



## District Assembly Meeting

May 5, 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](mailto:snikac@sbccd.edu). Submissions must be received **before 1:00pm** on the day 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.

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 meeting as possible.

1. **CALL TO ORDER** Jeremiah Gilbert
2. **WELCOME NEW MEMBERS**
3. **ELECTION OF PRESIDENT**
4. **ELECTION OF VICE PRESIDENT**
5. **CHANCELLOR'S REPORT** Jose Torres
6. **APPROVAL OF MINUTES**
  - A. April 7, 2020 minutes (p3)
7. **OLD BUSINESS**
  - A. Approval of District Technology Strategic Plan for 2<sup>nd</sup> Reading (p6)
  - B. Approval of APs & BPs for 2<sup>nd</sup> Reading
    - a. BP 1100 San Bernardino Community College District (p22)
    - b. BP 3226 Awards (p23)
    - c. AP/BP 3715 Intellectual Property (p24,30)
    - d. AP/BP 3725 Information & Communications Technology (p31,33)
    - e. AP 3750 Use of Copyrighted Material (p34)
    - f. AP/BP 4105 Distance Education (p38,40)
    - g. AP/BP 5030 Fees (p41,48)
    - h. AP/BP 5040 Student Records, Directory Information, and Privacy (p50,54)

- i. AP/BP 5150 Extended Opportunity Programs and Services (p55,56)
- j. AP/BP 6700 Civic Center and Other Facilities Use (p58,65)
- k. AP/BP 7150 Evaluation (p66,70)
- l. AP/BP 7210 Academic Employees (p71,82)
- m. AP/BP 7250 Educational Administrators (p83,89)
- n. AP/BP 7260 Classified Supervisors and Managers (p91,103)
- o. AP/BP 7400 Travel (p104,110)

8. **NEW BUSINESS**

- A. APs & BPs Presented for 1<sup>st</sup> Reading – no action
  - a. None
- B. Chapter 2 APs & BPs Presented for Information
  - a. BP 2015 Student Trustees (p111)
  - b. AP/BP 2305 Annual Organizational Meeting (p112,113)
  - c. AP/BP 2435 Evaluation of the Chancellor (p114,116)
  - d. BP 2725 Board Member Compensation (p117)
  - e. AP/BP 2730 Board Member Health Benefits (p118,119)
  - f. BP 2745 Board Self-Evaluation (p120)
- C. Legal Update #36 Presented for Information
  - a. AP/BP 4400 Community Services Programs – Both updated to replace the term “homemaking” with “family and consumer sciences.” (p121,122)
  - b. AP 6530 District Vehicles – This procedure was updated to add a citation to Public Contract Code Section 10326.1. (No change to BP.) (p123,125)
  - c. CCLC Legal Update #36 Actions (p126)

9. **UPDATES & REPORTS**

- A. Budget Update (oral report)
- B. Fact Book [http://www.sbccd.org/research/Fact\\_Book](http://www.sbccd.org/research/Fact_Book)
- C. Committee Evaluation (p132)
- D. Preliminary BP & AP Review Schedule (p138)
- E. District Assembly Membership Terms Expiring 2021-2022 (p140)

10. **PUBLIC COMMENTS**

*Public comments may be submitted electronically by emailing [snikac@sbccd.edu](mailto:snikac@sbccd.edu). Submissions must be received **before 1:00pm** on the day 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.*

11. **ADJOURN**

Next Meeting: September 1, 2020 at 3pm  
Location: SBCCD Boardroom



## 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**

## MINUTES

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](mailto: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.
- Any comments submitted during the meeting must be requested via the chat function through Zoom.

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### 1. **CALL TO ORDER**

Jeremiah Gilbert

J. Gilbert called the meeting to order at 3:02pm and took roll call.

### 2. **CHANCELLOR'S REPORT**

Jose Torres

Interim Chancellor Torres thanked the group for their work to reduce issues and being patient as we navigate through uncertain times. Budget letter from Dept of Finance and the Assembly expecting little changes from last year. May revise expect changes to COLA, growth funding/unfunded FTES, and likely to have a second revision to state budget. Student representatives shared their experiences with the recent changes. Communication and direction from faculty has become clearer as adjustments have been made.

### 3. **APPROVAL OF MINUTES**

A. March 3, 2020 minutes (p3)

*M. McConnell moved to approve the minutes of March 3, 2020. K. Palkki seconded the motion. Unanimous approval.*

### 4. **OLD BUSINESS**

A. Approval of APs & BPs for 2<sup>nd</sup> Reading

- AP/BP 3505 Emergency Response Plan (p10,35)
- AP/BP 3715 Intellectual Property (not ready)
- AP/BP 3725 Information & Communications Technology (not ready)
- AP 3750 Use of Copyrighted Material (not ready)
- AP/BP 4103 Work Experience (p36,38)
- AP/BP 6320 Investments (p39,41)

*C. Luke moved to approve items 4Aa, e, and f. K. Palkki seconded the motion. Unanimous approval.*

### 5. **NEW BUSINESS**

A. APs & BPs Presented for 1<sup>st</sup> Reading – no action

- BP 1100 San Bernardino Community College District (p44)
- BP 3226 Awards (p45)
- AP/BP 4105 Distance Education (p46,48)
- AP/BP 5030 Fees (p49,56)
- AP/BP 5040 Student Records, Directory Information, and Privacy (p58,62)
- AP/BP 5150 Extended Opportunity Programs and Services (p63,64)
- AP/BP 6700 Civic Center and Other Facilities Use (p66,73)
- 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)

*J. Gilbert noted comments shared and asked the senates to review AP4105 - the terms district education or correspondence is being used. AP5030 - Fees in H & I will be reviewed and updated by the libraries for second reading. VPAS and Fiscal Services will be available in May to address why the fees on students are increasing, specifically the parking fees.*

**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)

**C. District Technology Strategic Plan – 1<sup>st</sup> reading per the Addendum**

*The District Technology Plan will come to DA in May for 2<sup>nd</sup> reading and final approval. Any changes should be directed to Jeremiah Gilbert or Luke Bixler.*

**6. UPDATES & REPORTS**

**A. Accreditation Update (oral report)**

*SBVC has attended webinars and meetings. Expect to have completed by fall. CHC will have their first draft circulated by Friday. Interim Chancellor requested the colleges keep Jeremiah updated on accreditation status for monthly Board information updates.*

**B. Bond Update (oral report)**

*Given the current situation, now is not the ideal time to refinance bonds. \$300M waiting for projects to continue. Changes will be made to the projects due to increase in costs and other changes since the facilities master plan was approved. Considering not building a parking structure only if we are able to purchase the swap meet across the street. Considering building a new PAC at CHC and not repurposing. BOT Finance committee is scheduled to approve on Thursday and possibly going to the Board in May for approval.*

**C. Committee Evaluation**

*The evaluation will be sent via Qualtrics will be sent April 7-24. DA Executive committee will receive the report on April 27. DA receives report on May 5.*

**D. District Assembly Membership Nomination Update (p132)**

*We will extend the nominations and send another reminder. Good practice to have all members in place by May to invite new members to attend DA.*

**7. PUBLIC COMMENTS**

*Paul Walker - The SB Co. Public Health Officer, Dr. Eric Gustafson, has ordered everyone within San Bernardino County to wear a face covering when leaving home.*

*Suggestions for mask sources: Etsy, Amazon, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>*

