



District Assembly Meeting

April 7, 2020

3:00 – 4:00 p.m.

Location: Zoom Conference <https://cccconfer.zoom.us/j/728764774>
(669) 900-6833 or (346) 248-7799 - Meeting ID: 728 764 774

AGENDA

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N-29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to "attend" a meeting via teleconference WITHOUT having to admit members of the public into the location from which they are participating (N-25-20) and orders that "such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment" (N-29-20).

Anyone wishing to participate may do so via the Zoom link which is listed above. The meetings are also recorded.

We kindly request public comments be submitted electronically by emailing snikac@sbccd.edu. Submissions must be received prior to the posted start time of the meeting.

- Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure.
- Submissions will be read aloud at the meeting and must comply with the five-minute time limit.
- Submissions must either address an item listed on the agenda, or be within the subject matter jurisdiction of the Board.
- Any comments submitted during the meeting must be requested via the chat function through Zoom.

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) 388-6902 as far in advance of the Board meeting as possible.

1. **CALL TO ORDER** Jeremiah Gilbert
2. **CHANCELLOR'S REPORT** Jose Torres
3. **APPROVAL OF MINUTES**
 - A. March 3, 2020 minutes (p3)
4. **OLD BUSINESS**
 - A. Approval of APs & BPs for 2nd Reading
 - a. AP/BP 3505 Emergency Response Plan (p10,35)
 - b. AP/BP 3715 Intellectual Property (not ready)
 - c. AP/BP 3725 Information & Communications Technology (not ready)
 - d. AP 3750 Use of Copyrighted Material (not ready)
 - e. AP/BP 4103 Work Experience (p36,38)
 - f. AP/BP 6320 Investments (p39,41)

5. **NEW BUSINESS**

- A. APs & BPs Presented for 1st Reading – no action
- a. BP 1100 San Bernardino Community College District (p44)
 - b. BP 3226 Awards (p45)
 - c. AP/BP 4105 Distance Education (p46,48)
 - d. AP/BP 5030 Fees (p49,56)
 - e. AP/BP 5040 Student Records, Directory Information, and Privacy (p58,62)
 - f. AP/BP 5150 Extended Opportunity Programs and Services (p63,64)
 - g. AP/BP 6700 Civic Center and Other Facilities Use (p66,73)
 - h. AP/BP 7150 Evaluation (p74,78)
 - i. AP/BP 7210 Academic Employees (p79,90)
 - j. AP/BP 7250 Educational Administrators (p91,97)
 - k. AP/BP 7260 Classified Supervisors and Managers (p99,111)
 - l. AP/BP 7400 Travel (p112,118)
- B. Chapter 2 APs & BPs Presented for Information
- a. BP 2210 Officers (p119)
 - b. AP/BP 2305 Annual Organizational Meeting (p121,122)
 - c. BP 2310 Regular Meetings of the Board (p123)
 - d. AP/BP 2320 Special & Emergency Meetings (p124,125)
 - e. BP 2725 Board Member Compensation (p126)
 - f. AP/BP 2730 Board Member Health Benefits (p127,128)
 - g. AP/BP 2735 Board Member Travel (p129,131)

6. **UPDATES & REPORTS**

- A. Accreditation Update (oral report)
- B. Bond Update (oral report)
- C. Committee Evaluation via Qualtrics (April 7-24, Exec receives report 4/27, DA receives report 5/5)
- D. District Assembly Membership Nomination Update (p132)

7. **PUBLIC COMMENTS**

Public comments may be submitted electronically by emailing snikac@sbccd.edu prior to the posted start time of the meeting.

- *Staff will read public comments received electronically. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure.*

Any comments submitted during the meeting must be requested via the chat function through Zoom.

8. **ADJOURN**

Next Meeting: May 5, 2020 at 3pm

Location: Zoom Conference <https://cccconfer.zoom.us/j/728764774>



District Assembly Meeting

March 3, 2020

3:00 – 4:00 p.m.

SBCCD Boardroom Extension

550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

MINUTES

-
1. **CALL TO ORDER** Mark McConnell
M. McConnell called the meeting to order at 3:03pm
 2. **CHANCELLOR'S REPORT** Jose Torres
J. Torres distributed handouts and reported on the success of the Promise Program and AB 705. He encouraged everyone to share the success of the programs.
 3. **APPROVAL OF MINUTES**
A. February 4, 2020 minutes (p2)
K. Wurtz moved to approve the minutes of February 4, 2020. TL Brink seconded the motion. Unanimous approval.
 4. **OLD BUSINESS**
A. Approval of APs & BPs for 2nd Reading & Approval
 - a. AP/BP 3710 Securing Copyright (p6,12)
 - b. AP/BP 3715 Intellectual Property (p13,19)
 - c. AP/BP 3725 Information & Communications Technology (p20,22)
 - d. AP 3750 Use of Copyrighted Material (p23)
 - e. AP/BP 5015 Residence Determination (p27,32)
 - f. AP 5017 Responding to Inquiries of Immigration Status (p33)*L. Green moved to approve 4Aa, 4Ae, and 4Af. G. Evans-Perry seconded the motion. Unanimous approval. Items 4Ab-d will have further review by the constituent groups and brought back in April for final approval.*
 - B. DA Constitution and Membership for 2nd Reading & Approval (p35)
K. Horan moved to approve the DA Constitution and Membership. K. Wurtz seconded the motion. Unanimous approval.
 5. **NEW BUSINESS**
A. APs & BPs for 1st Reading
 - a. AP/BP 3505 Emergency Response Plan (p48,73)
 - b. AP/BP 4103 Work Experience (p74,76)
 - c. AP/BP 6320 Investments (p77,79)*5Aa-c were presented for 1st reading*
 6. **UPDATES & REPORTS**
A. TESS Report – Bixler (p82)
B. Membership Nominations (p90)
C. District Committee Flowchart Update (p91)
Written updates were provided.
 7. **PUBLIC COMMENTS**
None.
 8. **ADJOURN**
M. McConnell adjourned the meeting at 3:45pm. Next Meeting: April 7, 2020.

2019-2020 DA Committee
Meeting Attendance Roster

First Name	Last Name	Member Type	Term Ends (May)	Sept	Oct	Nov	Dec	Feb	Mar	Apr	May
Jeremiah	Gilbert (President)	ex officio	2020	x	x		x	x			
Mark	McConnell (VP)	ex officio	2020	x	x	x	x	x	x		
Stacey	Nikac (Recorder)	ex officio	2020	x	x	x	x	x	x		
Jose	Torres	ex officio	2020	x	x		x	x	x		
Leen	Alkaddumi	Student - CHC	2020								
T.L.	Brink	Faculty - CHC	2020	x	x	x	x	x	x		
Sean	Brown	Student - CHC	2020								
Keynasia	Buffong	vested	2020				x	x	x		
Jeff	Cervantez	vested	2020	x		x		x			
Stacey	Esparza	Student - SBVC	2020								
Ginny	Evans-Perry	Faculty - SBVC	2020	x	x			x	x		
Colleen	Gamboa	vested	2020							x	
Ed	Gomez	vested	2020					x	x		
Laurie	Green	Faculty - CHC	2022	x		x		x	x		
Kristina	Hannon	Mgmt - District	2020	x	x	x	x	x	x		
Kevin	Horan	ex officio	2020	x	x	x	x		x		
Celia	Huston	ex officio	2020		x	x	x		x		
Rhiannon	Lares	Class - District	2020	x	x	x		x	x		
Stephanie	Lewis	Mgmt - SBVC	2020	x		x		x	x		
Craig	Luke	Faculty - SBVC	2022	x			x	x	x		
Brandi	Mello	ex officio	2020								
Kevin	Palkki	vested	2020	x		x	x	x	x		
Adrian	Rios	Student - SBVC	2020								
Diana	Rodriguez	ex officio	2020						x		
Judy	Rodriguez	ex officio	2020	x		x			x		
Cyndie	St. Jean	vested	2020	x	x	x	x	x	x		
Bethany	Tasaka	Faculty - SBVC	2020	x	x	x		x	x		
Cassandra	Thomas	Class - SBVC	2022		x	x	x	x	x		
Keith	Wurtz	Mgmt - CHC	2022	x	x	x	x		x		
Ruby	Zuniga	Class - CHC	2020	x							



Office of Research, Planning and Institutional Effectiveness

SBCCD's Promise Program – Fall 2019 Summary

Prepared by Jeremiah A. Gilbert, Ph.D., Executive Director (jjgilbert@sbccd.edu)

In Fall 2019, SBCCD launched a College Promise Program. The program enrolled 1739 students from 7 counties and 95 high schools. The high schools attracting the largest number of College Promise students included Rialto (127), Pacific (107), Cajon (105), San Geronio (96), and Arroyo Valley (94).

Who Are They?

Of the 1739 students enrolled in the College Promise Program:

- 54% are female and 46% are male
- 77% are Hispanic, 8% Caucasian, and 6% African American
- 77% are Low Income
- 44% are First Generation
- 91% are aged 18 or less
- 89% come from the district's Service Area

What Are They Taking?

1166 (67%) of the students enrolled in the College Promise Program have an Educational Goal of transferring after receiving an Associate's degree, while 188 (11%) have an Education Goal of receiving an Associate's degree without transferring.

- 961 (55%) enrolled in transfer-level math
- 1096 (63%) enrolled in transfer-level English
- Top five courses taken were Pathway College & Life Success, Freshman Composition, Probability and Stats, College Algebra, and General Psychology

How Are They Doing?

As students enrolled in the College Promise Program are first time students, they were compared with other first time students enrolled in the district in Fall 2019.

- College Promise students had an overall course success rate of 63% compared to 46% among other first time students, a 17% increase.
- College Promise students enrolled in transfer-level English had a success rate of 62% compared to 34% for other first time students, a 28% increase.
- College Promise students enrolled in transfer-level math had a success rate of 41% compared to 25% for other first time students, a 17% increase.
- Of the 1739 student who enrolled in Fall 2019, 1699 (97.5%) remained enrolled by the end of the term. Of those 1699 students, 1536 (90.5%) have enrolled in courses for the Spring.

ANALYSIS OF AB 705 COMPLIANCE, IMPLEMENTATION, STUDENT SUCCESS, AND STUDENT RETENTION

SBCCD Office of Research, Planning, and Institutional Effectiveness:

Jeremiah A. Gilbert, Ph.D. – Executive Director

Christopher M. Crew, Ph.D. – Senior Research and Planning Analyst

Myung H. Koh, Ph.D. – Research and Planning Analyst

OVERVIEW: AB 705 was designed to maximize the probability that a student will enter and complete transfer-level coursework in English and Math within a one-year timeframe. One key component of the legislation is that the placement of students into English and Math courses must use a combination of high school coursework, high school grades, and high school grade point average in lieu of traditional placement exams.

The bill also authorizes the Board of Governors to establish regulations governing the use of measures, instruments, and placement models. A few regulations and compliance metrics are provided in the tables below. Table 1 provides information on SBCCD’s compliance with the measures, instruments, and placement model components of the AB 705 legislation and Table 2 briefly describes our implementation approach.

ISSUES TO CONSIDER: There remains some confusion around compliance with the legislation (the confusion is state-wide) but both campuses are corresponding with the State Chancellors Office and making use of the professional development opportunities to ensure adherence to the regulations.

TABLE 1: COMPLIANCE WITH MEASURES, INSTRUMENTS, AND PLACEMENT MODELS

	CRAFTON HILLS COLLEGE		VALLEY COLLEGE	
	English	Math	English	Math
No remedial courses greater than 1 level below transfer.	✓	✓	✓	✓ *
Guided Self-placement using multiple measures.	✓	✓	✓	✓
Transfer-level placement percentages publicly available. **	In progress	In progress	In progress	In progress

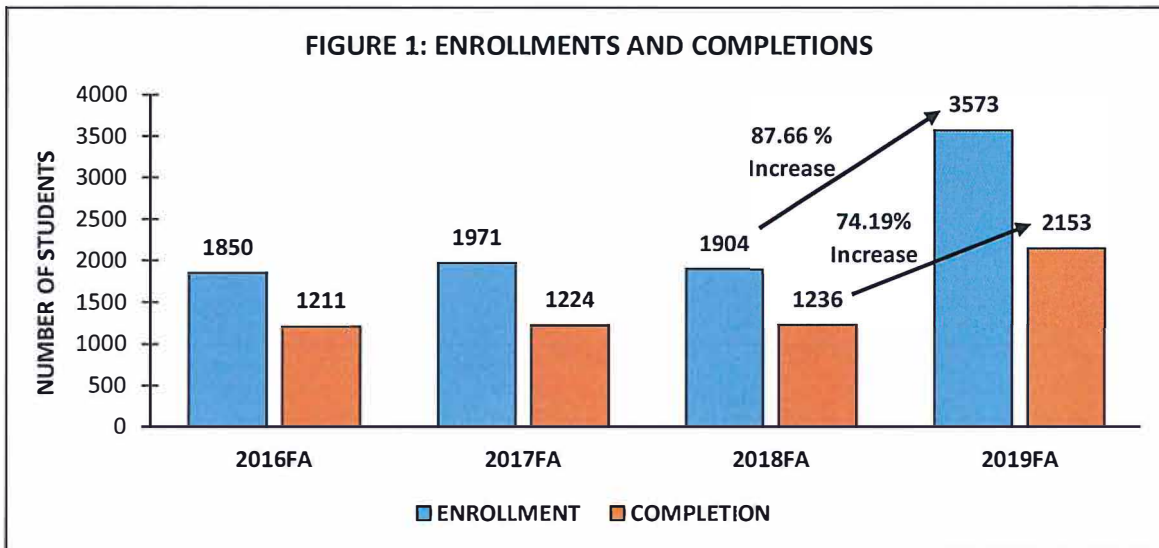
* SBVC’s Mathematics department still offers courses greater than 1-level below transfer-level Math but placement is based on the students’ self-assessment and the decision on where to be placed is up to the student. This approach is still in compliance with AB 705 legislation.

** AB-1805 – Is a requirement to provide students with easily understandable community college placement policies and requires colleges to report the percentage of students placed into college-level courses.

