Paramedic National Registry Testing
 - \$ 25.00 - Retest per skill
 - \$ 10.00 - CPR card
 - Repeat course from Career Tech Department
 - 0.5 units - \$12.00
 - 1.0 units - \$23.00
 - 2.0 units - \$46.00
 - 3.0 units - \$70.00
- W. Transcripts/Verification
 - No cost - First two transcripts
 - \$10.00 - Additional transcripts

\$8.00 - 24-hour requests for transcripts
\$20.00 - Immediate requests for transcripts
\$5.00 plus cost - Online transcripts

X. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits
\$8.00 for less than 6 credits

Y. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

\$8.00 per semester

Fee Refunds

A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

B. Conditions

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

1. Fees collected in error

Fees collected in error will be refunded in their entirety.

2. Class cancelled by the college

If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.

3. Withdrawal from the College

a. Enrollment Fee/Nonresident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for cancelled classes or over-payment.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

References:

Education Code Sections 66025.3, 70902(b)(9), 76300, and 76300.5;
Title 5 Sections 51012, 58520, 58629
California Community College Chancellor's Office (CCCCO) Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Attachments:

[AP 5030 Fees- Comments](#)

[AP 5030 Fees- Legal Citations](#)



Origination:	06/2004
Last Approved:	04/2017
Last Revised:	04/2017
Next Review:	04/2023
Owner:	<i>Academic Senates Academic Senates:</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	

BP 5130 Financial Aid

(Replaces current SBCCD BP 5130)

The Financial Aid Office is responsible for the administration of federal and state financial aid programs. Financial Aid programs may include, outside scholarships, grants, waivers and work study programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by federal and state laws and other applicable regulatory and institutional requirements.

The Financial Aid Office shall establish, publicize and apply satisfactory academic progress standards to all participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

References:

Education Code Sections 66021.6 and 76300 ;
20 U.S. Code Sections 1070, et seq.;

34 Code of Federal Regulations Section 668; (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard III.D.15



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Owner:	<i>Academic Senates Academic Senates:</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	<i>Brand New - required</i>

AP 5130 Financial Aid

San Bernardino Community College District participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal regulations and requirements.

San Bernardino Community College District offers the following financial aid awards to all students who are enrolled at the colleges within the District:

- Board of Governors Fee Waiver (BOG)
- Chafee Grant
- Cal Grant B and C
- Federal Pell Grant
- Federal Work Study
- Federal Supplemental Opportunity Grant
- Full Time Student Success Grant
- Outside Scholarships

The financial aid procedures, listed below, provide guidance in the financial aid process within the District and give students information needed to make informed decisions about financing their education. Students should regularly check the financial aid website at the college they are attending, as these procedures and policies are reviewed and updated to remain compliant with federal and state requirements to ensure that the District is supporting the success of our students.

Application Procedures

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and include either San Bernardino Valley College school code (001272) or Crafton Hills College school code (009272). The application is available beginning in October for the following academic award year. If a student is applying for a State Cal Grant, the FAFSA and a GPA verification form must be completed. Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students complete the FAFSA application by the state published deadline.

Student Eligibility

General student eligibility requirements consist of the following:

- Be enrolled as a regular student in an eligible program for the purpose of obtaining an Associate's degree, certificate program, or transfer program
- Cannot be enrolled in an elementary or secondary school
- Must have a high school diploma or equivalent
- Making satisfactory academic progress
- Must meet enrollment status requirements
- Must resolve any drug conviction issues
- Must be a citizen or an eligible noncitizen
- Have resolved any default on a FSA loan or overpayment
- Have a valid social security number
- Males between the ages of 18-25 must register with the Selective Service System or meet an exemption requirement
- Resolve any conflicting information

There are also program specific eligibility requirements that may be required.

Payment Procedures

Financial aid disbursements are calculated based on a student's Expected Family Contribution (EFC), financial need, availability of funds, and the number of units in which the student is enrolled in each semester.

Waitlist courses are not considered as enrolled units and are not included in the calculation of eligibility.