**8. ADJOURN**

*J. Gilbert adjourned the meeting at 3:46pm.*

*Next Meeting: May 5, 2020 at 3pm*

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

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		x	
Mark	McConnell (VP)	ex officio	2020	x	x	x	x	x	x	x	
Stacey	Nikac (Recorder)	ex officio	2020	x	x	x	x	x	x	x	
Jose	Torres	ex officio	2020	x	x		x	x	x	x	
Leen	Alkaddumi	Student - CHC	2020							x	
T.L.	Brink	Faculty - CHC	2020	x	x	x	x	x	x	x	
Sean	Brown	Student - CHC	2020								
Keynasia	Buffong	vested	2020				x	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	x	
Colleen	Gamboa	vested	2020						x	x	
Ed	Gomez	vested	2020					x	x	x	
Laurie	Green	Faculty - CHC	2022	x		x		x	x	x	
Kristina	Hannon	Mgmt - District	2020	x	x	x	x	x	x	x	
Kevin	Horan	ex officio	2020	x	x	x	x		x	x	
Celia	Huston	ex officio	2020		x	x	x		x	x	
Rhiannon	Lares	Class - District	2020	x	x	x		x	x		
Stephanie	Lewis	Mgmt - SBVC	2020	x		x		x	x	x	
Craig	Luke	Faculty - SBVC	2022	x			x	x	x	x	
Brandi	Mello	ex officio	2020								
Kevin	Palkki	vested	2020	x		x	x	x	x	x	
Adrian	Rios	Student - SBVC	2020							x	
Diana	Rodriguez	ex officio	2020						x	x	
Judy	Rodriguez	ex officio	2020	x		x			x	x	
Cyndie	St. Jean	vested	2020	x	x	x	x	x	x	x	
Bethany	Tasaka	Faculty - SBVC	2020	x	x	x		x	x	x	
Cassandra	Thomas	Class - SBVC	2022		x	x	x	x	x	x	
Keith	Wurtz	Mgmt - CHC	2022	x	x	x	x		x		
Ruby	Zuniga	Class - CHC	2020	x							

**District Technology Strategic Plan**

“2020 – 2023”

*April 6, 2020*

**“ROUGH DRAFT”**

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## Overview of the District Technology Strategic Plan

The District Technology Strategic Plan (DTSP) represents a macro view of the District's technology needs. It provides a long range view that anticipates the emerging technological needs of the Colleges and District entities and requires an understanding and accommodation for federal, state, and local requirements. The DTSP anticipates and provides for the technological needs necessary to enable other planning documents at the District and College level to succeed and ensures a continuous two-way alliance with the College technology requirements to support instructional and student-focused services.

## District Mission Statement

The San Bernardino Community College District (SBCCD) transforms lives through the education of our students for the benefit of our diverse communities. This is achieved through the District's two Colleges (San Bernardino Valley College and Crafton Hills College) and public broadcast system (Empire Network - KVCR FM/TV) by providing high quality, effective and accountable instructional and training programs and services to the students and communities we serve.

## Technology Planning

SBCCD believes that there are key features and characteristics of planning documents that increase their likelihood for success and make them more meaningful to stakeholders. These include:

- The DTSP should invite and encourage input from all stakeholders and is representative of all areas of the District, Colleges, and the communities we serve;
- The DTSP should be placed where stakeholders can readily have access to it;
- The DTSP planning process should be clearly articulated and publicly known. The content should reflect the needs and issues raised during the planning processes and any changes should be communicated and ratified by the planning committee;
- The DTSP should accommodate the changes in the needs of the District, Colleges, and the communities we serve as reflected by changes in other District and College plans, Board Imperatives, accreditation and licensing requirements, and technology overall;
- The DTSP should have a 3-5 year focus and should include a collectively defined vision, mission, purpose, goals, objectives, and guiding principles;
- The DTSP's objectives should be quantifiable and realistic. Each objective should have a direct link to financial requirements;
- Progress towards meeting planned goals should be examined annually as part of a cyclical review process;
- The entire DTSP process should be evaluated with each three year cycle.



## SBCCD District Technology Strategic Plan

The purpose of SBCCD’s District Technology Strategic Plan (DTSP) is to encourage and enable all District constituencies to participate in the assessment of technology needs and the development of the vision, direction, and prioritization of solutions to address those needs. It ensures ongoing focus and two-way alignment with the Educational Master Plans of the Colleges, the District Strategic Plan (including the Board Imperatives), and other plans and processes and provides a guiding framework for site-level planning and expenditure.

The plan enables all District entities to utilize data in decision making processes through the meaningful integration of disparate information systems and training; provide the technology necessary to enable College and District entities to respond to federal, state, and local accreditation, licensing, and reporting requirements; as well as maintain technological currency through the ongoing review of effective practices, emerging technologies, and the provision of training to technical staff and end-users.

The District Technology Strategic Plan encourages regular review of business practices, technologies, and strategies to find new and innovative ways to enhance operational efficiencies and maximize the value of the dollar in procuring new technologies and ensuring that a Total Cost of Ownership (TCO) model is followed.

### Process

The development of the District Technology Strategic Plan involved active participation by all District stakeholders via five District-wide committees: TESS Executive Committee, Technical Infrastructure Committee, District Applications Work Group, and the SBVC and CHC Campus Technology Committees. While this plan is intended to provide a three year direction, this latest version of the DTSP builds upon the progress made in previous DTSP and is intended to be dynamic and will be updated as frequently and as is necessary to accommodate for the emerging needs of the District and our two Colleges.

### Planning Team

#### **Technology and Educational Support Services (TESS) Executive Committee**

**Charge:** Develop, monitor, and update the Technology Strategic Plan and District IT Prioritization Process, ensuring alignment between the District-wide use of technology and the Board of Trustee’s imperatives; Review, prioritize and monitor District-wide IT projects.

#### **Membership:**

- Brandi Bailes – CHC Academic Senate Appointee
- Celia Huston – SBVC Academic Senate President
- Steve Sutorus – District Business Manager
- Rick Hrdlicka – SBVC Director of Campus Technology Services

- Melissa Oshman – CHC Director, Technology Services
- Jason Brady – District Web Developer
- Jeremy Sims – District Director of Technical Services
- Larry Strong – District Director Fiscal Services
- Kristina Hannon – Interim Vice Chancellor Human Resources
- Pavel Bratulin – SBVC Director of Marketing and Public Relations
- Jeremiah Gilbert – Executive Director, Research, Planning and Institutional Effectiveness
- Luke Bixler – Chief Technology Officer
- Andy Chang - Director, Administrative Application Systems
- Al Jackson – Police Chief
- Delmy Montenegro-Spencer – CHC Vice-President Student Services
- Scott Thayer – SBVC Vice-President Student Services
- Scott Stark – SBVC Vice-President Administrative Services
- Mike Strong – CHC Vice-President Administrative Services
- Dina Humble – SBVC Vice-President Instruction
- Keith Wurtz – CHC Vice President Instruction

### **District-wide Applications Work Group (DAWG)**

**Charge:** To provide a communication conduit and working environment to: bring and discuss current issues related to District applications and College services, including new and changing state and federal mandates and College/District policies and procedures; To bring stakeholders together to complete tasks and resolve issues related to approved projects and operational tasks.

### **Membership:**

- Andy Chang – Director Administrative Application Systems
- Kristi Simonson – CHC Web Developer
- Jason Brady – District Web Developer
- Arlene McGowan – Systems Analyst
- Dianna Jones – Sr. Programmer Analyst
- Joyce Bond – Sr. Programmer Analyst
- DyAnn Walter – Systems Analyst
- Mike Tran – Sr. Programmer Analyst
- Joe Ho – Sr. Programmer Analyst
- Delmy Montenegro-Spencer – CHC VP of Student Services
- Keith Wurtz – CHC VP of Instruction
- Kristen Colvey – CHC Dean of Student Services
- Joe Cabrales – CHC Dean of Student Services
- James Smith – SBVC Dean of Research and Planning
- Scott Stark – SBVC VP of Admin Services

- Marco Cota – SBVC Dean of Student Services
- Christie Gabriel – SBVC Sr. Researcher
- Maria Rodriguez – SBVC Dean of Student Equity and Success
- Michael Strong – CHC VP of Admin Services
- Veada Benjamin – SBVC Admissions Coordinator
- Steven Silva – SBVC Admissions Evaluator
- Robert McAtee – CHC Counselor
- April Dale-Carter – SBVC Director of Admissions and Records
- Corrina Baber – Data Analyst
- Larry Aycock – CHC Director of Admissions and Records
- Herlinda Molina – SBVC Admissions
- Sophin Im – SBVC Clerk
- Julie Ulloa – SBVC Admissions
- Ailsa Aguilar-Ktibr – SBVC Counselor
- Lidya Alamsyah – Fiscal services accountant
- Soutsakhone Xayaphanthong – Interim Director Promise program
- Noemi Elizalde – Fiscal services accountant
- Lawrence Strong – Director Fiscal Services
- Kristin Flores – CHC Admissions Evaluator
- Kristina Heilgeist – CHC Catalog specialist
- Veronica Lehman – CHC Financial Aid specialist
- Elizabeth Lopez – CHC Catalog Specialist
- Kay Dee Yarbrough – SBVC Catalog Specialist
- Patricia Quach – SBVC Dean of the Academic Success and Learning Services Division
- Janice Wilkins – SBVC Counselor
- Michael Aquino – Sr. Programmer Analyst
- Robert Scudder – User Liaison
- Reyna Uribe – CHC Admissions technician
- Giovanni Sosa – CHC Dean of Research and Planning
- Yancie Carter – SBVC Counselor
- Scott Thayer – SBVC VP of Student Services
- Delmy Montenegro-Spencer – CHC Vice-President Student Services
- Christopher Crew – District Sr. Researcher
- Artour Aslanian – CHC Sr. Researcher
- Sharaf Williams – CHC Director Student Life
- Luke Bixler – Chief Technology Officer
- Dina Humble – SBVC VP of Instruction
- Breanna Curry – SBVC Schedule Catalog specialist

**College Technology Committees (One for Each College)**

**CHC Charge:** The Technology Planning Committee uses research and evidence to develop and oversee a comprehensive technology plan for the college, identify and troubleshoot technology issues at a strategic level and evaluate technology opportunities.