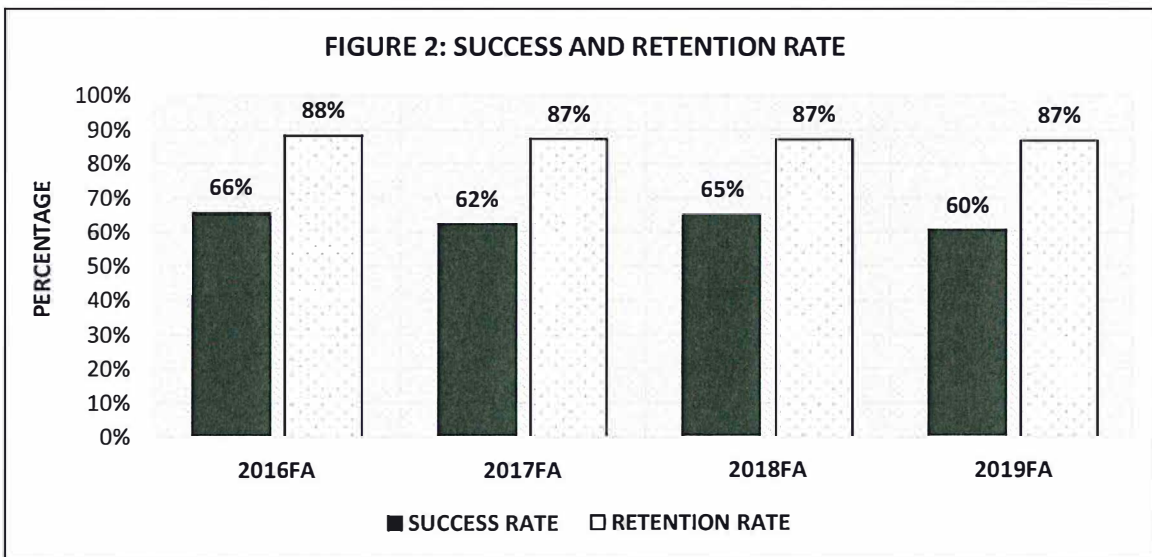
TABLE 2: IMPLEMENTATION

	CRAFTON HILLS COLLEGE		VALLEY COLLEGE	
	English	Math	English	Math
Increased the number of sections for transfer-level Math and English.	✓	✓	✓	✓
Faculty are attending community of practice workshops to support integration.	✓	✓	✓	✓
Developed linked support courses with embedded tutors. Used corequisite model.	✓	✓	✓	✓
The same faculty teaches the transfer course and the support course.	✓	✓	✓	✓

TRANSFER-LEVEL ENGLISH



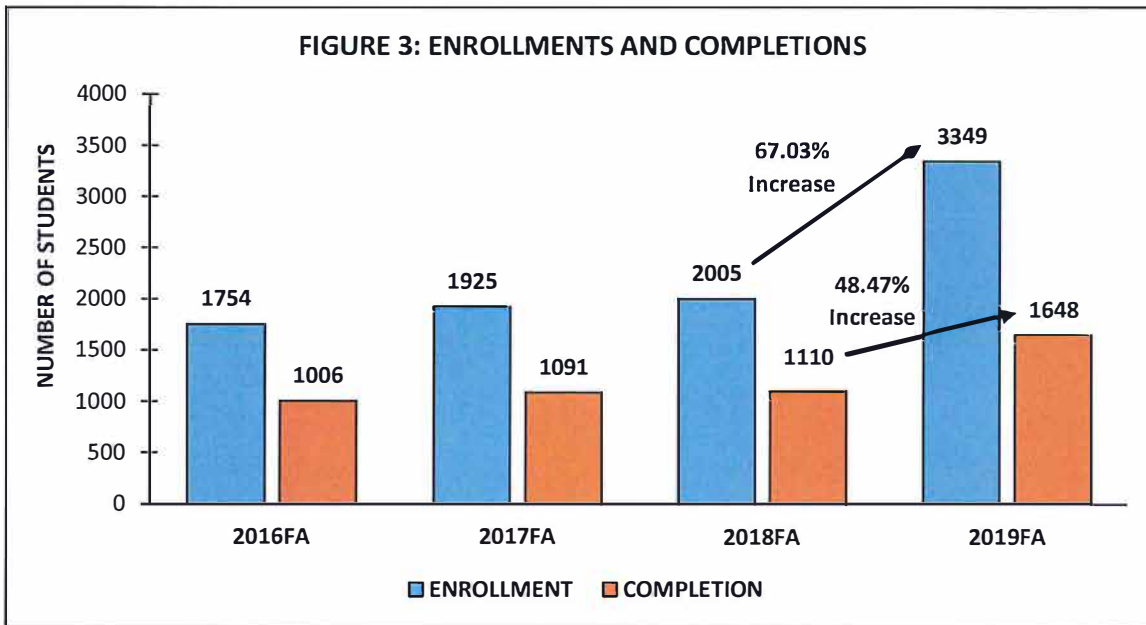
SUMMARY FIGURE 1: Prior to AB 705 legislation, SBCCD enrollments and completions of transfer-level English were on an upward trend. However, when comparing enrollments and completions in Fall 2018 to Fall 2019 (post AB 705) you see that enrollments increased by 1669 students (87.66%) and completions increased by 917 students (74.19%).



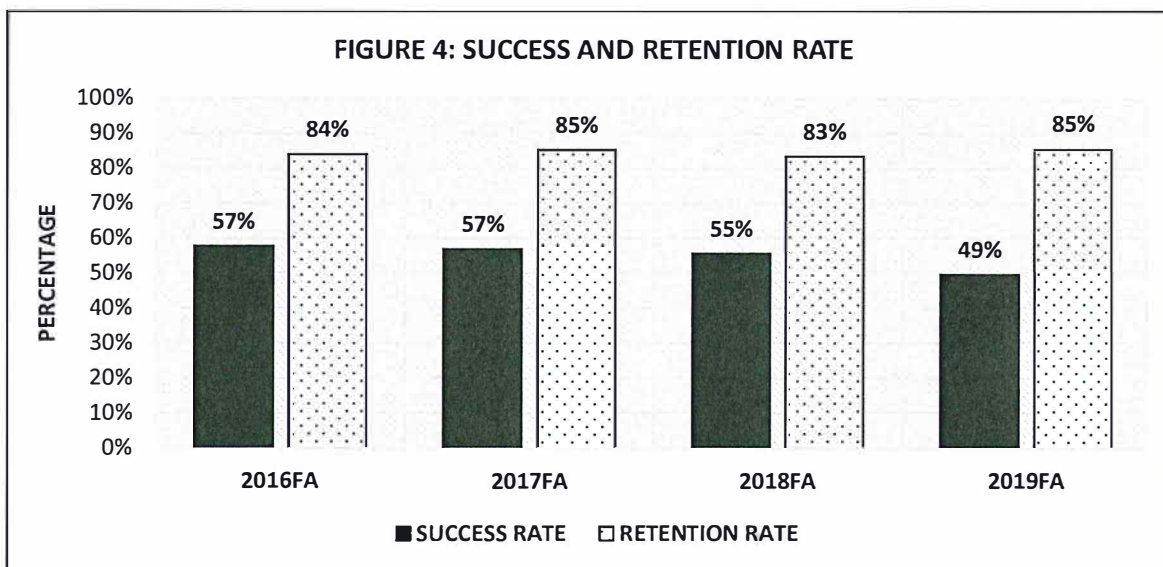
SUMMARY FIGURE 2 (SUCCESS RATE): Comparing Fall 2018 to Fall 2019 (post AB 705), SBCCD success rates in transfer-level English have decreased by 5%. However, 917 more students completed transfer-level English, an increase of 74% (see Figure 1 above).

SUMMARY FIGURE 2 (RENTION RATE): Retention rates for transfer-level English are stable pre and post AB 705 implementation.

TRANSFER-LEVEL MATH



SUMMARY FIGURE 3: Prior to AB 705 legislation, SBCCD enrollments and completions of transfer-level Math were on an upward trend. However, when comparing enrollments and completions in Fall 2018 to Fall 2019 (post AB 705) you see that enrollments increased by 1344 students (67.03%) and completions increased by 538 students (48.47%).



SUMMARY FIGURE 4 (SUCCESS RATE): Comparing Fall 2018 to Fall 2019 (Post AB 705), SBCCD success rates in transfer-level Math have decreased by 6%. However, 538 more students completed transfer-level Math, an increase of 48% (see Figure 3 above).

SUMMARY FIGURE 4 (RETENTION RATE): Retention rates for transfer-level Math are stable pre and post AB 705 implementation.



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:	Legally Required

AP 3505 Emergency Response Procedures

(Replaces current SBCCD AP 3740)

EMERGENCY ~~RESPONSE AND EVACUATION~~ COMMUNICATION 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 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 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~~ in the District. 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, SBCCD PD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the campus. ~~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 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 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 is occurring in the District or on campus, the SBCCD PD will, without delay, take into account the safety of the community, initiate emergency procedures, determine the content of any notifications, and deploy the ~~District will, without delay, take into account the safety of the community and determine the content of notifications and initiate the District's~~ Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD PD ~~personnel~~), compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. ~~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 campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.~~

~~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 e-mails, emergency text messages that can be sent to a~~

~~mobile phone or other digital device (individuals can sign up for this service on the District website), the public address system, phone calling trees, the district website and scrolling emergency messages 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 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.~~

When reasonable, a consultation group will be responsible for initiating emergency procedures and/or issuing an ENS message. The consultation group consists of some or all of the following: the Chief of Police or designee, the Chancellor or designee, the involved Campus President or designee, the involved campus and/or District Public Information Officer, and other stakeholders when needed. They shall work in consultation to initiate emergency procedures and/or issue an ENS message if reasonable and possible. While efforts are made to confer with the consultation group prior to initiating emergency procedures and/or issuing an ENS message, the Chief of Police or designee or the involved Campus President or designee has authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community.

The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community.

In the event a serious incident poses an immediate threat to members of the campus community or segment of the campus community, the SBCCD PD will use some or all of the ENS components described below to communicate that threat to the campus community or to the appropriate segment of the community. These ENS communication components include:

- : Network e-mail
- : SMS text messages sent to mobile phones or other digital devices (requires individuals to "opt in" to receiving SMS messaging via WebAdvisor)
- : Live voice broadcasts through on-campus speakerphones
- : Public address systems
- : Posted information on District and/or College websites
- : Social media sites and applications
- : Scrolling emergency messages on District connected computers
- : Hand-held radios
- : Recorded voice messages: (909) 382-4002
- : Phone calling trees

During a critical incident, the SBCCD PD will ensure updated information is provided at established regular intervals using any or all of the ENS components.

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 at www.sbccd.org/District_Police/Clery_Act.

The involved campus and/or District's ~~Director of Marketing~~ Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, ~~Public Affairs & Governmental Relations will be responsible for the dissemination of emergency information to the larger community through~~ news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.

The following is a list of situations where one might expect an ENS message:

- : Active Shooter/Armed Intruder
- : Earthquake
- : Wildfire
- : Utility interruption
- : Terrorist incident
- : Bomb threat
- : Civil unrest or rioting
- : Explosion
- : Approaching extreme weather
- : Campus closure
- : Emergency preparedness drills
- : Other incident or situation requiring rapid communication of life safety information

The recipients of ENS messages are responsible for providing and updating their personal emergency contact information with the District. All members of the District community are encouraged to include their cellular phone number and "opt in" to receive ENS messages via text, which is the quickest form of communication.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

~~An evacuation drill is coordinated by the College Lead Safety Officers and the SBCCD PD two (2) times per year for all facilities on campus. During exercises, students, faculty and staff learn the locations of the emergency exits in campus building and are provided guidance about the direction they should travel when exiting each facility for a short term building evacuation.~~

A minimum of two (2) evacuation drills for all facilities at each District site are scheduled annually and coordinated by the Site Safety Officers and the SBCCD PD to test emergency response and evacuation procedures, as well as to assess and evaluate emergency evacuation plans and capabilities. During these exercises, students, faculty, and staff are provided guidance by trained staff members and learn the location of building emergency exits, building exit pathways, and exterior building evacuation locations.

Evacuation drills are monitored by the ~~College Lead~~Site Safety Officers and ~~the~~ SBCCD PD to evaluate egress and behavioral patterns. Exercise performance information is collected and After Action Reports (AAR) are prepared by participating departments which in order to assess and evaluate emergency plans and capabilities, provide recommendations for improvement as well as, and to identify deficient equipment so that repairs can be made immediately.

~~The District conducts announced and unannounced drills and exercises For 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, the Site Safety Officer and/or the SBCCD PD 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.~~

PURPOSE

The ~~Emergency Procedures~~emergency procedures are the District's planned responses to all hazards on or ~~affecting the~~effecting each campus ~~or, District facilities, or the~~ surrounding community. The ~~Emergency~~

~~Procedures~~emergency procedures will be activated by the ~~Chancellor (or their designated representative) or the SBCCD PD~~Chief of Police or designee, or Campus President or designee after consultation with the members of the consultation group as appropriate. The ~~Emergency Procedures~~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~~require 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~~After consultation with the members of the consultation group, the Chief of Police, Campus President, and/or the Chancellor, or their respective designee(ors), will activate their ~~designated representative) and the SBCCD PD Chief of Police (or their designated representative) will activate their respective~~local 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.

The Command Posts shall jointly:

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

All press releases will be prepared by the ~~Director of~~involved campus and/or District Public ~~and Governmental Relations~~Information Officer. In the absence of this person, the ~~key~~lead 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 LIST

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~~administrative personnel and is not published in a public document.

~~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) 888-1484~~
- ~~• THE GAS COMPANY:----- (800) 427-2200~~
- ~~• POISON CONTROL CENTER:----- (800) 222-1222~~
- ~~• THE ELECTRIC COMPANY:----- (800) 611-1914~~

EMERGENCY ASSEMBLY AREAS

Emergency ~~Designated~~-Assembly areas have been determined and designated on each campus and at each District facility location, and are shown indicated on the Area location specific Evacuation MapMaps. Assembly areas will be subject to change during ~~the~~-construction periodperiods.

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 DEPARTMENT:----- (909) 384-4491
- SBCCD OFFICE OF EMERGENCY SERVICES:----- (909) 382-4005
- FACILITIES/MAINTENANCE - SBVC:----- (909) 384-8965/8958
- FACILITIES/MAINTENANCE - CHC:----- (909) 389-3384/3217/3211
- SAN BERNARDINO POLICE DEPARTMENT (24/7 Non-Emergency Dispatch):----- (909) 383-5311
- YUCAIPA POLICE DEPARTMENT:----- (909) 918-2305
- SAN BERNARDINO CO. SHERIFF'S DEPT.(24/7 Non-Emergency Dispatch):----- (909) 790-3100
- AMERICAN RED CROSS - SAN BERNARDINO:

----- (909) 888-1481

- SOUTHERN CALIFORNIA EDISON:

----- (800) 611-1911

- SOUTHERN CALIFORNIA GAS COMPANY:

----- (800) 427-2200

- CALIFORNIA POISON CONTROL CENTER:

----- (800) 222-1222

ADDITIONAL RESOURCES

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

www.dhs.gov Department of Homeland Security

www.fema.gov Federal Emergency Management Agency

www.redcross.org American Red Cross

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~~ **EMERGENCY PROCEDURES**

AIRPLANE or VEHICLE CRASH

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~Move staff, faculty, students and visitors away from immediate vicinity of the crash.~~

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.~~

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.~~

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.~~

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.~~

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 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.~~

Remain in the evacuation area and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ASSAULT/FIGHTING

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~Approach in a calm manner and direct combatants to stop fighting.~~

If safe to do so, verbally direct combatants to stop fighting.

- ~~DO NOT attempt to separate combatants during a physical altercation.~~

DO NOT attempt to separate combatants during a physical altercation.

- ~~Try to keep combatants isolated from others, if possible, until Police arrive.~~

Try to keep combatants isolated from others, if possible, until SBCCD PD arrive.

- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

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.~~

- Evacuate the area as necessary for safety:

- Notify attending laboratory technician, faculty, staff, and/or supervisor of the spill

- If it is safe to do so, seal off the spill area to prevent further contamination of other areas; stay upwind of any contamination.

- ~~Attending laboratory technician, faculty, staff, and/or supervisor consult to determine proper cleanup is not safe, then call 911 for emergency response.~~
Attending laboratory technician, faculty, staff, and/or supervisor consult to determine proper cleanup is not safe, then call 911 for emergency response.
- ~~Follow Chemical Hygiene Plan Protocols for notifications, containment, and cleanup/disposal.~~
Follow Chemical Hygiene Plan Protocols for notifications, containment, and cleanup/disposal.

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.~~
Avoid physical contact with others as much as possible.
- ~~Remain in the vicinity, and provide their names to first responders.~~
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.~~
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.~~
DO NOT return to any affected area unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.
- ~~Required first aid and clean-up by specialized authorities should begin as soon as possible.~~
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.~~

- 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.~~
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.~~
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 attempt to save possessions or collections at the risk of personal injury.
- ~~DO NOT USE ELEVATORS to evacuate a building.~~
DO NOT USE ELEVATORS to evacuate a building.