Disbursements are refunded electronically to the college issued Debit Card. Students must enroll and request their Debit Card at www.enroll.moneynetworkedu.com/. Students also have the ability to have their refunds transferred to their existing bank account using the ACH option. This option may delay a student receiving their disbursement 3-5 business days depending on the existing banking institution procedures. Students who do not select a refund preference will default to a refund check being processed and mailed to the student's home address as reported with Admissions and Records.

Overpayment Recovery

The District will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV Funds (R2T4) requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received within 30 days of being notified. If students do not repay within the 30-day requirements the student account will be forwarded to collections with the department of education. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received.

Determination of a student's withdrawal date:

- The date the student officially notified the Admissions and Records Office of his or her intent to withdraw;
- The midpoint of the semester for a student who leaves without notifying the college;

- The student's last date of attendance at a document academically-related activity; or
- The date posted by the instructor indicating the last day of attendance.

Accounting Requirements

The District ensures internal checks and balances by separating the functions of authorizing payments and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

Satisfactory Academic Progress

In accordance with Federal and State regulations, financial aid recipients are required to meet Satisfactory Academic Progress (SAP) requirements. SAP requirements include qualitative, quantitative, and maximum time frame standards by which the financial aid office can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their course of study. Students who are receiving federal student aid must be enrolled in a course of study leading to an associate's degree, a certificate program, and/or a transfer program to a four-year college. Failure to maintain SAP standards will result in the loss of financial aid assistance. The Financial Aid Office reviews academic progress, annually, at the end of each Spring semester. Satisfactory Academic Progress will evaluate periods of enrollment in which the student did not receive financial aid funds as well as courses that were taken at another college and apply towards their program of study.

Students are required to adhere to the following SAP requirements:

- Maintain a cumulative GPA of 2.0 or above (qualitative);
- Successfully complete a minimum of 67% of the total number of units attempted/ completed (quantitative); and
- Not exceed a maximum of 90 total unit's attempted/completed (maximum time frame).

These procedures may change periodically and may be superseded by current state and federal laws and regulations.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for BOG Fee Waiver

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student’s placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or whenever a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student’s economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, Homeless and DSPS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

References:

Education Code Sections 66021.6, 66025.9, and 76300;
 Title 5 Sections 55031,58600 et seq.;;
 20 U.S. Code Sections 1070 et seq.;;
 34 Code of Federal Regulations Section 668;
 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
 ACCJC Accreditation Standard 111. D. 15

Attachments:

[Legal Update 32 Overview Rev. 4-21-18.docx](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd Reading	Board Board: [SN]	04/2017
Board of Trustees 1st Reading	Board Board: [SN]	03/2017
District Assembly receives for information only	District Assembly District Assembly: [SN]	03/2017
District Assembly receives for information only	Academic Senates Academic Senates: [SN]	03/2017
Academic Senates	Academic Senates Academic Senates: [SN]	03/2017
Chancellor's Cabinet	Academic Senates Academic Senates: [SN]	03/2017
Chancellor's Cabinet	District Assembly District Assembly:	01/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet:	01/2017

*San Bernardino Community College District (SBCCD)
Police Department*

*District Assembly Report
October 2, 2018*



**SBCCD Police Department
District Assembly Report
October 2, 2018**

Initial Assessment of the SBCCD Police Department

In an effort to determine the nature and scope of the key issues facing the Police Department (PD), Chief Jackson analyzed the current systems and controls, the Standard Operating Procedures, the District’s Climate Survey, evaluated the current crime trends, and met with the following individuals/stakeholders to glean their insight:

- *Interim Chief of Police Bob Miller*
- *Chancellor Baron, Presidents & VP’s at San Bernardino Valley College (SBVC) & Crafton Hills College (CHC)*
- *Several SBCCD Board of Trustees*
- *District staff, including Human Resources (HR), Business & Fiscal Services, and the District’s Public Information Officer*
- *All SBCCD PD employees, including each manager*
- *Both CSEA presidents*
- *Multiple District managers & classified employees at SBVC, CHC, Economic Development & Corporate Training (EDCT), & Technology & Educational Support Services (TESS)*
- *Inland Empire (IE) Police Chiefs & various Community College District & California State University Police Chiefs around Southern CA*
- *Reviewed & analyzed the recent Climate Survey completed by the District on the SBCCD PD*