**CHC Membership:**

- Melissa Oshman – Director of Technology Services (Co-Chair)
- Nicholas Reichert – Tutoring Coordinator
- Van Muse – Dean Instruction
- Anthony White – Senior Technology Support Specialist
- Alan Oshiro – Senior Technology Support Specialist
- Brandi Bailes – Faculty Mathematics (Co-Chair)
- Kristina Heilgeist – Schedule and Catalog Data Specialist
- Kristi Simonson – Web Developer
- Larry Cook – Director Facilities
- Jeremy Sims – District Director of Technology Services
- Luke Bixler – Chief Technology Officer
- Joe Cabrales – Dean Student Services
- Frank Madrid – Instructor Computer Science
- Gwendolyn DiPonio – Full-time professor
- Krista Ivy – Librarian
- Frances Rodriguez – Student
- Suzanne Delahanty – Alternative Media and Assistive Technology Specialist

**SBVC Charge:** Provide the campus with a plan for implementing current technologies. Provide Campus Technology staff with effective training that allows them to meet the technology needs of the campus. Provide our students with current technology resources to help them achieve their educational goals. Make a positive impact in our community. Cultivate partnerships that allow us to continue to serve and benefit our community. Effectively manage technology resources for the campus. Obtain revenue resources to adequately support technology initiatives. Provide universal accessibility to technology resources for constituents.

**SBVC Membership:**

- Rick Hrdlicka – Director of Campus Technology Services Co-Chair
- Dave Bastedo – Faculty Science
- Mandi Batalo – Faculty Arts & Humanities
- Anna Bojorquez – Assistive Technology Specialist
- Andy Chang - Director, Administrative Application Systems
- Lucas Cuny – Faculty RTVP and Media Academy Director
- John Feist - Classified Senate, Technology Support Specialist II
- Jonathan Flaa - Technology Support Specialist I

- Rania Hamdy - Professional and Organizational Development Coordinator
- Ron Hastings – Director of Library and Learning Support Services
- Wallace Johnson – Dean, Social Science Human Development and Kinesiology
- Kathy Kafela - Transfer and Career Services Coordinator
- Jeanne Marquis - Counselor
- Malik Stalbert – Faculty, Computer Information Technology
- Reggie Metu – Department Chair Computer Information Technology
- Aldo Sifuentes - Technology Support Specialist II (Co-chair)
- Jeremy Sims - District Director of Technical Services
- Bruce Underwood – Faculty Accounting
- Patti Wall – Associate Professor Department Chair, Library
- Nathan Yearyeen - Technology Support Specialist II

### **TESS Management Team**

#### **Membership:**

- Jeff Baugher – Director ATPC
- Luke Bixler – Chief Technology Officer
- Andy Chang – Director Administrative Applications
- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Anna Mendez – Supervisor Printing Services
- Melissa Oshman – CHC Director of Campus Technology Services
- Jeremy Sims – Director of Technical Services
- Yvette Tram – Business Systems Administrator

### **Technology Vision**

#### **Our Technology Vision:**

- Technologies will enable and enhance collaboration, communication, and partnerships within the District, and with federal, state, local, and community partners;
- Technologies will enable and enhance support towards academic and student success.
- Administrative applications will communicate seamlessly, enabling real time exchange of reliable data between systems;
- Information systems will expand and enhance services while maintaining forward and backward compatibility;
- Students, faculty, and staff will have an environment that is technologically current;
- The privacy and security of information within our technology systems will be ensured.

### **Technology Mission**

To support the San Bernardino Community College District (SBCCD) by providing the secure technology that helps the District transform the lives of our students.

## Guiding Principles

In the context of our organizational values, Technology and Educational Support Services (TESS) strives to provide the appropriate support by following these principles:

- Our first priority is in ensuring and facilitating student learning and success from pre-enrollment to graduation;
- Technology facilitates faculty and staff professional development and assists employees to maximize their effectiveness;
- Administrative applications will be able to communicate seamlessly, enabling real time exchange of reliable data between systems;
- SBCCD's systems provide a stable infrastructure and ready access to valid/reliable data;
- Technologies are responsive, inclusive, and relevant to the communities we serve and collaborate with;
- SBCCD strives for excellence in the services it provides and the technologies it deploys and maintains;
- SBCCD encourages the pursuit and adoption of innovative practices and technologies that enhance services to its stakeholders;
- SBCCD provides value, effective communication, and excellent service to all faculty, staff and students.

## District Technology Goals and Initiatives

In developing the District Technology Strategic Goals, the District reviewed the Goals from the District Strategic Plan, the Crafton Hills College Technology Plan and the San Bernardino Valley College Technology Plan. In alignment with each of these plans, the District has identified the following five overarching goals: Enhance Information Security District-Wide, Support Instruction and Learning, Improve Services to Students, Support Innovation across the District, Enhance Stability and Reliability of Technology. These five goals and the related strategies will support and strengthen the goals from the plans across the District.

### Goal 1: Enhance Information Security District-Wide

The following strategies will be used to meet the goal of enhancing Information Security across the District:

- 1.1 Security Framework: Identify and implement a security framework (NIST, ISO 27001, etc.) including policies that addresses Information Security in a higher education environment.
- 1.2 Security Processes: Establish monthly security processes at the District and each of the Colleges that ensures the latest security patches are being deployed on all devices.
- 1.3 Security Audit: Establish an annual audit with an external security company. This audit will review, scan and report on the status of the security posture across the District.
- 1.4 Security Solutions: Review, evaluate and implement new technology related security systems.
- 1.5 Security Training: Establish a security training program that will train and educate the faculty, staff, and students.

### Goal 2: Support Instruction and Learning

The following strategies will be used to meet the goal of supporting instruction and learning across the District:

- 2.1 Research New Software: Work closely with the instructional offices at each of the Colleges to identify and implement solutions that will support instruction and learning.
- 2.2 System Upgrades: Review and upgrade existing software implementations to take advantage of new features and functionality.
- 2.3 Project Management Procedures: Establish project management procedures so that instructional projects are completed on time and under budget.
- 2.4 Learning Management System: Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify changes and enhancements to our Learning Management System.
- 2.5 Campus Technology Committees: Partner with the Campus Technology Committees at each College to get feedback on instructional areas that can be improved across the District.

### Goal 3: Improve Services to Students

The following strategies will be used to meet the goal of improving services to students across the District:

- 3.1 New Technology: Evaluate technologies that can improve the student experience.
- 3.2 Student Information System: Evaluate new versions of the Student Information System system that may offer new functionality for students.
- 3.3 State Initiatives: Partner with the administrative staff at the Colleges to review student facing solutions offered by the state.
- 3.4 Distance Education: Partner with the Distance Education Coordination Council to identify changes and enhancements that will improve the student experience.
- 3.5 Campus Technology Committees: In collaboration with the Campus Technology Committees at each College, obtain feedback on technologies that will improve the student experience.
- 3.6 Accessibility: Ensure that the appropriate accessibility training and technology is available to align with accessibility regulations and to meet the needs of our students.

### Goal 4: Support Innovation across the District

The following strategies will be used to meet the goal of supporting innovation across the District:

- 4.1 Technology Research: Review innovative technology solutions, such as Customer Relationship Management systems, that are being implemented at other institutions.
- 4.2 Infrastructure: Review and implement infrastructure and technologies that support innovation.
- 4.3 Technology Surveys: Review District and Campus surveys to identify challenge areas and collaborate with the Colleges to find technologies that can provide solutions.
- 4.4 Learning Management System: Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify new software or plugins that work with the Learning Management System.
- 4.5 Campus Technology Committees: Partner with the Campus Technology Committees at each College to get feedback on technologies that can lead to innovation across the District.