- ~~Never allow the fire to come between you and the exit.~~
Never allow the fire to come between you and the exit.
- ~~Report to an evacuation site away from the fire.~~
Report to an evacuation site away from the fire.
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
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 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 return to any affected area, building or facility and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

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.~~
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:~~
Keep the caller on the phone as long as possible and ask the following questions:
 - ~~When and where is the bomb right now?~~
When and where is the bomb right now?
 - ~~When is the bomb going to explode?~~
When is the bomb going to explode?
 - ~~What kind of bomb is it?~~
What kind of bomb is it?
 - ~~What does it look like?~~
What does it look like?
 - ~~Why did you place the bomb?~~
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.~~

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.~~

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.~~

If a suspicious device or package is found ... DO NOT TOUCH.

- ~~Clear the immediate area and call 911 immediately from a safe distance.~~

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.~~

If directed by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, evacuate a safe distance away from buildings.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

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 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.~~

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.~~

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.~~

If directed to do so by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, 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.~~

Beware of falling debris and electrical wires as you evacuate.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

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 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 return to any affected area, building or facility unless it declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ACTIVE SHOOTER / ARMED INTRUDER

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

- ~~• Immediately call or direct someone to call 911~~

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~~

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.)~~

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.

~~A. **Run**— Escape the area whenever possible and then notify authorities *only when it's safe to do so.*~~

~~B. **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.*~~

~~A. **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.~~

1. **Run** – Escape the area whenever possible and then notify authorities *only when it's safe to do so.*

2. **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 classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.*

3. **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~~PD at (909) ~~382-4491~~384-4491.

LOCKDOWN

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

The order to LOCKDOWN shall be communicated via the SBCCD Emergency Notification System (ENS) to ensure wide and rapid distribution of the order. The LOCKDOWN order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

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

~~If~~ When a LOCKDOWN order is given, you should:

- ~~Immediately close and lock doors (if possible).~~
Immediately close and lock all doors (if possible and safe to do so).
- ~~Close window shades or blinds if it appears safe to do so.~~
Close all windows and lower/close all window shades or blinds (if possible and safe to do so).
- ~~Turn off the lights.~~
Turn off the lights.
- ~~Block any hallway windows (in doors) if it appears safe to do so.~~
Block any hallway in-door windows (if possible and safe to do so).
- ~~Move away from doors and windows, and get down on the floor to avoid discovery.~~
Move away from doors and windows, and get down on the floor to avoid discovery.
- ~~Silence all mobile devices (phones, tablets, laptops, etc.).~~
- ~~Assist those needing any special assistance.~~
Assist those needing any special assistance.
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
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 the scene is safe, and you are trained to do so, 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.~~

Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

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 any~~ outdoor ~~environment to prevent exposure to~~ hazard (extreme weather, airborne contaminants ~~or, chemical release, and~~ temporary hazards incident). This procedure includes closing all doors, windows, and vents to outside air.

~~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.~~

The order to SHELTER-IN-PLACE shall be communicated via the District's ENS to ensure wide and rapid distribution of the order. In addition, the SHELTER-IN-PLACE order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

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

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

- ~~Help to clear everyone from hallways.~~

Help to clear everyone from hallways.

~~Keep everyone in classrooms or offices until further instructions are received.~~

- Immediately close and lock all doors.
- Close and secure all windows.
- Move away from doors and windows.
- ~~Assist those needing any special assistance.~~

Assist those needing any special assistance.

~~Secure classrooms and offices by closing and locking doors and windows.~~

- Document and report the names of individuals who are unaccounted for or absent.
- If the scene is safe, and you are trained to do so, 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.~~

Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

POWER OUTAGE

Although our electrical power delivery system is considered reliable, occasionally system failures that impact

our campus community do occur. These impacts come with unpredictable variables: when and why they happen, what they impact, the duration of the impact, and more. The campus community must be aware of this possibility and know what to do should a power outage occurs. When a power outage occurs, information regarding the power outage (up to and including the possibility of campus closure) will be communicated via the Emergency Notification System (ENS).

The objective of this procedure is to plan for potential power interruptions and to mitigate loss of class time, college and/or District services. Faculty members and supervisors shall establish and announce a plan as to where to go (i.e., evacuation sites, parking lots, etc.) should a power outage occur. In the event of a power outage, please follow the guidelines listed below:

Daylight Power Outage

Faculty:

- If safe to do so, wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below).
- If power is not restored in 15 minutes, exit the building (if not already done so) to a safe location and await further instructions.
- Follow the instructions of administration throughout the outage.
- If there is no natural lighting in the classroom, proceed to a naturally lit area. If sufficient class time remains when the power is restored, return to the classroom when the event has ended and resume class.
- If less than 60 minutes of class time remains when the power is restored, the instructor has the option to continue or suspend the remainder of the class time.
- Should a power outage occur before a class session begins, students should wait outside the building until power is restored.
- Once the power outage has ended, faculty and students can enter the building and the class session can begin (for laboratories, refer to Laboratory section below).

Staff:

- If there is insufficient light in the work area, proceed to a naturally lit area.
- Staff should follow the instructions of their supervisor throughout the outage.
- If less than 60 minutes remain in the workday, supervisors have the option to release staff for the remainder of the workday at the direction of the President or designee.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.
- Multi-day power outage: Staff are required to follow directions received through emergency notifications.

After Dark Power Outage

Faculty/Staff:

- If safe to do so, please wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory

section below). If power is not restored, follow the evacuation procedures as described below.

In Laboratory Settings (Daylight or After Dark):

- Stop or stabilize all experiments immediately.
- Secure all chemicals that are being used.
- Turn off all heat sources (gas or electric burners) to prevent fires.
- If you are using a fume hood, and fumes are present, shut the fume hood sashes to prevent fumes from escaping.
- If an evacuation notice has been given, if power is out, or if ventilation is down, calmly leave the building.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.

When power is restored:

- Follow contingency plans regarding restarting the laboratory.
- Check for unusual odors. Could be the sign of a leak or spill.
- Check the temperatures in cold storage units. Reset alarms if needed.
- Reset or plug in all the equipment as needed and check to make sure they are functioning properly.
- Check fume hoods for proper flow before using.

Faculty/Staff Evacuation Guidelines

- REMAIN CALM
- Gather your personal belongings.
- Prior to leaving, turn off all light switches, computers, and electrical devices if safe to do so.
- Proceed to the nearest exit.
- Faculty and staff should assist with building evacuation and assist individuals with disabilities.
- DO NOT USE ELEVATORS to exit if they appear to be functioning.
- If on the 2nd floor or above, proceed to the nearest stairwell and exit to the ground level then proceed to the designated evacuation site for your building.
- If on the 2nd floor or above, individuals in wheelchairs should proceed to the nearest stairwell and wait for assistance to be evacuated.
- If directed to leave campus, drive in an orderly and safe manner and follow the directions of public and/or campus safety personnel.

MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?

- ~~Respirations—difficulty or no breathing?~~

Respirations – difficulty or no breathing?

- ~~Pulse—weak or no heart rate?~~

Pulse – weak or no heart rate?

- ~~Responsive— not awake /not alert?~~

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 emergency situation?

- ~~What is the background of the emergency?~~

What is the background of the emergency?

- ~~What's your assessment?~~

What's your assessment?

- ~~What response do you expect?~~

What response do you expect?

- ~~Where is the location of the emergency?—SBVC or CHC, Building Name, Room Number, Phone Number~~

Where is the location of the emergency? – SBVC or CHC, building name, room number, phone number, etc.

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

- ~~Bleeding—apply pressure.~~

Bleeding – apply pressure.

- ~~Fracture— don't move the person unless they must be moved to avoid further injury.~~

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.~~

No Breathing or Pulse – begin CPR and send someone for AED.

- ~~Seizure— help to the floor, protect head; do not try to restrain.~~

Seizure – help to the floor, protect head; do not try to restrain.

- ~~Choking— Back blows and abdominal thrusts.~~

Choking – Back blows and abdominal thrusts.

- ~~Emotional Upsets/Suicidal— stay with person until help arrives.~~

Emotional Upsets/Suicidal – stay with person until help arrives.

- ~~Impaled Object — don't remove the object, just support the object with bandages.~~
Impaled Object – don't remove the object, just support the object with bandages.
- ~~Vomiting — move person onto their side.~~
Vomiting – move person onto their side.
- ~~Stay with the victim providing reassurance that help is on the way and keep them comfortable.~~
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~~
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.~~
Provide first aid using available campus medical supplies.
- ~~After initial treatment, students should be referred to the Student Health Center.~~
After initial treatment, students should be referred to the Student Health Center.
- ~~Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).~~
Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).

EMERGENCY EVACUATION PROCEDURES

Those assigned as Building Captains and Emergency Site Coordinators will be called upon to be leaders in any evacuation scenario. Building ~~Captain's~~Captains and Emergency Site Coordinators 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:~~

Each Building Captain and Emergency Site Coordinator is responsible for the direct evacuation in their assigned area and will do the following:

- ~~Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site Map).~~

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.).~~

If safe to do so, immediately shut down all potentially hazardous operations (equipment in use, etc.).

- ~~Take personal items you can safely carry with you (Building Captain Response Kit, phone, purse, briefcase).~~

If safe to do so, take personal items you can safely carry with you. If the emergency is potentially life-threatening, access emergency supplies (i.e. Building Captain response bags (CHC, Emergency Site Coordinator emergency supply boxes (SBVC)).

- ~~Shut all doors behind you as you go to slow the spread of fire, smoke, and water.~~
Shut all doors behind you to slow the spread of fire, smoke, and water.
- ~~Proceed as quickly as possible, but in an orderly manner.~~
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.~~
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.~~
Once outside, move everyone 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.~~
Document and report the names of any known 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 trained, and the scene is safe, be prepared to initiate first aid.

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 and Emergency Site Coordinators help individuals with disabilities evacuate by quickly assigning a “buddy” to lead them to the closest evacuation site or area of safe refuge.
- ~~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.~~
Building Captains and Emergency Site Coordinators should be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available or is unsafe to use, direct wheelchair users to the top of the nearest staircase where an Evac+Chair is located or the nearest area of safe refuge.
- ~~Only individuals trained in the use of an Evac Chair should attempt to transport someone using the chair.~~
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.~~
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.~~

When the earth begins shaking DROP, COVER and HOLD ON. If in a Lab, move away from the lab bench, unsecured equipment, or exposed chemicals and DROP, COVER and HOLD ON.

- ~~If in a lab, when shaking stops and when safe to do so, turn off all heat sources (gas or electric burners) to prevent fires.~~

DO NOT evacuate immediately during the earthquake.

- ~~Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.~~

Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.

- ~~Protect yourself at all times and be prepared for aftershocks.~~

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.~~

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.~~

Assist any individuals with physical disabilities and find a safe place for them.

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~If the classroom, building or facility is heavily damaged, initiate immediate evacuation.~~

If the classroom, building or facility is heavily damaged, initiate immediate evacuation.

- ~~Proceed to the designated evacuation site.~~

Proceed to the designated evacuation site.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

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 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.~~

When the earth begins shaking DROP, COVER and HOLD.

- ~~Move quickly away from buildings, utility poles, and other structures.~~

Move quickly away from buildings, utility poles, and other structures.

- ~~Be alert for gas leaks, live wires, flooding, etc.~~

Be alert for gas leaks, live wires, flooding, etc.

- ~~Protect yourself at all times and be prepared for aftershocks.~~

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.~~

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.~~

Assist any individuals with physical disabilities and find a safe place for them.

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~Proceed to the designated evacuation site.~~

Proceed to the designated evacuation site.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

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 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 return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

DISASTER MANAGEMENT

Should an emergency or other major disaster strike a SBCCD particular campus or the entire District, the need for a coordinated response will be necessary. The SBCCD plan for a major disaster is contained in the District's emergency response Emergency Operations Plan. The 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.~~

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 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.~~

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.~~

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.~~

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.~~

DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

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.~~

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 flooded areas unless authorities ask for volunteers.

- ~~Stay away from downed power lines.~~

Stay away from downed power lines.

- ~~Be aware of areas where flood waters may have receded and may have weakened road surfaces.~~

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.~~

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.~~

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.~~

Report broken utility lines to the appropriate authorities.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

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 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 return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

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

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~~) or designee will direct operations, will be ~~dictated~~ activated by the Chancellor or designee, taking into account the safety considerations of the District, and necessitated by campus community, and the emergency situation.

LAW ENFORCEMENT COMMAND POST

The Law Enforcement Command Post, from which the Chief of Police or designee, SBCCD PD ~~Chief of Police (or their designated representative)~~, will direct public safety operations, will be ~~dictated by SBCCD PD~~ activated by the Chief of Police or designee, taking into account the safety considerations of the District, and necessitated by campus community, and 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 or designee is responsible for the control and welfare of ~~its~~ all students. The Chancellor (~~or designee directs the college staff in the implementation of emergency procedures and the assignment of duties as outlined. The Chancellor, Campus President, or their designated representative) directs the college staff in the implementation of EMERGENCY PROCEDURES and the assignment of duties as outlined. The Chancellor (or~~ respective designee 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 designated representative) safety is the overall commander of any and all operations secured, the Chancellor or designee may instruct Campus Presidents or designee, Chief of Police or designee, and the involved campus and/or District Public Information Officer to meet at the Civilian Command Post where they will be briefed on ~~the campus during normal and emergency operations. After the people present~~ findings from personnel after which they will give direction for further activities. The Chancellor or designee will brief the Board of Trustees as necessary and to the extent possible 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~~emergency procedures and the assignment of duties as outlined until their respective ~~president (or their designated representative)~~Campus President or designee 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 respective Campus President (or their designated representative) and to the Director of Marketing, or designee and the involved campus and/or District Public Affairs & Governmental Relations (Public Information Officer).

~~Presidents and~~The respective Campus ~~Lead~~President or designee and Site Safety ~~Officers~~Officer 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~~respective Campus ~~Lead~~President or designee and Site Safety ~~Officers~~Officer 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~~guide students, personnel, and visitors to designated evacuation assembly areas and attempt to determine who did not arrive as well as seek medical attention for the injured and note any conditions/hazards in their ~~designated evacuation assembly areas and determine who did not arrive as well as seek~~area that would require facilities ~~medical attention for the injured and note,~~ or other response. They will report this information and the last known location of any ~~additional~~ people ~~who may be present in~~missing to their ~~evacuation assembly area~~respective Campus President or designee and Site Safety Officer. ~~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~~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.~~
1. Survey the campus and report damage through their chain of command.
 2. Assist in rescue operations as directed.
 3. Assist in disaster fire suppression activities if trained and directed to do so.
 4. Assist in controlling main shut-off valves for gas, water, and electricity.
 5. 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.~~

The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone 911 or the 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.~~

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.~~

Quickly notify your instructor or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.

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; California Code of Regulations Title 19, Sections 2400-2450; 34 Code of Federal Regulations, Section 668.46(b)(13) and (g)

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:	<i>Chancellor's Cabinet</i> <i>Chancellor's Cabinet:</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Legally Required</i>

BP 3505 Emergency Response Procedures

(Replaces current SBCCD BP 3740)

The District shall have emergency response and evacuation and notifications procedures for 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), 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 to facilitate the coordination between and among various responding and assisting agencies in the event of an emergency or natural disaster. Additionally, the District must be compliant with NIMS and SEMS 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 and an Emergency Operations Plan (EOP); And
- The completion of training 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 EOP shall contain information regarding response protocols, emergency operations activation procedures and chain of command responsibilities. Compliance with NIMS mandates requires addressing all phases of emergency management; Mitigation, Planning, Preparedness, Response, and Recovery. The District must ensure that its plan is updated regularly.