Results of District Climate Survey - SBCCD PD

<i>Police Department Climate Survey Questions</i>	Total
<i>1. Police/security are available when I am involved in a safety or crime-related incident?</i>	80%
<i>2. Overall, the SBCCD Police Department is helpful?</i>	90%
<i>3. Police/security respond in a timely fashion to safety and police emergencies?</i>	86%
<i>4. The District Police Department is professional during their daily contacts?</i>	90%
<i>5. Overall, I am satisfied with the service provided by the District Police Department?</i>	87%

<i>Question</i>	<i>Strongly agree</i>	<i>Count</i>	<i>Somewhat agree</i>	<i>Count</i>	<i>*Neither A nor DA</i>	<i>Count</i>	<i>Somewhat disagree</i>	<i>Count</i>	<i>Strongly disagree</i>	<i>Count</i>	<i>Total</i>
<i>Q1</i>	49.78%	112	30.67%	69	15.11%	34	3.11%	7	1.33%	3	225
<i>Q2</i>	60.89%	137	29.33%	66	6.67%	15	1.78%	4	1.33%	3	225
<i>Q3</i>	55.80%	125	30.36%	68	8.93%	20	3.57%	8	1.34%	3	224
<i>Q4</i>	67.41%	151	22.77%	51	5.80%	13	2.23%	5	1.79%	4	224
<i>Q5</i>	62.78%	140	24.66%	55	7.62%	17	3.59%	8	1.35%	3	223

Note: “Neither A nor DA” stands for “Neither Agree nor Disagree”

Key Issues/Challenges Facing the SBCCD PD

Currently, the SBCCD maintains a Police Department (PD) 24 hours a day, 7 days a week, and 365 days per year toward the goal of servicing the members of the campus community and protecting SBCCD property. The police officers assigned to the SBCCD PD are sworn and fully commissioned police officers of the State of California (CA) as defined in Section 830.32 of the

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Penal Code and 72330 of the CA Education Code. The SBCCD PD is accredited by the CA Commission on Peace Officer Standards and Training (POST).

As a result of the comprehensive assessment, Chief Jackson identified the following key issues/challenges facing the SBCCD PD:

- 1. Leadership vacuum*
- 2. Unsafe staffing levels*
- 3. Lack of police equipment*
- 4. Substandard working conditions at the police station at SBVC*
- 5. Lack of systems and controls along with limited professional development for PD employees*

Mission and Vision, and Goals of the SBCCD PD

After completing the analysis, meeting with the abovementioned individuals/stakeholders, and the SBCCD PD management team, we (PD) opted to reestablish the PD's existing mission statement and developed the following new vision and five (5) PD goals:

Mission – *The SBCCD PD, in concert with the Board of Trustees, is committed to providing a safe and secure learning and working environment for all students and employees...*

Vision - *The vision of the SBCCD PD is to be a leader in the field of campus law enforcement with exceptional public service and professionalism as the core principles.*