### Goal 5: Enhance Stability and Reliability of Technology

The following strategies will be used to meet the goal to enhance stability and reliability of technology across the District:

- 5.1 Cloud Strategy: Evaluate and implement a Cloud Strategy that will move from a local infrastructure to a cloud hosted infrastructure.
- 5.2 Disaster Recovery Plan: Develop and implement a Business Continuity and Disaster Recovery Plan to cover all areas of technology at the District and at the Colleges.
- 5.3 Fault Tolerance: Create redundant pathways to create fault tolerance for internet and voice circuits at the District and the Colleges.



5.4 Redundancy: Evaluate, document and make recommendations for full redundancy in server rooms, core network and WAN environments.

5.5 Test Plans and Procedures: Establish and execute annual and semi-annual test plans to ensure disaster recovery procedures work properly and systems are operating as expected.

### Technology Strategic Plan Goals and Timeline Summary

This table shows the timeline for the SBCCD Technology Strategic Plan Goals					
SBCCD Technology Goals		Timeline			
2020 - 2023 District Technology Goals		FY 20-21	FY 21-22	FY 22-23	Progress
1.0	Enhance Information Security	X	X	X	
1.1	Security Framework		X		
1.2	Security Processes	X	X		
1.3	Security Audit	X	X	X	
1.4	Security Solutions		X		
1.5	Security Training		X	X	
2.0	Support Instruction and Learning	X	X	X	
2.1	Research New Software	X	X	X	
2.2	System Upgrades		X	X	
2.3	Project Management Procedures		X		
2.4	Learning Management System	X	X	X	
2.5	Campus Technology Committees	X	X	X	
3.0	Improve Services to Students	X	X	X	
3.1	New Technology	X	X	X	
3.2	Student Information System			X	
3.3	State Initiatives		X	X	
3.4	Distance Education	X	X	X	
3.5	Campus Technology Committees	X	X	X	
4.0	Support Innovation across District	X	X	X	
4.1	Technology Research	X	X	X	
4.2	Infrastructure	X	X		
4.3	Technology Surveys	X	X	X	
4.4	Learning Management System	X	X	X	
4.5	Campus Technology Committees	X	X	X	
5.0	Enhance Stability and Reliability		X	X	
5.1	Cloud Strategy		X		
5.2	Disaster Recovery		X		
5.3	Fault Tolerance	X			

5.4	Redundancy		X		
5.5	Test Plans and Procedures		X	X	

### Alignment of Technology Goals with District Strategic Plan

This table demonstrates the alignment of the SBCCD Technology Strategic Plan Goals with the Districts Strategic Plan Goals

SBCCD Technology Goals		SBCCD Strategic Plan Goals			
2020 - 2023 District Technology Goals		Student Success	Enrollment and Access	Partnership of Strategic Importance	District Operational Systems
1.0	Enhance Information Security	X	X	X	X
1.1	Security Framework	X	X		X
1.2	Security Processes	X	X		X
1.3	Security Audit			X	X
1.4	Security Solutions	X	X		X
1.5	Security Training	X	X		X
2.0	Support Instruction and Learning	X	X	X	X
2.1	Research New Software	X	X		X
2.2	System Upgrades	X	X		X
2.3	Project Management Procedures			X	X
2.4	Learning Management System	X	X	X	X
2.5	Campus Technology Committees			X	X
3.0	Improve Services to Students	X	X	X	X
3.1	New Technology	X	X		X
3.2	Student Information System	X	X		X
3.3	State Initiatives	X	X	X	X
3.4	Distance Education			X	X
3.5	Campus Technology Committees			X	X
4.0	Support Innovation across the District	X	X	X	X
4.1	Technology Research	X	X		X
4.2	Infrastructure				X
4.3	Technology Surveys	X	X		X
4.4	Learning Management System	X		X	X
4.5	Campus Technology Committees			X	X
5.0	Enhance Stability and Reliability	X	X	X	X
5.1	Cloud Strategy	X	X		X
5.2	Disaster Recovery	X	X		X
5.3	Fault Tolerance	X	X		X
5.4	Redundancy	X	X		X

5.5	Test Plans and Procedures			X	X
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**Alignment of Technology Goals with Crafton Hills College Technology Plan**

This table demonstrates the alignment of the SBCCD Technology Strategic Plan Goals with the CHC Technology Plan

SBCCD Technology Goals		CHC Technology Plan Goals				
2020 - 2023 District Technology Goals		Secure Technology Infrastructure	Technology Access and Resources	Professional Development Technology	Evaluate & Improve Technology	Improve Student Relationship
1.0	Enhance Information Security	X	X		X	X
1.1	Security Framework	X	X			
1.2	Security Processes	X	X			
1.3	Security Audit	X	X			
1.4	Security Solutions	X			X	
1.5	Security Training	X		X		X
2.0	Support Instruction and Learning		X	X	X	X
2.1	Research New Software		X			
2.2	System Upgrades		X		X	
2.3	Project Management Procedures				X	
2.4	Learning Management System		X		X	X
2.5	Campus Technology Committees		X	X	X	
3.0	Improve Services to Students		X	X	X	X
3.1	New Technology		X	X	X	X
3.2	Student Information System		X		X	X
3.3	State Initiatives		X	X	X	X
3.4	Distance Education		X	X	X	X
3.5	Campus Technology Committees		X	X	X	X
4.0	Support Innovation across District	X	X	X	X	X
4.1	Technology Research	X	X	X	X	
4.2	Infrastructure	X			X	
4.3	Technology Surveys	X	X	X	X	X
4.4	Learning Management System		X	X	X	X
4.5	Campus Technology Committees	X	X	X	X	X
5.0	Enhance Stability and Reliability		X		X	X
5.1	Cloud Strategy		X		X	
5.2	Disaster Recovery		X		X	
5.3	Fault Tolerance		X		X	X
5.4	Redundancy		X		X	
5.5	Test Plans and Procedures		X		X	

**Alignment of Technology Goals with San Bernardino Valley College Technology Plan**

This table demonstrates the alignment of the SBCCD Technology Strategic Plan Goals with the SBVC Technology Plan							
SBCCD Technology Goals		SBVC Technology Plan Goals					
2020 - 2023 District Technology Goals		Technology Resources and Support	Online Program Support	Partner-ships	District Collaboration	Professional Development	Access-ibility
1.0	Enhance Information Security	X	X		X		
1.1	Security Framework	X	X		X		
1.2	Security Processes	X	X		X		
1.3	Security Audit	X	X		X		
1.4	Security Solutions	X	X		X		
1.5	Security Training	X	X		X	X	
2.0	Support Instruction/Learning	X	X	X	X	X	X
2.1	Research New Software	X		X	X		X
2.2	System Upgrades	X	X		X	X	X
2.3	Project Management	X		X	X		
2.4	Learning Management	X	X		X		X
2.5	Campus Technology			X	X		X
3.0	Improve Services to Students	X	X	X	X	X	X
3.1	New Technology	X	X		X		
3.2	Student Information System	X	X		X		
3.3	State Initiatives	X	X	X	X		
3.4	Distance Education	X	X	X	X		
3.5	Campus Technology	X		X	X	X	X
4.0	Support Innovation	X	X		X	X	X
4.1	Technology Research	X	X		X		X
4.2	Infrastructure	X	X		X		
4.3	Technology Surveys	X					
4.4	Learning Management	X	X	X	X	X	X
4.5	Campus Technology	X	X	X	X	X	X
5.0	Enhance Stability/Reliability	X	X		X	X	X
5.1	Cloud Strategy	X	X		X	X	
5.2	Disaster Recovery	X	X		X		
5.3	Fault Tolerance	X			X		
5.4	Redundancy	X	X		X		
5.5	Test Plans and Procedures	X			X		X



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 1 The District</i>
References:	<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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Last Revised:	N/A
Next Review:	N/A
Owner:	<a href="#">Chancellor's Cabinet</a> <a href="#">Chancellor's Cabinet:</a>
Policy Area:	<a href="#">Chapter 3 General Institution</a>
References:	<a href="#">Legally Required</a>

## 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  
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**Next Review:** N/A  
**Owner:** *Chancellor's Cabinet*  
*Chancellor's Cabinet:*  
**Policy Area:** *Chapter 3 General Institution*  
**References:**

## AP 3715 Intellectual Property

(Replaces [the Intellectual Property portion of the current SBCCD AP 3710](#))

The following intellectual property procedure shall be interpreted consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations. This procedure shall also be interpreted consistent with all collective bargaining agreements.