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 References:

AP 4103 Work Experience

(Replaces current SBCCD AP 4106)

~~**NOTE:** This procedure is legally required if the District permits work experience. Local practice may be inserted, but must involve:~~

The SBCCD has developed a Cooperative Work Experience plan which has been submitted to the State Chancellor's Office. The plan delineates::

~~A plan is developed and submitted to the State Chancellor's Office, which includes:~~

- ~~The systematic design of a program whereby students gain realistic learning experiences through work;~~ The systematic design of the program so that students gain realistic learning experiences through work;
- ~~A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;~~ The respective responsibilities of the college, the student, the employer and other cooperating agencies;
- ~~Guidance services;~~ The guidance services offered to prospective and accepted students;
- ~~A sufficient number of qualified academic personnel to direct the program;~~ The academic personnel who have been hired to manage and direct the program;
- ~~Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;~~ The process for documenting the students' on-the-job learning experiences is documented with written measurable learning objectives;
- The learning objective students are required to meet certain criteria and how the objectives are evaluated;
- The basis for awarding grades and credit;
- ~~Adequate clerical and instructional services are provided~~ How adequate clerical and instructional services is being provided

~~**NOTE:** In addition, procedures should address:~~

- ~~the maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.~~
- ~~Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.~~
- From current SBCCD AP 4106 titled Work Experience**

The colleges of the District shall provide sufficient services for maintaining the Work Experience program that

~~should include:~~

- ~~• The systematic design of a program whereby students gain realistic learning experiences through work;~~
- ~~• A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;~~
- ~~• Guidance services;~~
- ~~• A sufficient number of qualified academic personnel to direct the program;~~
- ~~• Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described; and~~
- ~~• Adequate clerical and instructional services are provided;,-~~

~~Work experience records are maintained by the office responsible for work experience on each campus.~~

In addition, the plan procedures address the maintenance of records including the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of, and issuance of a work permit.

To enroll in a work experience class a student must:

- Be simultaneously enrolled in a class that relates to the Cooperative Work Experience
- Identify their Faculty Advisor in a related discipline and their Worksite Supervisor

Supervising faculty maintain records documenting consultation with the employer and the student, evaluation of the student's achievement, and basis upon which the final grade was awarded. Final grades will be determined by the work experience instructor who may consult with the employer.

The Cooperative Work Experience Plan is posted on the SBBCD website.

References:

Education Code Section 78249;
Title 5, Sections 55250 et seq.

Attachments

[AP 4103 Work Experience - Comments](#)
[AP 4103 Work Experience - Legal Citations](#)
[AP4103-OLD.pdf](#)



Current Status: *Draft*

PolicyStat ID: 5445622



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Next Review:	04/2019
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	

BP 4103 Work Experience

(Replaces current SBCCD BP 4106)

The District allows students to receive credit for work experience. The Chancellor is responsible for regulations governing this program.

References:

Education Code Section 78249;
Title 5 Sections 55250 et seq.

Attachments

- [BP 4103 Work Experience - Comments](#)
- [BP 4103 Work Experience - Legal Citations](#)
- [BP4103-OLD.pdf](#)



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Next Review:	N/A
Owner:	<i>Business & Fiscal Services</i> <i>Business & Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

AP 6320 Investments

(Replaces current SBCCD AP 6320)

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County’s investment Advisory Committee.

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

Funds invested by SBCCD shall be in the following instruments, under the parameters outlined in Government Code Sections 53635, 53601, and 53631.5:

- Negotiable Certificates of Deposit
- Money Market Funds
- Collateralized Bank Deposits
- Time Deposits
- County Pooled Investment Funds

Pursuant to Government Code Section 53601.6, funds of the San Bernardino Community College District shall not be invested in any of the following instruments:

- Inverse Floaters
- Range Notes
- Interest Only Strips
- Any Security That Could Result in ZERO INTEREST ACCRUAL

Authorized Personnel

The Chancellor, Executive Vice Chancellor ~~of Business & Fiscal Services~~, or designee shall request approval

from the Board to investment surplus funds.

Both the Chancellor or designee and the [Executive](#) Vice Chancellor ~~of Business & Fiscal Services~~ must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and [Executive](#) Vice Chancellor ~~of Business & Fiscal Services~~ and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

References:

Government Code Sections 53600 et seq., 87200

Attachments

[AP 6320 Investments- Comments](#)

[AP 6320 Investments- Legal Citations](#)



Origination:	N/A
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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:	<i>Legally Required</i>

BP 6320 Investments

(Replaces current SBCCD BP 6320)

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

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

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

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

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

This Policy applies to all funds of the District.

The authority to invest funds not deposited with the San Bernardino County Treasurer is granted to the Chancellor. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program, consistent with applicable law and this Policy, may be delegated at the discretion of the Chancellor.

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of *Government Code* Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including

the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.

- b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
 - f. State of California notes.
 - g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
 3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to *Government Code* Section 53635.2.
 4. San Bernardino County Treasurer's Office, whenever required by law.

Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The Chancellor, pursuant to *Government Code* Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:

- Investment types
- Names of issuers
- Maturity dates
- Par and dollar amounts invested in each security, investment, and money
- Weighted average maturity of investments

- Any funds being managed by contracted parties
- Market value as of date of report and source of valuation
- Description of compliance with investment policy
- Current market value of funds managed by a consultant

The primary objectives of the District's investment activities shall be:

1. SAFETY

Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.

2. LIQUIDITY

The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.

3. RETURN ON INVESTMENT

The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651, 53820

Attachments

No Attachments



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

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~~ [DSO](#)
[550 E. Hospitality Ln., Suite 200](#)
[San Bernardino, CA 92408](#)
- ~~District Office and~~ Professional Development Center
~~114 S. Del Rosa Drive~~
~~San Bernardino, CA 92408~~
- [114 S. Del Rosa Drive](#)
[San Bernardino, CA 92408](#)
- Economic Development and Corporate Training
114 S. Del Rosa Drive
San Bernardino, CA 92408
- [Empire/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.



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	Chancellor's Cabinet:
Policy Area:	Chapter 3 General Institution
References:	Legally Required

BP 3226 Awards

(Replaces current SBCCD BP 3225)

A. Authorization

The Board of Trustees authorizes the granting of awards to students or staff for outstanding achievement.

B. Recognition

Recognition may be given in the form of certificates, plaques, ribbons, badges, books, pens, trophies, rings, medals, bumper stickers, shirts, jackets, comestible items, and such other appropriate symbols of appreciation.

C. Approval

The Chancellor or designee may approve such awards up to the limit \$200 per individual. Any award that exceeds that limit requires Board approval prior to the purchase of the Award.

D. Certificates & Awards Issued by the Board of Trustees

In cases of exemplary service or accomplishment, the Board of Trustees may present a certificate of Congratulations to an employee of the District or to a member of the community. The determination for the awarding of such certificates will be made by the ~~Executive Advisory~~ Committee of the Board and the Chancellor, ~~and~~ Certificates issued by the Board of Trustees will be approved signed by the Board of Trustees Chair and Chancellor and may be presented by the requesting Board member.

Reference:

Education Code Sections 78210 et seq., and 84754.6;
ACCJC Accreditation Standard I.B.5 - 9

Attachments

- [BP 3226 Awards- Comments](#)
- [BP 3226 Awards- Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Academic Senates Academic Senates</i>
Policy Area:	<i>Chapter 4 Academic Affairs</i>
References:	<i>Legally Required</i>

AP 4105 Distance Education

(Replaces current SBCCD AP 4108)

The Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives academic credit. A district will meet this requirement if it follows the language below. Note that the Federal Regulations do not require districts to charge students fees associated with the verification of the student's identify. However, any district that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student's privacy.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The District shall utilize secure credentialing/login and password to authenticate or verify the student's identity.

The District Educational Coordinating Committee (DECC) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Definition: Distance Education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distance education courses, the Board of Trustees will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to ~~traditional classroom courses~~ *in-person classes*.
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures.

- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students, as well as among students, either synchronously or asynchronously.
- **Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:
 - How course outcomes will be achieved in a distance education mode;
 - How the portion of instruction delivered via distance education provides regular and effective contact between instructors and students; and
 - How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.
- **Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

References:

Title 5 Sections 55200 et seq.

34 CF Section 602.17 (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. II.A.1

Attachments

[AP 4105 Distance Education - Comments](#)

[AP 4105 Distance Education - Legal Citations](#)

[AP 4105 Update #30.pdf](#)

[AP4105-OLD.pdf](#)



Current Status: *Active*

PolicyStat ID: 2882047



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Next Review:	01/2022
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Policy Area:	<i>Chapter 4 Academic Affairs</i>
References:	<i>Legally Required</i>

BP 4105 Distance Education

(Replaces current SBCCD BP 4108)

In order to expand access and provide greater flexibility, the Chancellor is responsible for establishing standards for distance education programs. These programs will utilize current and new technologies to deliver quality educational opportunities and will facilitate the attainment of students' personal and academic goals.

All distance education programs will adhere to the same programmatic requirements as traditional classroom programs.

References:

Title 5 Sections 55200 et seq.

Attachments

- [BP 4105 Distance Education - Comments](#)
- [BP 4105 Distance Education - Legal Citations](#)
- [BP4105-OLD.pdf](#)



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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)

As prescribed by state law.

- : Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.

~~Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)~~

- 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);
- ~~Nonresident tuition with these permissive exemptions~~ All students, other than non immigrant aliens under 18 U.S. Code Section 1101 (Education Code Sections 76140 and 76140.5a)(15), who meet the following requirements:

~~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);~~

- 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
- All students in the case of a student without lawful immigration status, ~~other than non-immigrant aliens under 18 U~~ 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. 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)

- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- 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

\$9.50 - 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

As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.

~~Associated Students Discount Sticker~~

~~\$9.00 - CHC~~

~~\$7.50 - SBVC~~

~~\$4.00 - Replacement for lost card~~

~~Breakage/Lost Property Fee~~

~~Replacement cost of item(s) broken or lost~~

~~Campus Center Fee~~

~~\$1.00/unit (not to exceed \$10 per fiscal year)~~

~~Capital Outlay Fee for Students on a Visa~~

~~\$41.00/unit~~

A. Catalog

\$6.00 - purchased on campus

B. Credit by Examination

\$20.00 plus class unit fee

- C. 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
- D. Enrollment Fee
\$46.00/unit
- E. Insufficient Funds Check
\$15.00
- F. International Student Application
\$25.00 (nonrefundable)
- G. Key Deposit/Replacement
\$15.00 plus cost of rekeying if needed (metal/electronic key)
- H. 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
- I. 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
- J. Parking Permit Fees
~~\$90~~100.00 - annual permit
~~\$35~~39.00 - one semester (\$20 BOGG student)
~~\$20~~22.00 - summer session
\$3.00 - daily
- K. Parking Violation Fees
\$ 50.00 - illegal parking
\$ 50.00 - decal violation
\$275.00 - handicap violation
- L. 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.
- M. Replacement – Diploma/Certificate
\$10.00

~~Schedule of Classes~~
~~\$3.00 – mailed in U.S. only~~
- N. Student Health and Accident Insurance
~~\$20~~21.00 - per semester (includes \$1.50 accident insurance)

\$~~17~~18.00 - summer session (includes \$1.50 accident insurance)

\$1.50 - accident insurance only

O. Student Representation

\$~~12~~.00

P. 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

Q. 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

R. 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

S. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

T. 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, [68120](#), 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](#)



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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 be 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 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](#)



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AP 5040 Student Records, Directory Information, and Privacy

(Replaces current SBCCD AP 5040)

STUDENT RECORDS

- A. The colleges shall maintain appropriate records to document and verify student enrollment, attendance, and withdrawal information as required for state apportionment purposes.
- B. Data provided by the instructor shall be readily available for audits, internal controls, and other verification.
- C. Data for Enrollment (Data)
 - 1. Student Applications
 - 2. Change of Program Data
 - 3. Fee Data
 - 4. Credit by Examination
 - 5. Student Academic Records
 - 6. Assessment Scores

ACCESS TO STUDENT RECORDS

- A. Definitions
 - 1. "Student" means any person who is currently enrolled or formally enrolled in classes in the San Bernardino Community College District.
 - 2. The following data and documents will be maintained by the colleges and classified as "Student Records":
 - a. admission data
 - b. discipline records
 - c. health records
 - d. veteran records
 - e. educational records

3. The following are not classified as "Student Records":
 - a. information provided by a student's parents relating to applications for financial aid or scholarships.
 - b. information related to a student compiled by a college officer or employee:
 1. appropriate for such officer or employee's performance of his/her responsibility; and
 2. which remains in the sole possession of the maker thereof; and
 3. is not accessible or revealed to any other person except a substitute. For the purposes of this subdivision, "substitute" shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in his/her position.
 - c. information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional:
 1. acting or assisting in his professional or para-professional capacity; and
 2. the record is created, maintained or used in connection with the provision of treatment to the student; and
 3. the record is not available to anyone other than persons providing such treatment provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.
 - d. information maintained by a college law enforcement unit:
 1. necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the district;
 2. unit personnel do not have access to other student records; and
 3. such information is kept apart from other student records; and
 4. maintained solely for law enforcement purposes; and
 5. is available only to other law enforcement officials of the same jurisdiction.
 - e. any data or records not identified in part 2 is not to be considered a student record.

B. Access to Student Records

1. Students, as defined in this policy, have the right to review and receive copies of all student records relating to the student as maintained by the colleges. Expressly exempted from the right of inspection:
 - a. financial records of the parents of the students;
 - b. confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1975. After January 1, 1975, confidential recommendations and other materials regarding admission to special departmental programs or honorary recognition for students may be acquired and remain confidential if the student has signed a waiver of his/her right to review and inspect such documents. In the event a student does not sign a waiver, such student must be given access to these records;
 - c. records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a substitute;

- d. records of employees at the college, who are not in attendance at the college, made and maintained in the normal course of college business; and
 - e. records of students made and maintained by the college Health Office that are used in the treatment of students.
 2. Procedures shall be developed by each college to provide for access to student records that will include:
 - a. a written request from the individual student;
 - b. access to student records not to exceed ten working days;
 - c. a review and inspection process that will be under the direct supervision of a designated employee
 - d. the option to obtain copies of their student records at a designated fee for each page copied.
 3. If any material or document in the education record of a student includes information on more than one student, the student shall have the right to inspect and review only such part of the material or document as relates to him/her or to be informed of the specific information contained in such part of the material or document.

C. Release of Student Records

1. Release of or access to individual student records is not authorized without specific written consent of the individual student or under judicial order, except that access may be permitted to the following
 - a. officials and employees of the college, provided that any such person has a legitimate educational interest to inspect a record.
 - b. authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
 - c. other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
 - d. accrediting organizations in order to carry out their accrediting functions.
 - e. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
 - f. appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Health,

Education and Welfare.

2. The agencies and individuals listed above are expressly forbidden from permitting access of said educational records to third parties.
3. Where the colleges receive a judicial order to review and/or release a student record, the student involved will receive notification of this action by the colleges as soon as possible.
4. No person, persons, agency or organization permitted access to student records pursuant to this policy shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student; however, this paragraph shall not be construed as to require prior student consent when information obtained pursuant to this section is shared with other persons within the educational institution, agency or organization obtaining access as long as such person(s) have a legitimate educational interest in the information.

D. Record of Access

1. A log or record shall be maintained of each person, agency, or organization requesting or receiving information from individual student records. Such listing need not include college officials, instructors, or counselors.
2. The log or record shall be open to inspection only by the student and the college official or his/her designee responsible for the maintenance of student records, and to other school officials with legitimate educational interests in the records, and to the Comptroller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency as defined in Public Law 93.380, and state educational authorities as a means of auditing the operation of the system.
3. Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of the student. (As an example, information released to agencies for auditing purposes or for improving instruction.) The following statement will accompany student records released under these circumstances:

"All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

E. Challenge of Student Records

1. See Administrative Procedure 5045 titled Student Records: Challenging Content and Access Log

F. Annual Notice to Students

1. Students of the *San Bernardino Community College* District shall be notified annually of their rights under this procedure.
2. Standard college publications may be used to satisfy this annual notice to students.