SBCCD PD Goals for '2018

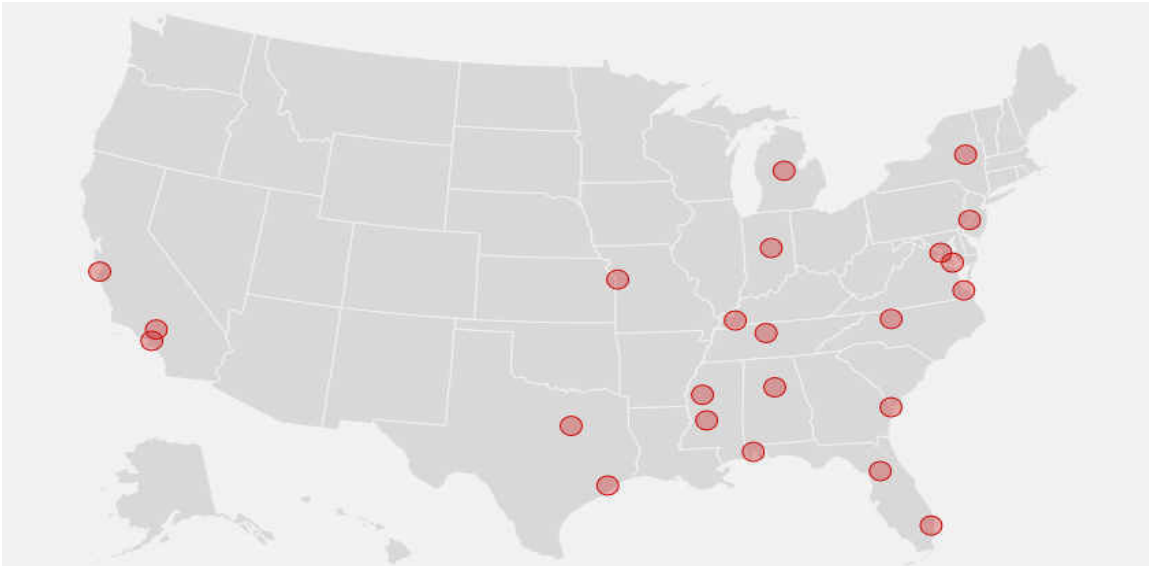
- 1. Provide exceptional campus safety to students, faculty, and staff throughout the entire campus community*
- 2. Recruit, develop, and retain a professional diverse workforce, as well as enhance the overall working conditions at the Police Department*
- 3. Implement centralized dispatch services with California State University, San Bernardino (CSUSB) to reduce response times, improve officer safety, and reduce overall incidents of Clery Act crimes*
- 4. Strengthen campus and other law enforcement relationships, increase visibility, and implement community-oriented policing*
- 5. Establish effective systems & controls to reduce liability and manage predictable risk*

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School Shootings Nationwide in '2018

Active shooter/armed intruder incidents continue to occur around the United States. With that being said, there has been a paradigm shift on how we view safety on our campuses, as well as best practices to proactively deploy campus security/law enforcement personnel towards enhancing overall campus safety.

*It is interesting to note that **21 weeks** into 2018, there have been **23 school shootings** where someone was hurt or killed. That averages out to **more than 1 shooting a week**. (Source: CNN Report – May 2018)*



The parameters CNN followed in this count are:

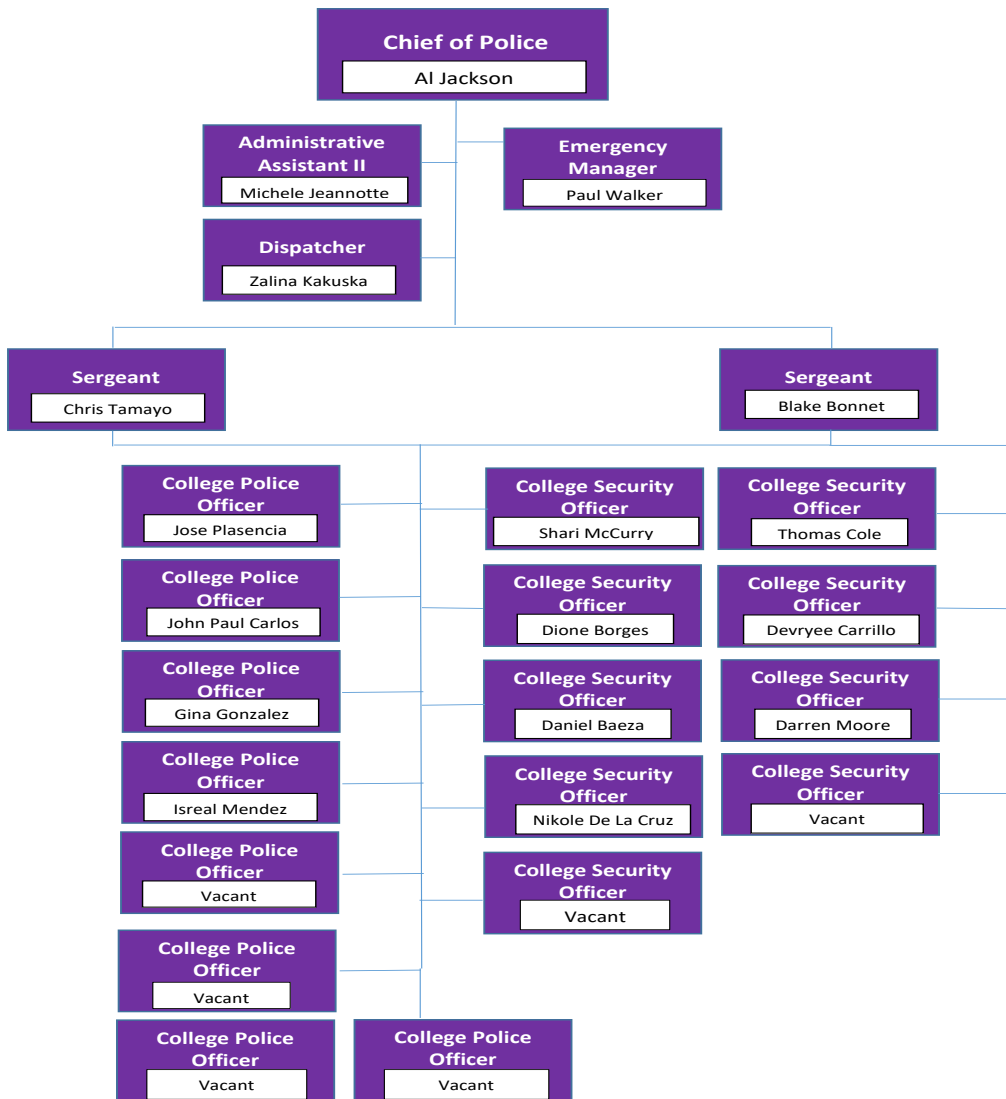
- *A shooting that involved at least one person being shot (not including the shooter)*
- *A shooting that occurred on school grounds*
- *CNN included grades K through college/university level*
- *CNN included gang violence, fights and domestic violence*
- *CNN included accidental discharge of a firearm as long as the first two parameters are met*

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Organization Chart – SBCCD PD

On September 13, 2018, College Police Officer I. Mendez was officially approved by the SBCCD Board of Trustees as a full-time police officer. As a result, the SBCCD PD currently has four (4) budgeted vacancies to fill for College Police Officer in fiscal year (FY) '18-'19.

***Note:** Three (3) applicants for College Police Officer are currently in the background phase with the SBCCD.*



Budgeted Vacancies (FY '18-'19)

4 – College Police Officers

2 - CSO's

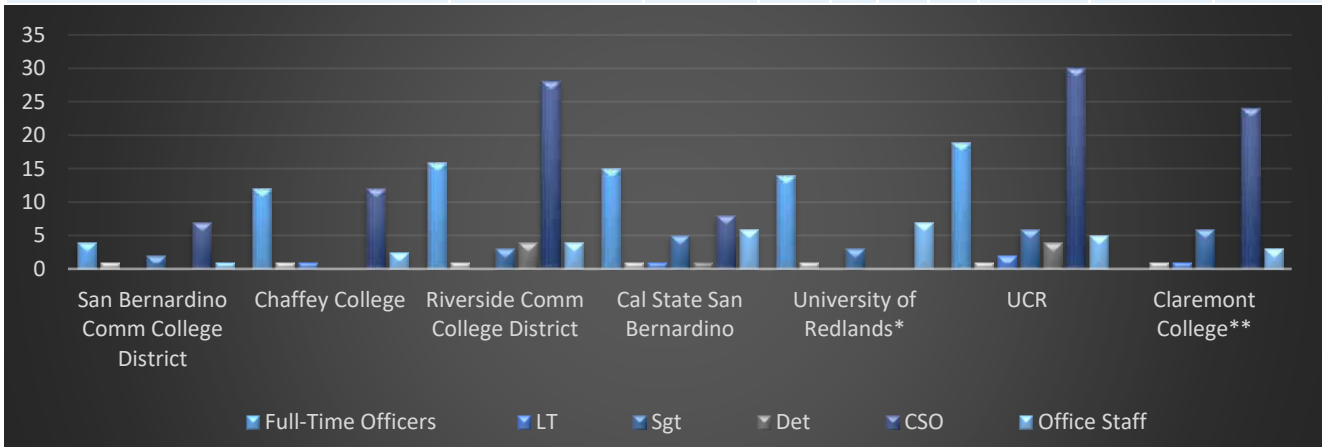
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Staffing Levels at Other College Districts

Currently, the PD has only four (4) College Police Officers and two (2) field sergeants well below proper staffing levels to adequately cover the three duty shifts during the 24 hour operational period or handle any major incident within the SBCCD.