### Definitions

For the purposes of this procedure, the following definitions apply to the following words or phrases:

"Administrative Activity" means the execution of the District's management or administrative functions such as preparing budgets, policies, contracts, personnel management, printing course materials and catalogs, maintenance of computer data, long range planning, and keeping inventories of equipment. Teaching and academic endeavors are not administrative activities.

"Author" or "Creator" means an individual who alone or as part of a group of other creators, invent, author, discover, or otherwise create intellectual property.

"District Resources" means all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.

"Course Materials" Materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, materials, syllabus, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.

"Course Syllabus" means a document that includes information about the outline, standards for student evaluation, and additional information which reflects the academic work of the faculty member.

"Digital Encoded Work" means a work (on a bit-sequence) that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks.

"District facilities" include buildings, equipment, and other facilities under the control of the District, that are designated by the appropriate administrative officer as requiring an advance agreement, from non-District personnel and District personnel acting outside the scope of their employment, concerning the disposition of any copyrighted works that are originated with the use of these facilities. Such facilities normally include campus computer centers and normally do not include District libraries.

"District funds," regardless of source, are administered under the control, and responsibility, or authority of the



District.

"Employee" means an individual employed by the District, and shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with "no salary" appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

"Intellectual Property" means works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership which are recognized and protected from unauthorized exploitation by law. Examples of intellectual property include scholarly, artistic, and instructional materials.

"Student" means an individual who was or is enrolled in a class or program at the District at the time the intellectual property was created.

"Student Employee" means a student who is paid by the District, and may include students participating in a work study program or who receive stipends while they are acting within the scope of their employment at the District at the time the intellectual property was created.

"Substantial Use of District Resources" means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project, or program. The use of District resources must be important and instrumental to the creation of the intellectual property. The following do not constitute substantial use of the District's resources: (1) incidental use of District resources and/or (2) extensive use of District resources commonly available to District employees. A substantial use of the District's resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator's teaching activity.

"Work" means an "original work of authorship fixed in a tangible medium" as used in the Copyright Act.

## **Ownership of Intellectual Property**

The ownership rights to a creation at the District shall be determined generally as set forth below, unless ownership is modified by an agreement.

## **Employee Intellectual Property Rights**

A District employee who is the creator of a work owns the copyright of that work. Work includes textbooks, lecture notes and other course materials, literary work, artistic work, musical work, architectural work and software produced with no more than nominal or incidental use of the District's resources. Work described in this paragraph is owned by the employee even though such work may have been developed within the employee's scope of employment.

Intellectual property unrelated to an individual's employment responsibilities at the District, and that is developed on an individual's own time and without the District's support or use of District facilities is the exclusive property of the creator and the District has no interest in any such property and holds no claim to any profits resulting from such intellectual property.

## **District Intellectual Property Rights**

Except for work done during a sabbatical, the District owns all other intellectual property, including but not limited to patentable inventions, such as computer software, created by its employees under the following

circumstances:

1. If intellectual property is created through the District's administrative activities by an employee working within his or her scope of employment; or
2. If intellectual property is created through the substantial use of District resources; or
3. If intellectual property is commissioned by the District pursuant to a signed contract; or
4. If intellectual property is produced within one of the nine categories of works considered works for hire under copyright law pursuant to a written contract, or
5. If intellectual property is produced from research specifically supported by state or federal funds or third party sponsorship. Grant funds obtained by faculty members for the creation of works shall be considered substantial support provided by the District only if the District is involved in the fiscal administration of the grant.

Where circumstances give rise to District intellectual property rights, as described above, the creator of the potential intellectual property will promptly disclose the intellectual property to the District. The District and the creator may enter into a written agreement whereby the creator executes documents assigning intellectual property rights to the District.

The Chancellor may waive the District's interests in its intellectual property by executing a written waiver.

## **Student Intellectual Property Rights**

District students who created a work are owners of and have intellectual property rights in that work. District students own the intellectual property rights in the following works created while they are students at the District: (1) intellectual property created to meet course requirements using college or District resources, and (2) intellectual property created using resources available to the public. Intellectual property works created by students while acting as District employees shall be governed under provisions for employees.

## **~~Modification of Ownership Rights~~**

~~The general provisions for ownership of intellectual property rights set forth in Section II may be modified by the parties as follows:~~

### **~~Sabbatical Works~~**

~~Intellectual property created by District employees during a sabbatical is defined as an academic work. However, where a work to be created as part of an approved sabbatical plan requires resources beyond those normally provided to other employees during a sabbatical (substantial use District resources), the parties may enter into an written agreement to define the District and employee's intellectual property rights in the sabbatical work.~~

### **~~Assignment of Rights~~**

~~When the conditions outlined in the sections on employee intellectual property rights or student intellectual property are met, ownership will reside with the employee or student responsible for creating the intellectual property. In these circumstances, the creator may pursue intellectual property protection, marketing, and licensing activities without involving the District. If such a decision is made, the creator is entitled to all revenues received.~~

~~Any person may agree to assign some or all of his or her intellectual property rights to the District.~~

~~In the event the creator offers to share or assign intellectual property rights in the creation to the District, the District may support and finance application for intellectual property protection (trademark, patent, or copyright) or it may enter into an agreement for other exploitation of the work, including management, development and commercialization of the property under terms and conditions as may be agreeable to the parties. After evaluating the creator's offer, the District may or may not decide to become involved in a joint investment agreement. A negative response from the District will be communicated in writing to the creator. An affirmative response from the District will be summarized as an offer to enter into a written contract. If the creator accepts the District's proposed contract, any revenues received from commercialization of the intellectual property will be distributed as defined in the contract.~~

## ~~Sponsorship Agreements~~

~~A sponsored work is a work first produced by or through the District in the performance of a written agreement between the District and a sponsor. Sponsored works generally include interim and final technical reports, software, and other works first created in the performance of a sponsored agreement. Sponsored works do not include journal articles, lectures, books or other copyrighted works created through independent academic effort and based on the findings of the sponsored project, unless the sponsored agreement states otherwise. Ownership of copyrights to sponsored works shall be with the District unless the sponsored agreement states otherwise. Where a sponsorship agreement does not define ownership of the intellectual property, ownership shall be determined under applicable law. Any sponsorship agreement that provides for ownership of the work by one other than the District generally shall provide the District with a nonexclusive, world-wide license to use and reproduce the copyrighted work for education and research purposes.~~

## ~~Collaboration/Partnership Agreements~~

~~The District may participate in projects with persons/organizations that result in the creation of intellectual property. Ownership rights of such intellectual property will be defined by the collaboration/partnership agreement, or shall be determined under applicable law.~~

## ~~Special Commissions~~

~~Intellectual property rights to a work specially ordered or commissioned by the District from a faculty member, professional staff member, other District employee, or other individual or entity, and identified by the District, as a specially commissioned work at the time the work was commissioned, shall belong to the District. The District, and the employee shall enter into a written agreement for creation of the specially commissioned work.~~

## ~~Use of Substantial District Resources~~

~~In the event the District provides substantial resources to an employee for creation of a work and the work was not created under an agreement (such as a sponsorship agreement, individual agreement, or special commission) the District and the creator shall own the intellectual property rights jointly in proportion to the respective contributions made.~~

## ~~Encoded Works/Software for Administrative Activities~~

~~The District may hire an individual or entity to develop software or other encoded works, to be used in the District's administrative activities. The District shall maintain ownership of the intellectual property rights in~~

~~such encoded works. Similarly, the District shall have ownership of the intellectual property rights in encoded works created by an employee, even where the work was created out of the employee's own initiative, if the work is related to the employee's job responsibilities. For example, if an employee in the student records office creates a software program, on his own initiative, which will organize student records, such work is related to the employee's job duties and will belong to the District. Where an employee creates a program that does not relate to his or her job duties, and that program was created on the employee's own time, the work belongs to the employee.~~

## ~~Collective Bargaining Agreement~~

~~In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.~~

## ~~Jointly Created Works~~

~~Ownership of jointly created works shall be determined by separately assessing which of the above categories applies to each creator, respectively. Rights between joint owners of a copyright shall be determined pursuant to copyright law.~~