G. Destruction of Records

Nothing in this policy shall prevent the destruction of records per established District procedure. (See BP/ AP 3310 titled Records Retention and Destruction)

References:

Education Code Sections 71091 and 76200 et seq. ;
Title 5 Sections 54600 et seq.,;



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Owner:	<i>Academic Senates Academic Senates</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	<i>Legally Required</i>

BP 5040 Student Records, Directory Information, and Privacy

(Replaces current SBCCD BP 5040 and BP 5045)

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right to review any and all student records relating to him/ or her maintained by the District.

No District representative shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information as required by law is included in the College Catalog which is updated and posted to the college website annually.

References:

- Education Code Sections 76200, et seq.;
- Title 5, Sections 54600, et seq.
- 20 U.S. Code Section 1232g(j);
- ACCJC Accreditation Standard II.C.8

Attachments

- [BP 5040 Student Records, Directory Information, and Privacy - Comments](#)
- [BP 5040 Student Records, Directory Information, and Privacy - Legal Citations](#)
- [BP5040 -OLD.pdf](#)



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Policy Area:	Chapter 5 Student Services
References:	Legally Required

AP 5150 Extended Opportunity Programs and Services

(Replaces current SBCCD AP 5150)

~~**NOTE:** This procedure is **legally required**. Local practice may be inserted. Insert local administrative procedures here and/or reference the EOPS Plan. At a minimum, the procedures, plan, or description of the program and services must address:~~

The colleges within the District shall provide services through the Extended Opportunity Programs and Services (EOPS) as described in the college EOPS plan, pursuant to Title 5 Section 56270. The college EOPS plan will be updated at intervals required by applicable laws and regulations and shall include the following:

- Staffing and program management
- Documentation and data collection system
- An EOPS advisory committee
- A full time director
- Eligibility criteria
- Student responsibility requirements
- Recruitment and outreach services
- Cognitive and non-cognitive assessment, advising, orientation services and registration assistance
- Basic skills instruction, seminars, and tutorial assistance
- Counseling and retention services
- Career employment services
- Transfer services
- Direct aid.
- Establishment of objectives to achieve the goals in implementing extended opportunity programs and services.
- Review and evaluation of the programs and services and submission of related reports.

• ~~From current SBCCD AP 5150 titled Extended Opportunity Programs and Services (EOPS)/CARE~~

~~Title 5 Regulations for EOPS/CARE are the District's adopted regulations.~~

References:

Education Code Sections 69640-69656;
Title 5 Sections 56200 et seq.



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References:	

BP 5150 Extended Opportunity Programs and Services

(Replaces current SBCCD BP 5150)

NOTE: The language in red ink is .

- From current SBCCD BP 5150 titled Extended Opportunity Programs and Services

~~Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.~~ Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

~~The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.~~ The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

~~**NOTE:** The following paragraphs are shown as struck as they contain prescriptive details more appropriate for inclusion in administrative procedures.~~

~~The Extended Opportunity Programs and Services (EOPS) was established by the Legislature in 1969 through SB 164 (Alquist.) The intent of the program is to provide services to students affected by language, social and economic handicaps to achieve their educational objective and goals; including, but not limited to, obtaining job skills, occupational certificates, or associate degrees, and transferring to four year institutions.~~

~~EOPS provides financial and academic support to community college students whose educational and socioeconomic backgrounds might prevent them from successfully attending college. Services are specifically designed for at-risk students and their special needs. Counseling contacts are mandatory and a Student Educational Plan (SEP) is developed for each student to assist the student in achieving their educational goals.~~

~~To qualify for the EOPS Program, a student must meet the following criteria:~~

- ~~• Be a resident of California~~
- ~~• Be enrolled full time, 12 units; DSPS students must have a letter from the DSPS Program stating the number of units the DSPS student can be enrolled in~~

- ~~Have fewer than 70 degree-applicable college units~~
- ~~Be eligible for the Board of Governor's Fee Waiver A or B~~
- ~~Be educationally disadvantaged as determined by one or more of the following Title 5—EOPS Implementing Guidelines:~~
 - ~~Not qualified for enrollment into either the minimum college level English or minimum college level mathematics courses~~
 - ~~Not have graduated from High School or obtained the GED~~
 - ~~Graduated from High School with a grade point average below 2.5 on a 4.0 scale~~
 - ~~Previously enrolled in remedial education coursework in high school or college~~
 - ~~Student is a first generation college student~~
 - ~~Parent's first language is not English~~
 - ~~Student is an emancipated foster youth~~

~~EOPS provides services that are specifically designed to supplement the college's offered programs in an over and above manner to help EOPS students complete their educational goals. The services available to eligible students may include but are not limited to: EOPS/CARE outreach and recruitment, EOPS/CARE orientation, priority registration, specialized counseling (for assistance with educational planning and career assessment), academic progress monitoring, basic skills instruction, tutoring, transfer assistance, career guidance, fee waivers to the UC/CSU system, child care referrals, book services, and academic excellence grants.~~

The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant laws and regulations.

References:

Education Code **Sections** 69640 – 69656;
Title 5 Sections 56200 et seq.

Attachments

[BP 5150 Extended Opportunity Programs and Services - Comments](#)
[BP 5150 Extended Opportunity Programs and Services - Legal Citations](#)
[BP5150 -OLD.pdf](#)



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Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

AP 6700 Civic Center and Other Facilities Use

(Replaces current SBCCD AP 6700)

General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the ~~[designate administrator's position]~~ Chancellor or President, or their designee, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The ~~[designate position]~~ Vice President of Administrative Services is responsible for the coordination and implementation of these procedures. The ~~[designate position]~~ Office of Administrative Services shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply:

- All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
- All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542(a) will be permitted, "when an alternative location is not available," as described in the statute, to use District facilities upon payment only of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available ~~be~~ to perform that function as a part of their normal duties;
- the cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his/her normal duties;

- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
- the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities. Additionally, except for classroom-based programs that operate after school hours and organizations retained by the college or District to provide instruction or instructional activities to students during school hours, direct costs shall also include the costs for maintenance, repair, restoration and refurbishment of college facilities and grounds used by the group.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services, which may be conducted for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

~~Note: The following section is legally advised.~~

Rules for Facilities Use

Requests for use of the District's Civic Center ~~must~~should be made at least ~~[specify number of 10 business days, ideally no more than 10 (or 20 business days)] days for requests requiring Board approval~~ in advance of the first date of use being requested. Requests shall be made to ~~[designate official]~~the Office of Administrative Services on forms provided by the District. Authorization to use the Civic Center shall be based on a reservation system and the priorities for student and other use detailed at the end of this Section.

Note: This request requirement does not apply to groups intending to use available designated public forums for expressive activities. Rules applicable to those areas are described in the procedure for Speech: Time, Place, and Manner.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

~~Note: The following paragraph is optional. The District may include the following provision to prevent overnight use, including demonstrations, so long as the District's purpose is unrelated to the content of any expected speech or other expression.~~

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

All charges for the use of District facilities are payable ~~[insert number] hours~~ a minimum of 5 days in advance. Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities. Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the ~~[designate position]~~ Chancellor or President, or their designee.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

~~Note: The following section is legally advised. Public Resources Code Section 42648.3 applies only "upon request by the local agency," but does not specifically require the local agency to so request.~~

~~Recycling: Large Venues and Events~~

~~"Large venue" means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the District per day of operation of the venue facility.~~

~~"Large event" means an event that charges an admission price or is operated by a local agency and serves an average of more than 2,000 individuals per day of operation of the event.~~

~~A District with a large venue or large event shall, on or before July 1, 2005, and on or before July 1, biennially thereafter, meet with recyclers and with the solid waste enterprise that provides solid waste handling services to the large venue or large event to determine the solid waste reduction, reuse, and recycling programs that are appropriate for the large venue or large event. In determining feasible solid waste reduction, reuse, and recycling programs, the operator may do any of the following:~~

- ~~• Develop solid waste reduction, reuse, and recycling rates and a solid waste reduction, reuse, and recycling plan that would achieve those solid waste reduction, reuse, and recycling rates.~~
- ~~• Determine a timeline for implementation of the solid waste reduction, reuse, and recycling plan and solid waste reduction, reuse, and recycling rates.~~

~~A. Authorization and Conditions~~

- ~~1. Designated District facilities are authorized for civic use by the California Education Code. Civic organizations formed for recreational, educational, political, economic, artistic or special interest activities may meet and discuss any subjects and questions which, in their judgment appertain to the education, political, economic, artistic, and special interest activities of the citizens of the communities in which they reside. Such use is subject to the limitations, requirements, and restrictions set forth in this policy and in the Education Code, including a signed statement that the facility will not~~

~~be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means;~~

- ~~2. No use shall be granted in a manner that constitutes a monopoly for the benefit of any person or organization.~~
- ~~3. Special consideration will be given so that the use of any Ddistrict facility or grounds shall not interfere with any educational or training purpose.~~
- ~~4. Outside organizations using Ddistrict facilities must include a statement in their promotions indicating the event is not a district or college sponsored event.~~

B. Charges for Use

- ~~1. Certain nonprofit organizations, clubs and associations organized for general character building or welfare purposes shall be granted use of designated facilities or grounds without charge, except for direct costs as described in B.2 of this regulation, when an alternative location is not available. Examples of such organizations are student clubs and organizations; fund raising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the Ddistrict; parent teachers associations; school community advisory councils, boys or girls clubs or groups; senior citizen's organizations; other public agencies; organizations, clubs or associations organized for cultural activities and general character building or welfare purposes; disaster relief organizations.~~

2. Direct Costs

~~Groups identified in B.1. above shall be charged an amount not to exceed direct costs. The groups identified in Education Code Section 82542(a) will be permitted, "when an alternative location is not available," as described in the statute, to use District facilities upon payment only of the following items listed in the bullets below.~~

~~Direct costs are defined as those costs of supplies, utilities, *janitorial* custodial services, services of any other Ddistrict employees, and salaries paid community college district employees necessitated by the organization's use of the Ddistrict facilities and/or grounds. Examples of direct costs include:~~

- ~~a. the cost of opening and closing the facilities, if no Ddistrict employees would otherwise be available to perform that function as part of their normal duties;~~
- ~~b. the cost of a Ddistrict employee's presence during the organization's use of the facilities if the governing Bboard of Trustees determines that the supervision is needed, and if that employee would not otherwise be present as part of his/ or her normal duties.~~
- ~~c. the cost of *janitorial* custodial services, if the services are necessary, and would not have otherwise been performed as part of the *janitor's* custodian's normal duties;~~
- ~~d. the cost of utilities directly attributable to the organization's use of the facilities.~~
- ~~e. the cost of technical support.~~

3. Fair Rental Value

~~Groups other than those identified in B.1 above shall be charged the "fair rental value" of Ddistrict facilities and grounds. Fair rental values are specified in the Schedule of Direct Costs and Fair Rental Values. (Link to See the Fee Schedule)~~

~~Fair rental value means the direct costs to the District, plus the amortized costs of the District facilities or grounds used for the duration of the activity authorized.~~

~~4. Churches/Religious Organizations~~

~~Churches and religious organizations may use District facilities or grounds for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of services. The charge for such use shall be an amount at least equal to the fair rental value of the facilities or grounds.~~

~~5. Admission Fees~~

~~In the case of entertainments or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes, a charge shall be made for the use of the District facilities, property, and grounds. The charge shall not be less than the fair rental value for the use of the District facilities, property and grounds.~~

~~6. Disaster Relief~~

~~The American Red Cross or other disaster relief agency may be granted the use of District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and may cooperate with those agencies in furnishing and maintaining services necessary to meet the needs of the community.~~

~~C. Use of Facilities Insurance~~

~~Any person, group, or organization granted the use of District property for the purpose of any activities shall furnish a certificate of insurance from a liability insurance carrier to the District for approval prior to using any District property. The certificate shall evidence a minimum coverage of one million dollars (\$1,000,000) per occurrence for any liability, injury, or damage to property that may arise out of such use. The certificate must list the San Bernardino Community College District as an additional insured. The certificate must also cover the time period requested for the use of the facility. The Business Services Department may require lower or higher coverage limits based upon the proposed activity to be held on requested facility.~~

~~D. Schedule of Direct Costs and Fair Rental Values~~

~~Those facilities/grounds listed in the Schedule of Direct Costs and Fair Rental Values are available for civic center use.~~

Rules for Facilities Use

Requests for use of the District's Civic Center must be made at least 30 days in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the ~~[designate positions and approvals]~~.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person

~~or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.~~

~~All charges for the use of District facilities are payable *[insert number]* hours in advance.~~

~~Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.~~

~~The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.~~

~~No person applying for use of District property shall be issued a key to District facilities.~~

~~Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.~~

~~No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.~~

~~No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the *[designate position]*.~~

~~All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.~~

~~Recycling: Large Venues and Events~~

~~"Large venue" means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the District per day of operation of the venue facility.~~

~~"Large event" means an event that charges an admission price or is operated by a local agency and serves an average of more than 2,000 individuals per day of operation of the event.~~

~~A District with a large venue or large event shall, on or before July 1, 2005, and on or before July 1, biennially thereafter, meet with recyclers and with the solid waste enterprise that provides solid waste handling services to the large venue or large event to determine the solid waste reduction, reuse, and recycling programs that are appropriate for the large venue or large event. In determining feasible solid waste reduction, reuse, and recycling programs, the operator may do any of the following:~~

- ~~• Develop solid waste reduction, reuse, and recycling rates and a solid waste reduction, reuse, and recycling plan that would achieve those solid waste reduction, reuse, and recycling rates.~~
- ~~• Determine a timeline for implementation of the solid waste reduction, reuse, and recycling plan and solid waste reduction, reuse, and recycling rates.~~

Reserving parking, or requests for suspending parking, for events shall be approved by the President's Office for each campus.

Priority for the Use of District Facilities

Priority for the use of District Civic Center facilities will be as follows:

1. Student clubs and organizations
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
3. Parent-teachers' associations
4. School-community advisory councils

References:

Education Code Sections 82537 and 82542;

Public Resources Code Section 42648.3;

Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221

Attachments

[AP 6700 Civic Center and Other Facilities Use - Comments](#)

[AP 6700 Civic Center and Other Facilities Use - Legal Citations](#)

[AP 6700 Civic Center and Other Facilities Use Rev. 4-4-16.docx](#)



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Owner:	Business & Fiscal Services Business & Fiscal Services
Policy Area:	Chapter 6 General Institution
References:	Legally Required

BP 6700 Civic Center and Other Facilities Use

(Replaces current SBCCD BP 6700)

There is a Civic Center at each of the colleges *and Centers*. The Civic Centers are the auditoriums and outdoor sporting fields. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of *college* District property and facilities, including *but not limited to* property designated by the District as a Civic Center, *facilities, equipment and supplies*, by community groups, *and other* outside contractors, and others.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The *regulations* procedure shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using *college* District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

References:

Education Code Sections 82537 and 82542
Title 5 Sections 59601 et seq.



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Policy Area:	Chapter 7 Human Resources
References:	Legally Required

AP 7150 Evaluation

(Replaces current SBCCD AP 7251)

Frequency of Evaluation

Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

For managers within the first year of evaluation, the supervising manager and manager being evaluated will establish goals and objectives to be accomplished. The supervising manager will be solely responsible for providing an evaluation within the first six months of hire. In the subsequent year, and each year thereafter, the evaluation committee process will be instituted.

Interim Managers will be evaluated during the sixth month of interim appointment, and annually thereafter if the assignment is greater than one semester in length. The supervising manager will be solely responsible for providing the evaluation. A survey will be sent campus/district wide for all interims when appropriate. Evaluations may be held on a more frequent basis as appropriate.