As depicted below, comparable community college districts (CCD), with a similar student population, have an average of 12-19 police officers, 3-6 field supervisors, as well as a police lieutenant. In addition, with the exception of CSUSB, these other CCD were staffed with an average of 12-30 CSOs.

Community Colleges	Average Students	Full-Time Officers	Chief	LT	Sgt	Det	CSO	Office Staff	24/7 Coverage
San Bernardino Comm College District	22,000	4	1	0	2	0	7	2	Yes
Chaffey College	22,000	12	1	1	0	0	12	2.5	Yes
Riverside Comm College District	36,000	16	1	0	3	4	28	4	Yes
Cal State San Bernardino	20,767	15	1	1	5	1	8	6	Yes
University of Redlands*	3,400	14	1	0	3	0	0	7	Yes
UCR	22,900	19	1	2	6	4	30	5	Yes
Claremont College**	8,000	0	1	1	6	0	24	3	Yes



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Summary of Detailed Findings

At the time of the assessment, the SBCCD PD had four (4) full-time police officers, two (2) field sergeants, seven (7) CSO's, one (1) Administrative Secretary, one (1) police dispatcher, one (1) Emergency Manager, and the Chief of Police. In regards to the abovementioned areas of concern, the following are some of the key findings uncovered as a result to the assessment:

Leadership vacuum

- *Lack of strong leadership prior to the interim Chief of Police*
- *No clear direction, vision, or Department goals*
- *Low morale*
- *Limited accountability and no field supervision*
- *On-going conflict and personnel issues surrounding a lack of trust, respect, and professionalism amongst the employees*
- *Excessive & malicious use of the Lighthouse Anonymous Complaint System*
- *Limited Standard Operating Procedures (SOP's) in place*

Unsafe staffing levels

- *The police officers were working six-days per week & forced to work 50+ hours of overtime each month resulting in officer safety issues, fatigue, & burn out*
- *Currently, the PD has only one police officer deployed for the entire SBCCD from midnight to 0800 hours every weekday and on weekend days (Saturday & Sunday) without any backup officer/CSO or supervision*
- *Officers experienced extended ETA's to back up/assistance calls due to low staffing levels and travel times between campuses*
- *One CSO was deployed during the day shift and one CSO was deployed on the night shift at CHC without any supervision*
- *Low salaries & non-competitive public safety benefit packages contributed to multiple failed recruitments and lower staffing levels*
- *No career path for CSOs who continued to leave the Department for sworn positions with other police agencies*
- *With only one day shift dispatcher, police officers were forced to work the field and answer phone lines after 1630 hours to dispatch themselves to calls for service*
- *Mandatory POST backgrounds to hire a College Police Officer required a 4-6 month investigation followed up by a 12-15 week training phase with a Field Training Officer*

Lack of police equipment

- *Three (3) unreliable black & whites police vehicles w/ 90k plus miles*
- *The one (1) new Ford Explorer could not be deployed since the vehicle did not have any emergency equipment or radio and no funds in place to install these items*

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- *Expired safety equipment (i.e., ballistic vest, Remington 870 shotguns, etc.)*
- *Golf carts in disrepair with a non-responsive repair vendor*
- *Shortage of police rifles, less lethal shotguns, & Tasers for on-duty police officers*
- *Several CSO's deployed without the proper safety equipment (i.e., chemical agent, sam-browne duty belt, etc.)*
- *Seven (7) handheld police radios out for months at SB County Sheriff Department radio repair shop without any status update or being properly recorded in the PD's inventory*