## ~~Work Acquired by Assignment or Will~~

~~The District may acquire copyrights by assignment or will pursuant to the terms of a written agreement or testament. The terms of such agreements should be consistent with District policies and these procedures.~~

## ~~Materials Implicating Third Party Rights~~

~~District employees and students must comply with District policies and state and federal laws, including copyright and privacy laws, in creating works. District employees and students must obtain all required licenses, consents, and releases necessary to avoid infringing the rights of third parties. District employees and students with questions or concerns regarding third party rights should direct all inquiries to the Chancellor or his/her designee.~~

## ~~Intellectual Property Coordinator~~

~~The Chancellor or his/her designee shall be the District's Intellectual Property Coordinator. The coordinator shall administer this procedure and will implement the District's Intellectual Property Policy. The Intellectual Property Coordinator will also monitor the development and use of the District's intellectual property. Any questions relating to the applicability of the District Intellectual Property or this procedure may be directed and answered by the Intellectual Property Coordinator.~~

## Securing of Copyright

[For information on securing of copyright, please see AP 3710 Securing of Copyright.](#)

# Preservation of Intellectual Property Right

## Protection of Rights

The District shall undertake such efforts, as it deems necessary to preserve its rights in original works for which the District is the sole or joint owner of intellectual property rights. The District may apply for a patent, for

trademark registration, for copyright registration, or for other protection available by law on any new work in which it maintains intellectual property rights.

## **Payment of Costs**

The District may pay some or all costs required for obtaining a patent, trademark, copyright, or other classification on original works for which it exclusively owns intellectual property rights. If the District has intellectual property rights in a jointly owned work, the District may enter into an agreement with the joint owners concerning payment of such costs.

# **Commercialization of Intellectual Property**

## **Right of Commercialization**

The District may commercialize its Intellectual Property using its resources or it may enter into agreements with others to commercialize the work as authorized by law.

## **Distribution of Proceeds**

An employee who creates a work and retains an intellectual property interest in such work in which the District maintains intellectual property rights is entitled to share in royalties, licenses, and any other payments from commercialization of the work in accordance with applicable agreements and applicable laws. All expenses incurred by the District in protecting and promoting the work including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, shall be deducted and reimbursed to the District before the creator is entitled to share in the proceeds.

## **Intellectual Property Account**

The District shall deposit all net proceeds from commercialization of intellectual property in its own general intellectual property account. The Chancellor or his/her designee may use the account to reimburse expenses related to creating or preserving the District's intellectual property rights or for any other purpose authorized by law and District policy including the development of intellectual property.

## **Notification**

The Intellectual Property Coordinator shall provide a copy of these Intellectual Property Procedures to persons upon request. The District shall arrange training on a periodic basis for faculty, staff and/or other persons who are covered by this Intellectual Property Procedure.

## **References:**

17 U.S Code Sections 101 et seq.;  
35 U.S Code Sections 101 et seq.; and  
37 Code of Federal Regulations Sections 1.1 et seq.

## **Attachments**

[AP 3715 Intellectual Property - Comments](#)



Current Status: *Draft*

PolicyStat ID: 6893935



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Next Review:	N/A
Owner:	<i>Chancellor's Cabinet</i>
	<i>Chancellor's Cabinet:</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	

## BP 3715 Intellectual Property

The Chancellor shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.

### References:

- 17 U.S. Code Sections 101 et seq.;
- 35 U.S. Code Sections 101 et seq.;
- 37 Code of Federal Regulations Sections 1.1 et seq.

### Attachments

- [BP 3715 Intellectual Property - Comments](#)
- [BP 3715 Intellectual Property - Legal Citations](#)



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**Next Review:** 10 years after approval  
**Owner:** Luke Bixler  
**Policy Area:** Chapter 3 General Institution  
**References:** Good Practice/Optional

## AP 3725 Information and Communications Technology Accessibility & Acceptable Use

### Definitions

The following definitions apply to this procedure:

**Accessible:** An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.

**Equally Effective:** Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

**Individual with a Disability:** An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

**Information and Communication Technology (ICT):** Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, Web sites, and electronic documents.

**Instructional Materials:** Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials as technology evolves.

**Timely:** As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

### ICT and Instructional Material Accessibility Standard Statement

The District is committed to ensuring equal access to instructional materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 by:

- Developing, purchasing and/or acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- Using and maintaining instructional materials and ICT that is consistent with this Standard; and
- Promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

Ensuring equal access to equally effective instructional materials and ICT is the responsibility of all District administrators, faculty, and staff.

**References:**

Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d);36 Code of Federal Regulations Parts 1194.1 et seq.

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**Attachments**

No Attachments





Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Luke Bixler</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Good Practice/Optional</i>

## BP 3725 Information and Communications Technology Accessibility & Acceptable Use

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

The Chancellor shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.

### References:

Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d); 36 Code of Federal Regulations Parts 1194.1 et seq. Also see BP/AP 3410 Nondiscrimination, BP/AP 3720 Computer and Network Use, AP 3725 Accessibility and Acceptable Use, BP/AP 5140 Disabled Student Programs and Services, and AP 6365 Contracts – Accessibility of Information Technology.

### Attachments

No Attachments



Origination:	N/A
Last Approved:	N/A
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Next Review:	N/A
Owner:	Andy Chang
Policy Area:	Chapter 3 General Institution
References:	

## AP 3750 Use of Copyrighted Material

~~**NOTE:** A procedure on use of copyrighted materials is suggested as good practice. Insert local practice. The example highlights key criteria for the procedure(s), but is not exhaustive.~~

The following use of copyrighted material procedure shall be interpreted consistent with other District policies. This procedure shall also be interpreted consistent with all collective bargaining agreements.

A number of associations provide excellent resources related to use of copyrighted materials. Please see the following websites for information that expands on the general checklists in this procedure, which may be used to develop and refine local practice. The booklets, "Questions and Answers on Copyright for the Campus Community" and "Guidelines for Campus Copying" are available on the first three websites and are excellent resources.

1. The Association of American Publishers, [www.publishers.org](http://www.publishers.org), click on "conferences and publications."
2. National Association of College Stores, [www.nacs.org](http://www.nacs.org), click on "industry information" Software and Information Industry Association, [www.sija.net](http://www.sija.net), click on "bookstore"
3. Copyright Clearance Center, [www.copyright.com](http://www.copyright.com)
4. American Libraries Association, [www.ala.org](http://www.ala.org), click on "Washington Office" or "issues and advocacy"

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine.

## Fair Use

### Reference:

Copyright Act, Section 107

The "fair use" doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright may be required for works that fall within "fair use."

**NOTE:** The following is excerpted from the legislative history of the 1976 Copyright Act, which established congressionally endorsed guidelines related to classroom copying for educational use.

#### I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book

- B. An article from a periodical or newspaper
- C. A short story, short essay or short poem, whether or not from a collective work
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

## II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and
- B. Meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright

## Definitions:

### Brevity:

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety: however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

### Spontaneity:

- i. The copying is at the instance and inspiration of the individual teacher: and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

### Cumulative Effect:

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

## Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
  1. substitute for the purchase of books, publisher's reprints or periodicals
  2. be directed by higher authority
  3. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

## Compilations

### References:

Basic Books, Inc, v. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758 F.Supp. 1522: and Princeton University Press v. Michigan Document Services, Inc. (6th Cir. 1996) F.3d 1381

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or "course packs," even if the excerpts fall under the definitions in the "fair use" doctrine.

## Online Courses

### References:

The TEACH (Technology, Education and Copyright Harmonization) Act;  
U.S. Code 17. Copyright Act, Sections 110(2) and 112

The Teach Act provides instructors greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

- The online instruction is mediated by an instructor.
- The transmission of the material is limited to receipt by students enrolled in the course.
- Technical safeguards are used to prevent retention of the transmission for longer than the class session.
- The performance is either of a non-dramatic work or a "reasonable and limited portion" of any other work that is comparable to that displayed in a live classroom session.
- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
- The District does not know, or have reason to know, that the copy of the work was not lawfully made or

acquired.