EVALUATION TIMELINE:

No later than October 1 of each calendar year the supervising manager and manager will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year.

By November 1 of each year, the committee shall be formed. The committee will convene and provide a written report to the supervising manager no later than December 31 of each calendar year.

The final evaluation report shall be provided to the manager no later than January 31 of each calendar year.

Goals/Objectives

Each manager will meet with his/her supervising manager at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

In an effort to ensure that evaluations are completed in a timely manner, the following process will be followed by Human Resources:

1. The supervising manager will receive an email from Human Resources notifying him or her that an evaluation of the manager is due.

2. The person whom the supervising manager reports will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to Human Resources within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

Committee

In the case of campus Directors, Deans, and Vice Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the College Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA.

All supervisors and managers will be evaluated by the supervising manager.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the first committee meeting. Once the committee has met, no new members may be added.

At the discretion of the supervising manager, committee meetings may take place using teleconference and/or video conferencing.

Campus/District Survey

As appropriate to the assignment, the supervising manager shall seek written feedback from the campus and/or district community. In obtaining this feedback, the supervising manager shall use an approved evaluation form. Using the approved form, the supervising manager shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities. Responses on the approved form shall be signed, and the supervising manager shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the committee.

Evaluatee

Prior to the evaluation conference, the manager being evaluated will submit, to their supervising manager, a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The manager may submit a portfolio of representative work, or any other items he/she considers appropriate.

Evaluation Report

The supervising manager will produce a written evaluation report by January 31. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and his/her supervising manager.

3. An assessment of the extent to which the manager meets his/her stated goals and objectives.
4. An assessment of the management and leadership strengths of the manager.
5. The identification of any areas in which the manager can improve his/her performance or management skills.
6. A copy of the consolidated summary of the ratings and comments

The written report shall specify one of the following:

1. Commendation for superior performance;
2. Confirmation of satisfactory performance;
3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the supervising manager and the manager before being placed in the manager's file. The manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within 15 working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in Human Resources. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

There will be only two copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated and the original will become a part of the official file in Human Resources.

Procedures in the Case of Unsatisfactory Performance of Responsibilities

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the supervising manager (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the supervising manager will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervising manager, but in no case later than six months after the initial findings of the supervising manager. The re-evaluation process shall include the submission of new goals and objectives to the supervising manager, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract non-renewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

Non-Management Employees

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

The criteria for confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Additional documents related to evaluation can be reviewed on the Human Resources web-page.

Also see BP/AP 2435 titled Evaluation of the Chancellor

Reference:

Accreditation Standard III.A.5 (formerly III.A.1.b)

Attachments

No Attachments



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References:	<i>Legally Required</i>

BP 7150 Evaluation

(Replaces current SBCCD BP 7251)

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified members.

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

Reference:

WASC/ACCJC Accreditation Standard III.A.1.b

Attachments

- [BP 7150 Evaluation- Comments](#)
- [BP 7150 Evaluation- Legal Citations](#)



Origination:	N/A
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AP 7210 Academic Employees

(Replaces current SBCCD) AP 7210}

- *From current SBCCD AP 7240 titled Academic Employees, Non-Management*

HIRING OF FULL-TIME FACULTY

The San Bernardino Community College -District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.

The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty that will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.

Hiring faculty, classified staff, and administrators is accomplished through selection committees, which produce a recommendation of a final candidate from the President, or other appropriate administrator, to the Chancellor to recommend to the Board for employment.

HIRING QUALIFICATIONS

Minimum Qualifications

The San Bernardino Community College District has established the following hiring qualifications for all faculty positions:

- 1. Demonstrated sensitivity to, understanding of and respect for the diverse academic, socioeconomic, cultural, religious, sexual orientation, disability, and ethnic backgrounds of community college students.*
- 2. The Minimum Qualifications adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.*
- 3. All applicants will be provided the opportunity to have equivalent qualifications reviewed and considered for meeting minimum qualifications.*

Application Procedure

1. *The Human Resources Office will determine which applicants meet minimum qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures.*
2. *The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the selection committee. The selection committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. Should the selection committee have any concern about the pool or process, the selection committee chair may confer with the Vice Chancellor of Human Resources & Employee Relations regarding these concerns.*
3. *For disciplines for which the master's degree is not generally expected or available (as designated in Minimum Qualifications for Faculty & Administrators in California Community Colleges, adopted by the Board of Governors), a "year of professional experience" shall be considered the period of time which the District accepts as a regular work year on a full-time basis. One year of professional experience must have been completed within the three years prior to the closing date for applications for the position. The minimum qualifications listed on the job announcement should identify the specific types of professional experience required for the position.*
4. *For disciplines for which the master's degree is not generally expected or available (as designated in Minimum Qualifications for Faculty & Administrators in California Community Colleges, adopted by the Board of Governors), the appropriate, valid certification or license to practice shall be stipulated based on the instructional responsibilities of the position. If no certificate or license is appropriate to the position, no certificate or license will be listed as a minimum qualification.*

Desirable Qualifications:

1. *Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable characteristics that support the responsibilities of the position.*
2. *The combination of the minimum qualifications and the job-related desirable qualifications will be used as the basis for decision-making throughout the selection, interview, and recommendation of applicants.*

Establishing Minimum and Desirable Qualifications (See AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies)

1. *The minimum and desirable qualifications will be identified by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator and included in an initial draft. When no full-time faculty member currently teaches the discipline, at least two full-time faculty in a reasonably related discipline will draft the desirable qualifications in consultation with the Division/Department Dean or appropriate administrator.*
2. *The Vice Chancellor of Human Resources and Employee Relations or her/his designee will monitor the*

minimum and desirable qualifications for adverse impact on groups that have been historically under-represented. If the Vice Chancellor of Human Resources and Employee Relations or designee believes the qualifications appear to be too restrictive, he/she will meet with the discipline faculty and the Division/ Department Dean or appropriate administrator to review the qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of Human Resources and Employee Relations shall confer with the appropriate Vice President and the Academic Senate President to determine necessary remedies.

PROCEDURES

The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.

Establishing the Position

Any request to fill new or vacant positions must be processed through the appropriate Manager and the Human Resources Office, and must receive approval by the Chancellor before any position announcement is made.

- 1. Faculty positions are identified by a process established by each College and Fiscal Services.*
- 2. Chancellor approves faculty positions from those requested by the Colleges.*
- 3. Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.*

Position Announcement

- 1. The Announcement of a Position will be drafted by the faculty of the discipline and the Division/ Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See "Establishing Minimum and Desirable Qualifications") in consultation with the Vice Chancellor of Human Resources and Employee Relations or designee and the appropriate Vice President.*

Job announcements shall clearly state job specifications setting forth the minimum and desired qualifications for the position. Job announcements including any "desired" qualifications beyond the minimums shall be reviewed by Human Resources before the position is announced to ensure conformity with the guidelines of the Board of Governors for the California Community Colleges, the requirements of Title 5 and State and Federal non-discrimination laws.

- 2. Position announcements will include the following sections:*

Position Title

Application Deadline

Introduction: *A brief description of the position and the relationship of the position to college offerings and activities.*

Minimum Qualifications:—*A statement including the established minimum qualifications, the appropriate valid credential(s), the provision for equivalencies, and reference to "demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, ethnic background of*

community college students." (See *Minimum Qualifications for Faculty and Administrators in California Community Colleges*.)

Desirable Qualifications: *Those job related qualifications that are desirable but not essential to perform the job.*

Duties of the Position: *A list of typical duties including the following:*

- *A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus).*
- *A description of any co-curricular responsibilities (e.g. coaching, directing).*
- *Reference to scheduling considerations (e.g. assignment to evening duties).*
- *Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).*
- *A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).*
- *A description of any other duties unique to the position.*
- *Closing date and address for submission of application materials.*

Salary and Benefits: *A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.*

Application Process: *Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee.*

The application process will include the following:

- *An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.*
- *A Letter of Application (A cover letter indicating explicitly how each of the minimum qualifications are met.)*
- *Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).*
- *A curriculum vitae or resume.*
- *When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or license).*
- *When appropriate, verification of "professional experience" as articulated in the minimum and desirable qualifications.*

When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videotapes, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.

Selection Process: *A brief description of the selection process including:*

- *The review by a selection committee to select candidates for interviews*
- *An interview of candidates by the selection committee of faculty, administration, academic senate representatives and other appropriate district personnel*
- *An interview of finalists by the President or designee*
- *Final recommendation to the Board of Trustees by the Chancellor of the District*
- *A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, role playing, sample assignments, a questionnaire)*
- *Notice to All Candidates:*
 - *The requirements of the Immigration Reform and Control Act of 1987*
 - *Initial assignment information*
 - *Reasonable accommodation notice:*
 - *If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform the Human Resources Office. The application/interview process may involve speaking, reading, writing, and answering questions or other test taking procedures. If you believe you may need reasonable accommodation to perform any of these tasks, need to inquire as to the specific nature of the tasks, or to assure physical access to the interview site, please contact the Office of Human Resources at (909) 382-4040 and ask for the individual responsible for the scheduling and monitoring of employment interviews.*

Statement of Equal Employment Opportunity including reference to "encouraging applications from underrepresented minorities and the disabled."

3. *The Vice Chancellor of Human Resources & Employee Relations or designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of "Establishing Minimum and Desirable Qualifications."*
4. *The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources.*
5. *Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Selection committee orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources & Employee Relations or designee and the appropriate Vice President.*

Applications

Human Resources accepts applications and supplemental materials until 4:30 pm on the closing date.

Human Resources will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary to establish an adequate and representative pool, the application closing date shall be extended and additional recruitment shall be conducted. (A "monitored group" means those groups identified by state and federal regulations for which monitoring and reporting are required. According to the provisions of Title 5 53004 (B), each applicant shall be afforded the opportunity to identify his or her gender, ethnic group

identification, and if applicable, his or her disability.) After the pool is approved, all complete applications will be forwarded to the Selection Committee for consideration.

Recruitment and Advertising

Faculty positions are advertised for a minimum of thirty (30) days.

Any ads placed in publications will contain the statement "An Equal Opportunity Employer."

New faculty will be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. This dissemination will be the responsibility of the Office of Human Resources.

A complete record will be maintained of all efforts to disseminate information and the response regarding the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of applicants.

Notification of position openings will be mailed to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended by the appropriate Division/Department Dean or a Vice President.

SELECTION COMMITTEE

Membership

Selection committees for faculty positions will be established and convened by the Division/Department Dean or other appropriate administrator or his/her designee.

- The Division/Department Dean or appropriate administrator for the position will consult with the faculty in the discipline covered by the job announcement to formulate a preliminary list of candidates to serve as selection committee members. If no full-time faculty currently teaches in the discipline, the Division/Department Dean or appropriate administrator will consult with at least two full-time faculty in reasonably related disciplines.
- The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint the faculty to serve on the selection committee.

Membership on all selection committees is confidential.

- An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the Vice Chancellor of Human Resources and Employee Relations or his/her designee. The Equal Opportunity Representative is a non-voting member.
- The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position. If a classified employee is selected to serve on the committee, the President of CSEA will provide the names of individuals nominated to serve as the representative from the Senate. The hiring supervisor will select appropriate committee member(s) from those nominees.
- The Search Committee should normally have no fewer than five (5) and no more than nine (9) members.
- A majority of the membership of the selection committee shall be faculty.
- Every Selection Committee will include the Division/Department Dean or appropriate administrator or their

designee

- *The chair of the Committee will be chosen by a majority vote of the committee.*
- *When possible, every effort will be made, within the limits allowed by federal and state law, to ensure selection/screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Selection/screening committees will be encouraged to include members from monitored groups.*
- *The supervising administrator on the Committee will provide clerical/technical support and coordination*

If unusual circumstances prevent the formation of a Selection Committee as described herein, the Division/ Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Employee Relations or designee to determine a reasonable representation. However, the final composition of the Selection committee shall remain confidential.

The Selection committee membership list will be forwarded to the Vice Chancellor of Human Resources and Employee Relations or designee for review. If the Vice Chancellor of Human Resources and Employee Relations or designee has concerns about the membership list relative to the representation requirements set forth in this regulation, that officer will recommend changes to the Division/Department Dean or appropriate administrator. It will be the responsibility of the Division/Department Dean or appropriate administrator to communicate the resolution of any concerns to the individual(s) in question. The Human Resources Generalist will be copied on all membership lists.

Training

All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by the Office of Human Resources at the first meeting of the Committee. It is the responsibility of the Chair to insure that each Committee member receives the required training that includes:

- *Discussion of District commitment to equal opportunity, diversity, and student success*
- *The search and selection process*
- *Role of the Selection Committee*
- *Development of selection criteria*
- *Writing effective interview questions*
- *Role of the Equal Opportunity Representative*
- *Confidentiality*

Responsibilities of the Selection Committee

Members of the Search Committee have the following responsibilities:

1. *Participate fully in all selection committee meetings.*
2. *Disclose personal relationships with or knowledge of or potential conflict of interest regarding any applicant.*

The relative or spouse or registered domestic partner of an applicant will not serve on a selection committee for which a relative/spouse/registered domestic partner is a candidate. For the purpose of this regulation, a relative is the mother, father, grandfather, grandmother, grandchild, son, daughter, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, niece, or nephew of the committee member. It is the responsibility of the committee member to notify the committee if it is not immediately clear that a candidate is a relative.

3. *Review the Administrative Regulations for hiring full-time faculty*
4. *Review the position announcement.*
5. *Identify selection criteria based on the minimum and desired qualifications for the position. Selection criteria will include an evaluation of the extent to which applicants explicitly demonstrate sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.*
6. *Develop job related interview questions designed to distinguish candidates who will best meet the needs of the students, the department/division, the College, and the District as well as criteria by which to evaluate applicant responses. Interview questions will be forwarded from the chair of the committee to the Equal Opportunity Representative. In the interest of confidentiality, interview questions will not be forwarded to all committee members via e-mail. All interview questions will be returned to the Office of Human Resources.*

All questions will be reviewed and approved by the Vice Chancellor of Human Resources and Employee Relations or designee. Interview questions are confidential and will not be shared outside of the committee.

7. *Determine whether to require candidates to perform a skills test or make a presentation in addition to responding to interview questions. When appropriate, such demonstrations should reflect the candidate's ability to work effectively in a diverse community college environment. Criteria for evaluating and weighting work examples, such as writing samples, role play, or teaching demonstrations, will be established by the selection committee prior to interviewing the candidates.*
8. *Screen all applications to select candidates for interview. Establish an interview schedule that accommodates all committee members' schedules including the Equal Opportunity Representative.*
9. *Interview all selected candidates using only the questions previously agreed upon by the committee members. Follow-up questions may be used if they are based directly on a candidate's response to a question, if they are not leading, if they do not seek information outside of the scope of the established hiring criteria, if they do not impinge on the candidate's interview time, and if they are not in violation of equal opportunity guidelines. Refer to Appendix D-II for guidelines on follow-up questions.*
10. *Recommend no more than three candidates for selection to the College President or his/her designee. (In the event that the Selection Committee is recommending candidates for more than one position in a particular discipline, the committee will recommend no more than three names for each position to the College President or his/her designee.)*
11. *Fill out evaluation forms on all interviewees.*
12. *Maintain confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Search Committee and the College President or his/her designee. Confidentiality must be maintained permanently. Each member of the committee will receive and agree to abide by the statement of guiding principles as noted in Appendix A.*

If a committee member is found to have violated confidentiality or engaged in any misconduct, that committee member may be prevented from serving on future selection committees. Depending on the level and seriousness of the misconduct, the committee member may also be subject to disciplinary action.