Substandard working conditions at the SBVC Police Station

- *The existing Police Station at SBVC is extremely cramped and is not sufficient to accommodate the current or any additional Department employees (approx. 1460 sq. ft.)*
- *The existing evidence room at SBVC has no dedicated ventilation system and creates an extreme health hazard for on-duty personnel who are at times exposed to the strong odor of hazardous narcotics evidence (e.g., marijuana, PCP cigs, etc.)*
- *The male & female locker rooms at SBVC are very cramped, not well lit, and too small to accommodate the current number of employees*
- *The police parking lot at SBVC is too small to accommodate the existing and future fleet of police vehicles, golf carts, and on-duty private vehicles.*
- *No dedicated report writing or break room for on-duty personnel*
- *No dedicated space or room to conduct sensitive/confidential interviews with District employees, victims, or suspects*

Lack of systems and controls and limited professional development

- *Evidence room, including Found Property, in total disarray with no control system*
- *No inventory control system for police equipment (i.e., weapons, radios, badges, etc.)*
- *Administrative or project tracking system non-existent*
- *Lexipol subscription was active, but not being used even for online training*
- *No shift or watch commander log to capture on-duty field activities during the shift*
- *Limited backgrounds, if any, conducted on non-sworn personnel*
- *No uniform standard & no approval process to order equipment from the vendor*

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Effective Strategies and Best Practices

The following are a few of the proactive strategies or best practices being used to assist the PD in achieving the stated goals, as well as correct the identified areas of concern:

- *Established and continue to hold daily roll call briefings and monthly management staff meetings for all PD personnel where the leadership team continues to:*
 - *Discuss the mission, vision, and goals of the Department*
 - *Clearly outline the expectations for each employee as it relates to the treatment of co-workers and the campus community*
 - *Emphasized the key attributes required to move the Department from “Good” to “Great!” – Jim Collins*
 - *Commend Department personnel for their continuous great work*
- *Reissued the Department’s existing Policies & Procedures Manual*
- *Completed new job description for College Police Officers - approved by the SBCCD Board of Trustees*
- *Worked with District HR to revise the College Police Officer testing process for lateral applicants*
- *Met with the owner of RCS Investigations to develop effective strategies to reduce the standard 4-6 month time-line to complete every College Police Officer’s POST background*
- *Attended the Police Academy at SBVC to discuss job opportunities within SBCCD PD & met with several Police Academy Directors regarding the same topic*
- *Continue to meet with the Chancellor to provide updates on the progress of the PD receiving tremendous support from him*
- *Finalized Dispatch Services Contract with CSUSB & officially went live on July 1st*
- *Reestablished “Coffee with a Cop” at SBVC, CHC, and the District, as well as other Community Oriented Policing events (i.e., safety presentations, social media, safety walks, etc.)*
- *Outfitted and fully equipped a new Ford Explorer with an emergency equipment package and installed three (3) Mobile Digital Computers (MDC’s) in the existing fleet vehicles*
- *Worked with Scott Stark and Bob Jenkins to complete improvements to the Police Station at SBVC, including installing laminate floors, electronic locks, and extra lighting*
- *Successfully completed Record Information Management Systems (RIMS) Training now all calls for service can be dispatched by CSUSB via the MDCs and radio frequency reducing response times*
- *Successfully completed CLETS & DOJ Training now officers have immediate access to want/warrant, DMV, and Criminal History information while in the field on traffic and pedestrian stops increasing officer safety*
- *Completely revised/updated the PD’s existing webpage & established a social media account (Twitter)*

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- *Worked with DSPS Director at SBVC and Golf Carts of Riverside to successfully purchase an ADA golf cart for DSPS students. Also, established a second Omni Trans Bus Stop in Lot 5*
- *Established a new Records Information Management System to systematically track all Department criminal cases, evidence, found property, and police equipment*
- *All police officers attended quarterly Use of Force, EVOC, & perishable skills training with SB Co. Sheriff's Department thereby reducing predictable risk to the SBCCD*
- *Established a scheduling committee to analyze and make recommendations to the COP regarding best practices for shift rotation and work assignments*
- *Established a Supervisor's and Officer's Daily Log to recap significant shift activities*
- *Established monthly coffee meeting with CSEA presidents to open lines of communication*
- *Provided Armed Intruder/Active Shooter Training to District managers*
- *Revised and update Emergency Flip Charts for the entire SBCCD*
- *Installed and activated InformaCast live broadcast feature on telephones throughout the SBCCD*
- *Currently revising the existing FTO Manual and provided FTO's with 8 hours of POST Mental Health Training to fully comply with Assembly Bill 503*