- The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

## Obtaining Permission to Use Copyrighted Material

*NOTE: Insert local procedures that describe the process faculty and others shall use to obtain permission to use copyrighted material.*

### References:

Education Code Sections 32360 and 67302;

U. S. Code Title 17. Copyright Act of 1976

### Attachments

[AP 3750 Use of Copyrighted Material.doc](#)



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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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Policy Area:	<a href="#">Chapter 4 Academic Affairs</a>
References:	<a href="#">Legally Required</a>

## 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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 Owner: *Academic Senates Academic Senates*  
 Policy Area: *Chapter 5 Student Services*  
 References:

## AP 5030 Fees

(Replaces current SBCCD AP 5030 and AP 5033)

### Required fees include:

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

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.

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under 18 U.S. Code Section 1101(a)(15), who meet the following requirements:
  - high school attendance in California for three or more years;
  - graduation from a California high school or attainment of the equivalent thereof;
  - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
  - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
  - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
- ~~Enrollment~~ Student representation (Education Code Section ~~76300 and 76300~~ 76060.5; Title 5 Sections ~~58500 and 58509~~ 54801 and 54805)

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

- ~~• All nonresident students enrolling for 6 or fewer units; or~~
- ~~• A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);~~
- ~~• All students, other than non immigrant aliens under 18 U.S. Code Section 1101(a)(15), who meet the following requirements:~~
  - ~~▪ high school attendance in California for three or more years;~~
  - ~~▪ graduation from a California high school or attainment of the equivalent thereof;~~
  - ~~▪ registration or enrollment in a course offered for any term commencing on or after January 1,~~

~~2002;~~

- ~~▪ completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and~~
- ~~▪ in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.~~

## Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- ~~Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)~~
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit ~~by Examination~~ **for Prior Learning** (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)
- For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- 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](#)



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 5 Student Services</i>
References:	<i>Legally Required</i>

## 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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**Last Approved:** N/A  
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**Owner:** *Academic Senates Academic Senates*  
**Policy Area:** *Chapter 5 Student Services*  
**References:** *Legally Required*

# 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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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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# 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, requirement, 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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Policy Area:	<a href="#">Chapter 6 General Institution</a>
References:	<a href="#">Legally Required</a>

## 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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References:	<a href="#">Legally Required</a>

## 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)

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**Attachments**

No Attachments



Current Status: *Draft*

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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](#)



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Policy Area:	<a href="#">Chapter 7 Human Resources</a>
References:	<a href="#">Good Practice/Optional</a>

## 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



**Origination:** N/A  
**Last Approved:** N/A  
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**Next Review:** N/A  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**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, DSPPS, 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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**Owner:** Human Resources Human Resources  
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**References:**

## AP 7250 Educational Administrators

(Replaces current SBCCD AP 7250)

### HIRING QUALIFICATIONS

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

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

A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, gender expression, and ethnic backgrounds of community college students. Board Policy 3410 refers.

B. Commitment to participate in the collegiate consultation process of the College and the District.

### GENERAL HIRING PROVISIONS

#### A. Approval to Fill a Position

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

#### B. Online Employment Application Process

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

## C. Recruitment

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

## D. Job Announcements

Job announcements ~~online and in print media~~ shall clearly state job specifications setting forth the ~~responsibilities as well as the requisite~~ knowledge, skills, and abilities necessary for job performance. ~~Job~~ 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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References:	<a href="#">Legally Required</a>

## 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  
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 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~~

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Range 10</b>	555	583	612	653	675
<b>Range 12</b>	583	612	643	675	709
<b>Range 16</b>	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:~~

<del>YEARS OF SERVICE WITH THE DISTRICT</del>	<del>COMPLETED NUMBER OF YEARS OF EMPLOYMENT WITH THE DISTRICT</del>	<del>AMOUNT OF STIPEND</del>
<del>6-11</del>	<del>5-10</del>	<del>\$850</del>
<del>12-16</del>	<del>11-15</del>	<del>\$1000</del>
<del>17-21</del>	<del>16-20</del>	<del>\$1150</del>
<del>22-26</del>	<del>21-25</del>	<del>\$1300</del>
<del>27-31</del>	<del>26-30</del>	<del>\$1450</del>

- 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
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Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Legally Required</i>

## BP 7260 Classified Supervisors, Managers and Administrators

*(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](mailto: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](mailto:sbccdapd@sbccd.org) [sbccdapd@sbccd.edu](mailto: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](mailto:sbccdapd@sbccd.org) [sbccdapd@sbccd.edu](mailto: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](http://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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Current Status: Active

PolicyStat ID: 6761129



**Origination:** 10/2007  
**Last Approved:** 07/2019  
**Last Revised:** 07/2019  
**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
	Policy Stat	08/2019



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>

## BP 2015 Student Trustees

*(Replaces current SBCCD BP 2060 and 2070)*

The Board of Trustees shall include two (2) non-voting student members (one representing each college in the District). The term of office shall be one year commencing ~~at the first Board meeting in June~~ and terminating ~~on the last Board meeting in May of each academic year~~<sup>1</sup>.

The student member shall, ~~during the term of service~~, be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 grade point average (GPA) during the term of office.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

~~The student trustees have the responsibility to be contributing and ethical members of the board.~~

The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties may include:

- Represent the District at community events
- Advocate for the colleges and students to the legislatures
- Attend ASO/ Associated Student Government meetings
- Meet regularly with senior administrators

Pursuant to Education Code Section 72023.5, on or before May 15 of each year, the Board of Trustees shall consider whether to afford the student trustees any of the following privileges:

- The privilege to receive compensation for meeting attendance at a level of ~~\$200~~<sup>210</sup> per month. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, ~~at the discretion of the Board of Trustees.~~
- The privilege to ~~vote in~~<sup>cast</sup> an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15.





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Owner:	<i>BOT Board of Trustees:</i>
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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, vice president, and clerk will be elected by the board of trustees. The executive board is comprised of these officers.~~
  - ~~b. New officers will begin their term of service at the first meeting of the board in January of the next year~~~~
- ~~B. Prior to the first board meeting in January, the outgoing board president and the newly elected board president will meet together to discuss:
 
  - ~~a. Duties of the board officers, especially the president~~
  - ~~b. Board policy dates pertinent to the function of the board
 
    - ~~i. Evaluation of the Chancellor~~
    - ~~ii. Board self-evaluation~~
    - ~~iii. Any current ongoing discussions with the Chancellor~~~~~~

Recommend deleting AP 2305 as Officers of the Board and their duties are found in BP 2210.

### Attachments

No Attachments





Origination:	N/A
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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 annual organizational meeting of the Board is held at the regular meeting during the first two weeks of December.

In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. See BP 2100 Board Elections.

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. See BP 2200 Officers of the Board.

### Reference:

Education Code ~~Section~~5017 and 72000(c)(2)(A)

### Attachments

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

## AP 2435 Evaluation of the Chancellor

*(Replaces current SBCCD AP 2175)*

### A. Frequency of Evaluation

The Chancellor will be evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor.

### B. Evaluation Committee

~~By October 1~~ If necessary, each year, the Board and the Chancellor will meet and mutually agree upon the formation of a Board Evaluation Ad-Hoc Committee.

The Board ~~of Trustees~~ Evaluation Ad-Hoc Committee and/or consultant agreed upon by the Board will seek written feedback from every manager, academic and classified senate presidents, CTA and CSEA presidents, permanent employees, and community representatives as agreed upon by the Chancellor and the Board.

~~Additionally, written feedback will be requested from all permanent employees.~~

~~A minimum of three (3) weeks will be given to return the written feedback to the person designated by the Board.~~

~~The form(s) will be formulated by the Board of Trustees Evaluation Committee and will be approved by the Board.~~

~~Each member of the Board will complete an evaluation of the Chancellor using a form agreed upon by the Board.~~

~~A consolidated evaluation summary will be prepared by the Board of Trustees Evaluation Committee and/or consultant within six (6) weeks of the start of the evaluation process.~~

Evaluation instruments, if used, will be approved by the Board and distributed a month prior to the session, and completed separately by each voting board member.

The final evaluation will be a composite of the evaluations by individual board members and shall be furnished in advance to the Chancellor. The Board, as a whole, will meet with the CEO to discuss the final evaluation.