Selection & Application Screening Criteria

Selection criteria and interview questions must be approved by the Equal Opportunity Representative before the Selection Committee can access the applications. Selection criteria must be job related and are developed from the position description and the qualifications and requirements listed in the position announcement. Selection criteria help members to review each application objectively. The selection criteria must be listed on an appropriate selection form that must be used by each member of the Committee. Each Committee member must participate in the selection process.

After all applications have been reviewed by all committee members, the Selection Committee will determine which applicants shall be invited for an interview based on the established criteria.

The Committee selects applicants to interview who will best meet the needs of the students, the division, and the College. The committees will consider the special needs of the division/department/program and the student population to be served in the selection of candidates.

The Committee will determine the number of candidates they wish to interview based on the pool of applicants and the apparent strengths and weaknesses of the candidates. Ideally, no fewer than (3) three candidates will be invited for interview. Each committee member will name by number the candidate or candidates he or she chooses. If more candidates are selected than the number determined for interview, the committee would discuss until consensus is reached on the highest three.

The Equal Opportunity Representative reviews the pool selected for interview to ensure that no selection or selection criteria has adversely affected any monitored group. The Equal Opportunity Representative may recommend that additional candidates be interviewed or that further recruitment be initiated before proceeding.

Applications of those candidates who are not to be interviewed shall be filed in the Office of Human Resources.

Interviews

Interviews are scheduled by the Human Resources Generalist—Each candidate must be provided the same interview information and offered a choice of interview times whenever possible.

Each member of the Search Committee must be present for all interviews. If a member misses an interview, that committee member is removed from the Search Committee.

Each member of the Committee documents the interview in a format agreed upon by the Committee.

The Selection Committee will interview all candidates using the list of questions formulated by the Committee. Appropriate job related "follow-up" questions that focus on the intent of the question or appropriate information in the initial response may be included in the interview so long as (1) they are based directly on the candidate's response to a question, (2) do not seek information outside of the scope of the established hiring criteria, (3) are not in violation of Equal Employment Opportunity guidelines and (4) do not exceed or truncate the time allotted for the interview. See Appendix D II for guidelines on follow-up questions.

Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in decision-making.

After interviews are completed, members of the selection committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of a diverse student population. Consensus will be achieved in the same way as during the individual assessment.

No discussion will occur until all candidates have been interviewed. If consensus is not possible, the Chair may request a vote or a prioritization by each selection committee member. Each selection committee member will have equal voting privileges. The committee chair will be responsible for documentation if less than three candidates are forwarded to the next level.

The Search Committee recommends no more than three (3) candidates, unranked, to the College President or his/her designee for second-level interview. Selection of the successful candidate will not be made by the committee.

The Equal Opportunity Representative reviews the selected candidate(s) to determine whether any selection criteria or procedures used in the interview phase has had an adverse impact on any monitored group. If the Equal Opportunity Representative believes that adverse impact exists, he/she shall consult with the committee Chair, and the Vice Chancellor of Human Resources and Employee Relations or his/her designee to determine whether additional steps should be taken to ensure equal employment opportunity.

If, after the interviews, in consultation with the Vice Chancellor of Human Resources and Employee Relations or designee, the Search Committee is not satisfied with the interviewed candidates, the Committee may:

- Review the applicant pool to ensure that qualified applicants have not been overlooked;
- On those positions that are opened until filled, request to have any additional complete applications that have been submitted since the first review date forwarded for selection;
- Request that Human Resources contact applicants with incomplete applications to request the missing application materials; or-
- Extend or re-open the search.

Immediately following the interviews, the Committee Chair returns all the selection and interview forms and all other non-finalist application materials to Human Resources.

Selection

The Committee Chair shall review with the College President or his or her designee the Committee's recommendation of candidates using a summary signed by each Committee member.

Second-Level Interview Procedures

Second level interviews will be conducted on all finalists by the College President or his/her designee with the academic senate president or his/her designee acting in an advisory capacity. In the case of the District office, second level interviews will be conducted by the appropriate administrator.

Following second level interviews, the College President or appropriate administrator may elect one of the following

1. Select one of the finalists.
2. Review the applicant pool to ensure that qualified applicants have not been overlooked;
3. Extend or reopen the search.

Reference Checking

Reference checks are made by the Office of Human Resources upon the recommendation of the selected candidates by the Committee, and must be completed before a recommendation of employment is made to the Board of Trustees.

Reference checks must be completed in accordance with the policies and principles of equal opportunity. Reference information must be held in strict confidence.

Final Selection and Eligibility List

The appropriate administrator will make the final decision on the candidates and notify the Human Resources Office to forward the selection to the Board of Trustees for approval. Those finalists not selected will be placed on an eligibility list that will be valid for 90 calendar days following the date a candidate is selected by the President or other appropriate district manager. In the event a vacancy occurs for the same position, the President or appropriate administrator will conduct second level interviews from those individuals on the eligibility list.

The Human Resources Generalist will contact the successful candidate to make a provisional offer of employment, contingent upon passing reference checks and Board approval.

The Human Resources Generalist will conduct all reference checks.

Once the successful candidate has been hired and Board-approved, the unsuccessful candidates will be notified by letter that they were not selected.

During the lifetime of the selection committee, all applications for positions will be kept on file at a secure location at the hiring site and will be available to members of the committee for study.

NOTE: See the additional 23 pages of appendices in current AP 7210

Also see BP/AP 7120 titled Recruitment and Hiring as well as AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies

References:

Education Code Sections 87400 et seq., 87600 et seq., and 87482.8; Title 5 Section 51025

Attachments

No Attachments



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References:

BP 7210 Academic Employees

(Replaces current SBCCD BP 7210)

~~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.

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which the Board of Governors has established minimum qualifications for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and the for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

~~References:~~

References:

Education Code Sections 87400 et seq; 87419.1; 87482.8, and 87600 et seq;
Title 5, Section 51025

Attachments

- [BP 7210 Academic Employees- Comments](#)
- [BP 7210 Academic Employees- Legal Citations](#)



Current Status: Pending

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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~~ All job specifications including any "required", "desired" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize shall be jointly determined reviewed by the appropriate administrator and the ~~responsible~~ Office of Human Resources staff member, to assure before the position is announced to ensure conformity with the ~~approved job description and the~~ requirements of Title 5, ~~and (53022)~~ and both State and Federal non-discriminatory laws. ~~Final approval of~~ The content of the job announcements ~~announcement~~ is the responsibility of the appropriate administrator and the Office of Human Resources and must be approved by the Executive Director of Human Resources or Designee. ~~The job announcement must include the following:~~

The position 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 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 District's Office of Human Resources shall conduct applicant pool reviews and take appropriate action as necessary consistent with all of the requirements set forth in Section 53023 of Title 5 of the California Code of Regulations. The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in section 53006(a)

The responsible Human Resources staff member will pre-screen applications prior to release to the screening committee. ~~The Hiring~~ 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 manager or committee subject matter expert (when appropriate) may ~~create desirable~~ be asked to validate those who are identified. If validated, the Human Resources staff member will notify the applicants accordingly. If the manager believes an applicant meets minimum qualifications ~~prior to the job announcement being posted.~~

~~Incomplete applications will not be forwarded to the committee and those, but has been identified otherwise, a justification will be send to the Executive Vice Chancellor, or designee, which will include a rationale for inclusion of such applicant. The Executive Vice Chancellor, or designee shall make the final determination regarding the inclusion of such~~ 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~~ Review the Screen Committee Guidelines Handbook and 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 first level interview.

8. The Executive ~~Vice Chancellor~~Director, 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. An EEO representative mayshall 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)



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Last Approved:	N/A
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Next Review:	N/A
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Legally Required</i>

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](#)



Origination: 06/2002
 Last Approved: N/A
 Last Revised: 09/2019
 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 39 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 classified administrators shall be developed by the Chancellor under the recommendation of the Management Association. Recruitment and Hiring shall be in accordance with all state and federal guidelines and in accordance with AP 7120 and the District EEO Plan.

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](#)



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: *Human Resources Human Resources*
Policy Area: *Chapter 7 Human Resources*
References: *Legally Required*

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)



Current Status: Pending

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Owner: Human Resources Human Resources
Policy Area: Chapter 7 Human Resources
References: Legally Advised

AP 7400 Travel

(Replaces current SBCCD AP 7400)

A. Application

This procedure should be followed when travel is for District employees or individual student travelers. Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, webinars, or other meetings of interest to the District; overnight student travel to conferences; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

B. Travel Requests

1. Travel for employees or students must be requested using the SBCCD Travel/Conference Request and Claim Form (Section A). Travel must be approved by the appropriate administrators prior to the onset of travel and prior to incurring any travel related expenses.
2. A student traveler must include his or her student ID on the SBCCD Travel Conference Request and Claim Form (Subsection A.1).
3. The SBCCD Travel/Conference Request and Claim Form, including a detailed cost estimate, must be prepared if travel involves costs other than mileage or the employee's salary while absent from work. All costs must be included, including those on the Cal-card.
4. The traveler or designee must also prepare a purchase requisition(s) in the District's financial system to ensure sufficient funds are encumbered for the trip. The traveler or designee should list the purchase requisition number(s) on the SBCCD Travel/Conference Request and Claim Form (Section A) and then electronically route the form to the appropriate administrator, as defined in this Administrative Procedure, for electronic approval. Before submitting the purchase requisition, the traveler or designee must electronically attach the SBCCD Travel/Conference Request and Claim Form, with Section A approved by the appropriate administrator, to the purchase requisition.

Non-Oracle Users: The traveler or designee must submit purchase requisitions to cover 100% of estimated travel expenses. All estimated expenses reimbursable to the traveler must be on a single purchase requisition. Any estimated expenses that will be charged to the Cal-card must be on a separate purchase requisition. If any expenses will be prepaid by the District consistent with Part D of this procedure, the traveler or designee must prepare a separate PR for each vendor.

Oracle Users: The traveler or designee must submit a single purchase requisition in Oracle that covers 100% of estimated travel expenses, including Cal-card expenses.

5. Once submitted, the purchase requisition is automatically routed to the appropriate Responsibility Center Manager(s) for approval and then to Business Services for final approval. Please note: If Board approval is required, Business Services will not approve travel until Board approval is obtained.
6. A request to travel has been completely approved only if an approved purchase order is in place. The traveler must ensure that approved purchase orders to encumber sufficient funds are in place prior to requesting a travel advance or prepayment of expenses and prior to incurring any travel related expenses.

C. **Travel Requests - Required Approvals**

Travel requests must be approved by the appropriate administrator and documented on the SBCCD Travel/Conference Request and Claim Form (Section A). The appropriate administrator is:

- For employee travel, the traveler's immediate supervisor
- For student travel, the College President
- For the Chancellor's travel, the Board President or other designated Board Member
- For Board Member travel, the Board President or designee

Additionally, travel requests must be approved by the Responsibility Center Manager(s) and Business Services. Approvals from the Responsibility Center Manager(s) and Business Services are obtained through the electronic routing of the purchase requisition in the District's financial system.

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must also have **prior Board approval** in addition to the approvals noted above. Travel approval should be listed under the board agenda conference attendance section.

The Chancellor or designee may approve any exceptions for employees or students. Any exceptions for the Chancellor must be approved by the Board President or designee.

D. **District Prepaid Expenses**

The following are the only expenses that may be paid in advance by a District check payable to vendors other than the traveler:

- Conference registration for employees or students.
- Hotel for students only.

Requests to pay travel expenses in advance must be listed on the SBCCD Travel/Conference Request and Claim Form (Section A). For processing of prepayment, the SBCCD Travel/Conference Request and Claim Form (Section A) must be submitted to sbccdapd@sbccd.org (Accounts Payable Department) with the corresponding purchase requisition number, approval by the appropriate administrator, and adequate documentation including:

- Conference literature;
- Conference registration form/brochure or confirmation showing fees if requesting prepayment of conference registration;

- Hotel quotes and hotel confirmation if requesting prepayment of student hotel expense;
- Pro forma invoice or invoice provided by vendor if available.

E. **Travel Advance Payable to the Traveler**

1. A request for a travel advance will only be considered if estimated travel expenses include reimbursable expenses other than mileage and/or meals.
2. **Non-Oracle Users:** Each traveler must request a travel advance on the SBCCD Travel/Conference Request and Claim Form (Section B), electronically sign Section B and attach all required documentation, and email the request to sbccdapd@sbccd.org sbccdapd@sbccd.edu (Accounts Payable Department).
Oracle Users: Traveler must request a travel advance through the Oracle Expense Module and electronically attach all required documentation to his or her request.
3. All travel advance requests must be accompanied by the following required documentation:
 - Proper approval to travel and PR number (on the SBCCD Travel/Conference Request and Claim Form, Section A);
 - Conference literature; and
 - Support for all estimated travel-related expenses. This may include conference registration brochure showing registration fees or confirmation; quote for airfare; quote for nightly lodging rate, quote for rental car or shuttle service; MapQuest or Google Maps printout showing total mileage; etc.
4. The travel advance must only be used for reimbursable travel expenses necessary in attending to District business.
5. A travel advance must not exceed 80% of the anticipated expenses unless actual payments have been made and are substantiated in which case a request for 100% will be considered, upon written request.
6. Employees with Cal Cards may not request advances.
7. If travel requires Board approval, no advance request will be processed until approved by the Board of Trustees.
8. All advances must be followed by a resubmission of the SBCCD Travel/Conference Request and Claim Form or by submitting an Expense Report in Oracle within thirty (30) calendar days of the trip end date. If an advance exceeds actual cost, the claimant must reimburse the District upon submission of the SBCCD Travel/Conference Request and Claim Form.
9. If the trip is cancelled, the requestor will return the advance to Fiscal Services within three (3) business days from the date of cancellation.
10. Employees and students may not have more than two (2) travel advances open at any given time. A travel advance request may be rejected if travel claims from a previous trip have not been submitted in accordance with these procedures.
11. By receiving a travel advance, the requestor authorizes the Payroll Department to automatically deduct the travel advance from the requestor's payroll check or place a hold on the requestor's student records (if applicable) should the requestor fail to return monies owed to the District or fail to submit a completed SBCCD Travel/Conference Request and Claim Form or Expense Report in Oracle in accordance with these procedures.

F. **Travel Claims**

1. Whenever travel is properly authorized and costs are incurred, a claim must be filed showing in detail

all actual expenditures. The claim must be submitted with all required claim support including:

- Proper approval to travel and the corresponding PR number(s) (Section A of the SBCCD Travel/Conference Request and Claim Form);
- Conference literature; and
- Itemized receipts or invoices for all actual and eligible expenses. Mileage must be supported by a MapQuest or Google Maps printout showing total mileage.

Non-Oracle User: Each traveler must file his or her travel claim electronically by resubmitting the SBCCD Travel/Conference Request and Claim Form with all required claim support to sbccdapd@sbccd.org sbccdapd@sbccd.edu (Accounts Payable Department).

Oracle User: Traveler must file his or her travel claim by submitting an Expense Report and attaching all required claim support in Oracle.

2. The traveler must certify that all amounts claimed were actual and necessary, and that only allowable expenses are included.
3. If the traveler paid for another employee's or student's expenses, and the expense is reimbursable, the traveler must obtain a signed waiver from each person for whom the traveler paid for. The signed waivers must be attached to the SBCCD Travel/Conference Request and Claim Form or the Expense Report when submitted.
4. **Non-Oracle User:** After the traveler has completed the SBCCD Travel/Conference Request and Claim Form, the form must be reviewed and electronically signed by the traveler's supervisor if the traveler is an employee, or the Responsibility Center Manager if the traveler is a student.
Oracle User: Once an Expense Report is submitted, it will be automatically routed for proper approvals.
5. If total travel expenses (including any advances) exceed the approved cost estimate in Section A, a change order must be requested and approved by the Responsibility Center Manager to increase the purchase order.
6. Claims must be filed within thirty (30) calendar days after return from travel. Claims submitted after 30 calendar days may be denied. Traveler shall be reimbursed within forty five days (45) from claim submission.
7. A receipt must be an itemized bill or invoice from the vendor showing proof of payment (e.g. invoice stamped PAID or showing the amount of money received). A photocopy of a cancelled check showing both front and back can also be submitted with the vendor's itemized bill or invoice to prove the vendor was paid.