Current and Future Challenges Facing SBCCD PD

The SBCCD PD is still facing a significant amount of challenges that clearly stemmed from the PD lacking proper leadership from the previous administration, being critically understaffed, and seriously underfunded over the years. Nevertheless, it is strongly felt that if the PD is provided with the appropriate operating budget and resources, the current leadership team at the PD in collaboration with the SBCCD, are well positioned to successfully meet these challenges and accomplishing the following:

- *Successfully hire & train four (4) College Police Officers & two (2) CSO's by June '2019*
- *Finalize the new Police Officer Trainee position to allow a career path for current CSO's and other classified District employees (submitted to District HR Feb. 2018)*
- *Establish a centralized District Emergency Operations Center (EOC) at or near the PD, with backup generators, for command and control of major disasters and/or unusual events*

***Note:** The EOC can also be used for roll call briefings and in-service training*

- *Purchase or leasing with the option to own five (5) additional black & white police vehicles*
- *Increase the number of police officers to a minimum of twelve (12) and the field supervisors to a minimum of three (3) within the SBCCD PD*
- *Finalize the reorganization for the Police Department (submitted to HR Feb. 2018)*
- *Continue to provide professional development for all personnel & purchase additional police safety equipment with the current Police Department's operating budget (Approx. \$190,000 without salaries & CSUSB dispatching contract)*

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- *Identify a centralized location for a District Police Station (e.g., District office, CHC, etc.) to address the following:*
 - *Dedicated Live-scan/fingerprinting space that meets CLETS and DOJ criteria/clearance*
 - *Dedicated evidence room with proper ventilation and space to process criminal and narcotics evidence*
 - *Dedicated female and male locker rooms to accommodate at least eighteen (18) existing sworn and non-sworn personnel, as well as twenty-six (26) future permanent personnel*
 - *Dedicated report writing and break/lunch room for employees*
 - *Dedicated offices for administrative staff, supervisors, emergency manager, and Chief of Police*
 - *Secured parking area for police vehicles, golf carts, and on-duty employees' private vehicles (at least 30 parking spaces)*
 - *Armory/equipment room to store duty weapons, shotguns, rifles, Tasers, radios, etc.*
- *Consider the feasibility of equipping field officers with body cameras, enhancing the security camera system throughout the SBCCD, and installing license plate readers at key locations within the District*

Recommendations

In order to enhance overall campus safety and put the SBCCD PD in the best position to be successful relative to providing the highest level of service to students, faculty, staff, and visitors, Chief Jackson respectfully recommends the SBCCD:

- *Increase the authorized/budgeted number of College Police Officers to a minimum of twelve (12) and increase the number of Police Sergeants to a minimum of three (3) during FY '19-'20.*
- *Increase the Police Department's overall operating budget which is currently approximately \$190,000 when factoring out salaries and the CSUSB dispatching contract.*
- *Revisit the Parking AP's & BP's to consider the feasibility of increasing parking fees for vehicles and motorcycles within the SBCCD which are currently:*

SBCCD
\$35 Fall & Winter semesters
\$20 Summer semester
\$3 Daily rate

Parking fees at other College Districts
\$50 for automobiles
\$25 for automobiles
\$4 for automobiles

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Note: The additional revenue could possibly assist the SBCCD with making much needed infrastructure improvements (extra security cameras, anti-theft signage, etc.) to these parking lots, as well as making additional funding available to the Police Department as outlined in the Education Code.

- *Consider the feasibility of establishing a dedicated Emergency Broadcasting System/Network for the IE at KVCR to generate an additional funding source for the SBCCD, KVCR, & the Police Department.*