G. Mileage

Please refer to AP 7450 for mileage rate and calculation.

H. Meals and Incidentals

~~Reimbursement~~ **Non Cal-card holders** shall be ~~based~~ reimbursed at the per diem rate for all days of business travel, and no receipts for meals and incidentals will be required.

Cal-card holders will choose (on a per conference basis) from the following two options for reimbursement by marking their preference on the Travel/Conference Request & Claim Form.

1) I choose to be reimbursed at the per diem rate for meals and incidentals; I will not use a Cal-card for these expenses and no receipts will be required.

2) I choose to use my Cal-card for meals and incidentals: I will provide itemized receipts and will limit spending to the per diem rate.

SBCCD follows per diem rates for the San Francisco area as established by the U.S. General Services Administration (www.gsa.gov/perdiem). The applicable GSA per diem rates shall apply for all days of business travel. ~~The rates shall and~~ be updated in accordance with GSA ~~per diem~~ adjustments, which normally occur annually. ~~Meals are not reimbursable if provided at the conference or event. Itemized receipts are not required for meals. Cal-card users will be reimbursed for meal expenses that appear on the Cal-card statement up to the per diem rate.~~ Incidentals include fees and tips given to porters, baggage carriers, and hotel staff.

I. Lodging

Travelers are expected to use lodging that is necessary and reasonable, selecting the lowest standard room rates available. Travelers attending a conference should make reservations early enough to take advantage of conference rates.

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof of payment is required. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

J. Transportation

Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Purchasing refundable airline tickets is prohibited, unless there is a valid business reason and it is approved by a supervisor.

Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized. Receipt is required.

Toll fees only payable by Internet must be paid by the traveler and are reimbursable.

Necessary rental car expenses (including fuel and insurance) are reimbursable, not to exceed the costs of Compact class cars, unless there is a valid business reason and it is approved by a supervisor.

Itemized receipts for all transportation expenses are required.

K. Registration/Conference Fees

Event registration fees will only be reimbursed if the event is related to the traveler's employment at the District and for the benefit of the District. Student travel must serve an educational purpose. Itemized receipts are required.

Conference literature must be submitted with the SBCCD Travel/Conference Request and Claim Form, or attached to the Expense Report in Oracle. Conference literature must include the cost, dates, location of the event, and the conference agenda, program, or description.

L. Miscellaneous Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. Explanation for these expenses must be attached. Itemized receipts are required. These expenses include reasonable telephone charges, internet charges, and postage, only if necessary for business purposes. These expenses do not include personal expenses such as toothpaste, razor blades, or laundry.

M. Unallowable Travel Expenses

Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are alcohol; personal domestic ATM/credit card fees; traffic, parking or toll citations; movie rentals; personal phone calls; early check in fees; fees for social/recreational activities; and gratuities in excess of 20%.

No reimbursement for lodging or subsistence shall be paid to an employee for travel to a destination for his/her own convenience in advance of the necessary time of arrival, or if he/she remains at the destination following a meeting/conference.

N. Federal Awards Requirements

The District reimburses expenses for transportation, lodging, and related items incurred by employees who travel on official business of the District. For travel associated with federal awards, costs incurred by employees and officers must be reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy.

If the District charges these costs directly to a federal award, documentation justify that participation of the individual is necessary to the federal award, and that costs are reasonable and consistent with District's travel policy.

Reference:

Education Code Section 87032

Code of Federal Regulations, Title 2, 200.474

Attachments

- [AP 2735 Board Member Travel.docx](#)
- [AP 7400 Travel- Comments](#)
- [AP 7400 Travel- Legal Citations](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)

Approval Signatures

Step Description	Approver	Date
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Last Approved: 07/2019
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Next Review: 07/2029
Owner: [Human Resources Human Resources](#)
Policy Area: [Chapter 7 Human Resources](#)
References: [Legally Required](#)

BP 7400 Travel

(Replaces current SBCCD BP 7400)

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must have prior Board approval.

Reference:

Education Code Section 87032; Government Code Section 11139.8

Attachments

- [BP 2735 Board Member Travel.docx](#)
- [BP 7400 Travel- Comments](#)
- [BP 7400 Travel- Legal Citations](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)

Approval Signatures

Step Description	Approver	Date
	Policy Stat	08/2019
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Origination:	N/A
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Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	<i>Legally Required</i>

BP 2210 Officers

(Replaces current SBCCD BP 2100)

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

Duties of the ~~President~~Chair of the Board:

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the Chancellor on the Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;
5. Participate in the orientation process for new Board members as outlined in the Board Orientation Handbook; The ~~President~~Chair is ultimately responsible for the orientation process of new board members and student trustees.
6. Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
7. Represent the Board at official events or ensure Board representation.
8. The Board ~~President~~Chair may contact District legal counsel regarding business of the District as necessary and the Board ~~President~~Chair will provide a report to the Board and Chancellor.
9. The ~~President~~Chair has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)
10. The Board ~~President~~Chair shall establish ad hoc committees to comply with Board Policies and deadlines.
11. When applicable, the Board ~~President~~Chair will orient the incoming Board ~~President~~Chair in duties and responsibilities.
12. The Board ~~President~~Chair will attend a New Board Chair Workshop hosted by the California Community College League in January.

Duties of the Vice ~~President~~Chair of the Board:

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

2. To attest the signature of the **PresidentChair** or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the **PresidentChair** or other members of the Board on all other documents of the District when the attestation is a legal requirement.

Duties of the Clerk of the Board:

1. To perform in the absence of the **PresidentChair**, or the Vice **PresidentChair** all the duties of the **PresidentChair**;
2. To attest the signature of the **PresidentChair** or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the **PresidentChair** or other members of the Board on all other documents of the District when the attestation is a legal requirement;
4. To certify copies of records of the District as required.
5. Monitor calendar deadlines pertinent to the Board and report them to the Board **PresidentChair** and the Board.

Board Secretary

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

Duties of the Secretary to the Board:

1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
2. Prepare and post the Board meeting agendas;
3. Have prepared for adoption minutes of the Board meetings;
4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;
5. Conduct the official correspondence of the Board;
6. Certify as legally required all Board actions;
7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

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

Reference:

Education Code Section 72000

Attachments

- [BP 2210 Officers - Comments](#)
- [BP 2210 Officers - Legal Citations](#)



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:	<i>Good Practice/Optional</i>

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**chair, vice **president**chair, and clerk will be elected by the board of trustees. The **executive**advisory 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**chair and the newly elected board **president**chair will meet together to discuss:
 - a. Duties of the board officers, especially the **president**chair
 - 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



Current Status: Draft

PolicyStat ID: 7863055



Origination:	N/A
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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:	<i>Legally Required</i>

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**chair, vice **president**chair, 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](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Policy Stat
Policy Area:	Chapter 2 Board of Trustees
References:	Legally Required

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, ~~414 S 550 E. Del Rosa Avenue~~ Hospitality Ln., Suite 200, 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~~ chair with the consent of the majority of the Board members present.

Study ~~Strategy~~ Sessions

The Board may hold strategy sessions open to the public for the 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.



Origination:	N/A
Last Approved:	N/A
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Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	<i>Legally Required</i>

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](#)



Origination:	N/A
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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:	<i>Legally Required</i>

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~~[Chancellor](#) 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~~[Chancellor](#) 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](#)



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Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	<i>Good Practice/Optional</i>

BP 2725 Board Member Compensation

(Replaces current SBCCD BP 2230)

Members of the Board of Trustees who attend all Board meetings shall receive \$400 per month and the student trustee(s), \$200 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board shall annually confirm that the compensation pursuant to this Policy is consistent with the statutory formula set forth in Education Code Section 72024. The Board may, on an annual basis, increase the compensation of individual Board members beyond the statutory formula, in an amount not to exceed five (5) percent based on the present monthly rate of compensation. Any such increase shall be in accordance with the procedures set forth in Education Code Section 72024.

Reference:

Education Code Section 72024

Attachments

- [BP 2725 Board Member Compensation - Comments](#)
- [BP 2725 Board Member Compensation - Legal Citations](#)



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

AP 2730 Board Member Health Benefits

(Replaces current SBCCD AP 2240)

Members of the Board of Trustees ~~members~~ may be provided health and welfare benefits in accordance with Education Government Code Section 72425 and Sections 53201 and 53208.5. Pursuant to the Government Code Section 53201. Pursuant to the ~~Government Code~~, former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

The following benefits are available:

A. Medical

Each member of the Board may be covered under the District's medical/hospitalization plan.

B. Dental

Each member of the Board may be covered under the District's dental plan.

C. Life Insurance

Each member of the Board may be covered under the District's life insurance plan.

D. PERS Retirement

Board members that were elected prior to January 1, 1991 that have elected to contribute to PERS are eligible to apply for retirement benefits in accordance with the PERS retirement plan.

Reference:

Government Code Section 53201 and 53208.5

Attachments

[AP 2730 Board Member Health Benefits - 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:	<i>Legally Required</i>

BP 2730 Board Member Health Benefits

(Replaces current SBCCD BP 2240)

Members of the Board of Trustees shall be permitted to participate in ~~the District's health benefit programs. The benefits of members of the Board through~~ the District's health benefit programs. The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District. ~~Board members are afforded the opportunity to opt out of receiving health benefits from the District and be reimbursed under the same terms and conditions as other employees of the District.~~

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

References:

Government Code Sections 53201 and 53208.5

Attachments

- [BP 2730 Board Member Health Benefits - Comments](#)
- [BP 2730 Board Member Health Benefits - Legal Citations](#)



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:	<i>Good Practice/Optional</i>

AP 2735 Board Member Travel

~~(Replaces current SBCCD AP 2250)~~

A. Definition

~~Travel includes attendance at workshops, seminars, conventions, or other meetings of interest to the District.~~

B. Approval

~~Any travel, which involves reimbursable expenses in excess of \$1,000, and all travel outside of California shall be approved by the Board prior to the onset of the travel. The Board President or other Board member as designated must approve travel within the state with reimbursable expenses less than \$1,000. The Board President or designee shall sign all travel requests. The Board must ratify any exception.~~

C. Travel for Student Trustees

~~Student Trustees are encouraged to attend conferences locally and nationally. Conferences are limited to those with specific components for Student Trustees.~~

D. General Reimbursement

~~Board members shall be reimbursed for actual and necessary expenses incurred in attending meetings and conferences, and while performing services approved by or directed by the Board. The allocation for Board travel will be determined during the budget planning process and will be approved in the annual budget.~~

E. Meals and Incidentals

~~Maximum reimbursement shall be based upon flat rate daily per diem rates for the Los Angeles Orange County area as established by the U.S. General Services Administration (www.gsa.gov/perdiem). The applicable GSA daily per diem rates shall apply for full days of travel. For first and last days of travel, 75% of the applicable GSA daily per diem rates will apply. The rates shall be updated in accordance with GSA per diem adjustments, which normally occur annually. Reimbursement shall be based upon actual and necessary meal costs, including tax and gratuity. A maximum acceptable gratuity is 20% of allowable meal expenses and taxes. Itemized receipts are required.~~

F. Lodging

~~Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.~~

G. Transportation

~~Private or other mode of transportation shall not exceed the lowest of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, or parking charges incurred while on~~

~~approved travel may be claimed for reimbursement when properly itemized on claim forms.~~

H. Registration

~~Registration fees are authorized.~~

I. Conference Fees

~~Conference fees for specific events shall be reimbursed, except cost of conference sponsored or unsponsored activities, which are essentially entertainment, or non business shall not be reimbursed.~~

J. Travel Claims

- ~~1. Whenever travel is properly authorized and costs are incurred, a claim may be filed using a standard Purchase Requisition and Travel Claim Form, which shows in detail all expenditures, incurred. Invoices or proof of payment (receipts) shall be attached to the claim for all expenditures except mileage.~~
- ~~2. The claimant shall certify by signature that all amounts claimed were actual and necessary. The Chancellor, or his/her designee, shall be required to review and approve each travel claim. Claims shall be filed within thirty (30) days after return from travel.~~

K. Travel Advances

- ~~1. A travel advance must be requested on the Travel Claim Form and requires approval by the Chancellor or his/her designee. A travel advance shall not exceed 80% of the anticipated expense unless conference literature, travel reservations, and hotel brochures are submitted which indicate actual cost, in which case a request for 100% will be considered.~~
- ~~2. All advances must be followed by a resubmission of the Travel Claim Form within thirty (30) days after completion of travel whether or not the claim exceeds the advance. An advance made shall be deducted from the subsequent travel claim. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess amount within the thirty (30) days prescribed above.~~

L. Portorage

~~Reasonable portorage or baggage handling costs is allowed.~~

M. Out-of-State Travel

~~All out-of-state travel shall receive prior authorization by the Board. The request shall be accompanied by a complete explanation of the college business purpose to be served.~~

Per Board Policy 2735, Board member travel requests shall be made in accordance with the District's travel request and approval processes. Please reference AP 7400 regarding those processes.

Reference:

Education Code Section 72423; Government Code Section 11139.8

Attachments

- [AP 2735 Board Member Travel - Comments](#)
- [AP 2735 Board Member Travel - Legal Citations](#)
- [AP 7400 Travel.docx](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)



Current Status: Active

PolicyStat ID: 3958054



Origination: 01/2001
Last Approved: 05/2018
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Next Review: 05/2024
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References: *Legally Required*

BP 2735 Board Member Travel

(Replaces current SBCCD BP 2250)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Board member travel requests shall be made in accordance with the District's travel request and approval processes.

Also see BP/AP 7400 titled Travel

Reference:

Education Code Section 72423; Government Code Section 11139.8.

Attachments

- [BP 2735 Board Member Travel - Comments](#)
- [BP 2735 Board Member Travel - Legal Citations](#)
- [BP 7400 Travel.docx](#)
- [Overview for Legal Update 31 Final Version.docx](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	Board Board: [SN]	11/2017
Board of Trustees 1st reading	Board Board: [SN]	11/2017
District Assembly 2nd reading	District Assembly District Assembly: [SN]	10/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	09/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	08/2017



District Assembly Nominations Received
Two-Year Terms Ending Spring 2022

District Assembly Nominations Received

The District Assembly Nomination Form was sent districtwide via email on 2/27/20, 3/5/20, 3/12/20, and 3/19/20. In addition, it was agendaized at District Assembly on 3/3/20. The following nominations were received by the deadline of 5pm on 3/23/20. The nominations will be forwarded to the constituent group representative and will be elected by their group.

Crafton Hills College	San Bernardino Valley College	DSO
One (1) Faculty <ul style="list-style-type: none"> • TBD 	Two (2) Faculty <ul style="list-style-type: none"> • Bethany Tasaka • Davena Burns Peters 	One (1) Classified <i>to be appointed by CSEA</i> <ul style="list-style-type: none"> • TBD
One (1) Classified <i>to be appointed by CSEA</i> <ul style="list-style-type: none"> • TBD 	One (1) Management <ul style="list-style-type: none"> • Raymond Carlos 	One (1) Management <ul style="list-style-type: none"> • Kristina Hannon
One (1) Student Senate <ul style="list-style-type: none"> • TBD 	One (1) Student Senate <ul style="list-style-type: none"> • Adrian Rios 	
One (1) Student Senate (alt) <ul style="list-style-type: none"> • TBD 	One (1) Student Senate (alt) <ul style="list-style-type: none"> • TBD 	