The evaluation shall be signed by all members of the Board. The Chancellor shall receive a copy of the evaluation report, and will have 60 an opportunity to attach a written response within fifteen working days to give the Chancellor the official. This response may offer clarification, additional information, or a rebuttal. There will be only three copies of a completed evaluation. The evaluation shall be signed by all members of the Board. The One copy will remain in the possession of the Chancellor shall receive a one copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. This

~~response may offer clarification, additional information, or a rebuttal. There will be only three copies of a completed evaluation. One copy will remain in the possession of the Chancellor one copy will remain with the Board's attorney, and the original will become a part of the official file in the Human Resources Office.~~

~~As part of the evaluation meeting, the Board and the Chancellor will set new short and long term goals and objectives.~~

Mutually agreed-upon goals, priorities, tasks, and/or objectives for the following year will be identified at the close of the annual evaluation process.

## Reference:

ACCJC Accreditation Standard IV.C.3 (formerly IV.A)

## Attachments

[AP 2435 Evaluation of the Chancellor - Comments](#)

[AP 2435 Evaluation of the Chancellor - Legal Citations](#)



Current Status: Active

PolicyStat ID: 4085731



**Origination:** 05/2013  
**Last Approved:** 05/2018  
**Last Revised:** 01/2017  
**Next Review:** 05/2024  
**Owner:** *BOT Board of Trustees:*  
**Policy Area:** *Chapter 2 Board of Trustees*  
**References:** *Legally Required*

## BP 2435 Evaluation of the Chancellor

*(Replaces current SBCCD BP 2175)*

The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor.

The criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed in accordance with BP 2430 titled Delegation of Authority to the Chancellor.

### Reference:

ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)

### Attachments

- [BP 2435 Evaluation of the Chancellor - Comments](#)
- [BP 2435 Evaluation of the Chancellor - Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	BOT Board of Trustees: [SN]	06/2018
Board of Trustees 1st reading	Board Board: [SN]	01/2018
District Assembly Recommendation	District Assembly District Assembly: [SN]	11/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	11/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	10/2017
Chapter owners are notified	Board Board: [SN]	10/2017



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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~~420 per month and the student trustee(s), \$~~200~~210 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 may, on an annual basis, increase the compensation of Board members beyond the statutory formula, in an amount not to exceed five (5) percent based on the present monthly rate of compensation. Any increase is subject to rejection in a referendum by a majority of the voters in the District and 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](#)



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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)*

~~Board of Trustees members may be provided health and welfare benefits in accordance with Education Code Section 72425 and 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:~~

Members of the Board of Trustees may be provided health and welfare benefits in accordance with Government Code Sections 53201 and 53208.5. 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



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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:

#### References:

Government Code Sections 53201 and 53208.5

### Attachments

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





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Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	<i>Legally Required</i>

## BP 2745 Board Self-Evaluation

(Replaces current SBCCD BP 2020)

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

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

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

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

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

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

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

### Reference:

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





Origination:	N/A
Last Approved:	N/A
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Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	Good Practice/Optional

## AP 4400 Community Services Programs

*(Replaces current SBCCD AP 4400)*

Offerings are established and maintained in civic, vocational, literacy, health, ~~homemaking~~family and consumer sciences, technical and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

Offerings are open for the admission of adults and of those minors as in the judgment of the governing board may profit.

General fund moneys are not expended to establish and maintain community service offerings.

Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

### Terms and Conditions Governing Community Services Programs

1. Programs shall be not-for-credit.
2. Programs shall be provided on a self-supporting basis.
3. An advisory committee shall be used for planning and recommending programs.
4. Programs shall not duplicate or otherwise negatively affect the credit instructional program, except with approval of the college curriculum committee and college president.
5. Each college shall propose its own offerings to assure that the needs of the respective communities are met.
6. Programs shall have access to college facilities and use of equipment, except that such access and use shall not be in conflict with or detrimental to credit instructional programs.
7. Facilitators are independent contractors and shall sign an agreement delineating all aspects of the activity prior to the commencement of the activity. The Board of Trustees shall set rates of compensation for facilitators and shall approve all programs/activities prior to the commencement of such program/activity.
8. Income and expenditures related to Community Services programs, as well as the number and type of programs offered and the student enrollment therein, shall be reported annually to the Board.



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Policy Area:	<i>Chapter 4 Academic Affairs</i>
References:	<i>Legally Required</i>

## BP 4400 Community Services Programs

*(Replaces current SBCCD BP 4400)*

The District shall maintain community services programs defined as those activities provided to meet the needs and interests of the community not met by the college credit program.

The community services program shall be designed to contribute to the physical, mental, personal, economic or civic development of the individuals or groups enrolled in it. The Education Code defines community services classes in civic, vocational, literacy, health, ~~homemaking~~family and consumer sciences, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

Community services courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

The Chancellor shall provide additional administrative procedures for the community services program.

### Reference:

Education Code Section 78300

### Attachments

- [BP 4400 Community Services Programs - Comments](#)
- [BP 4400 Community Services Programs - Legal Citations](#)
- [BP4400 -OLD.pdf](#)



Origination:	N/A
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Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Advised</i>

## AP 6530 District Vehicles

*(Replaces current SBCCD AP 6760)*

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.

All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

Vehicles made available to the District personnel are for use in the conduct and operation of District business.

Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:

- Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.
- Employees who are regularly or frequently subject to call before or after regular working hours.
- Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

The department manager of a location is responsible for controlling access to and use of all District vehicles assigned to that location.

The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the department manager prior to final granting of authorization.

# Use of Private Vehicles for College Business

## A. Authorization

Any employee who drives his/her private vehicle on college business must be included on the Approved Drivers List. College business includes any authorized vehicle use in the "line of duty" while driving to conferences, meetings, or other business necessities. No employee shall transport any student in his/her private vehicle on college business.

## B. Insurance

1. Employees who drive their private vehicle(s) on college business shall maintain in full force the required California minimum insurance on the vehicle in question.
2. In case of an accident, the employee's insurance provides primary coverage for both liability and property damage. District insurance provides secondary coverage only for liability or property damage caused by the employee. Repair or damage to the employee's vehicle is the sole responsibility of the employee or the employee's insurance company.
3. Employees who sustain an injury as a result of an accident while on authorized District business are covered by Workers' Compensation provisions.

## References:

Insurance Code Section 11580.1(b);

[Public Contract Code Section 10326.1](#)

Title 13, California Code of Regulations, Division 1, Chapter 1

## Attachments

[AP 6530 District Vehicles - Comments](#)

[AP 6530 District Vehicles - Legal Citations](#)



Current Status: Active

PolicyStat ID: 7877434



Origination:	08/2004
Last Approved:	04/2020
Last Revised:	08/2004
Next Review:	04/2030
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

## BP 6530 District Vehicles

*(Replaces current SBCCD BP 6760)*

NOTE: This policy is unique to the SBCCD.

- From current SBCCD BP 6760 titled Use of Private Vehicles for College Business

The Chancellor shall create procedures to ensure that each person required by their job description to drive a District-owned vehicle shall maintain a safe driving record. An employee's continuing compliance with such procedures shall be a condition of continued employment in any position requiring the driving of District vehicles.

Clearance to drive District-owned vehicles requires the driver/District employee to have in their possession an appropriate, valid California Drivers' License. Verification must be obtainable through the California Department of Motor Vehicles.

The District shall provide vehicles consisting of: vans, sedans, truck/vans, trucks, or other modes of transportation as deemed appropriate to the requirements of the particular job, and patrol cars for District police services.

In the event the District fleet is not adequate in either size or number, the Chancellor may authorize the use of charter buses from private companies in that business and/or the rental of vehicles from a recognized auto/truck rental firm.

## Use of Private Vehicles for College Business

Any employee who drives his/her private vehicle on college business must be included on the approved Drivers List, in accordance with administrative regulations provided by the Chancellor.

No employee shall transport any student in his/her private vehicle on college business.

Also see BP/AP 4300 titled Field Trips and Excursions

## References:

Insurance Code Section 11580.1(b);  
Title 13, California Code of Regulations, Division 1, Chapter 1



**To:** District Assembly  
**From:** Jeremiah Gilbert, Executive Director  
Research, Planning & Institutional Effectiveness  
**Date:** 5/5/2020  
**Re:** CCLC Legal Update #36 Actions

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The following AP and BP had new language added or other substantive revisions and are already in 2019-20 review cycle:

- **AP/BP 5030 Fees**

The following APs and BPs had new language added or other substantive revisions and were added to AP/BP review cycle for 2020-21:

- **BP 2355 Decorum** (No AP)
- **AP 3515 Reporting of Crimes** (No change to BP)
- **AP 3540 Sexual and Other Assaults on Campus** (No change to BP)
- **AP 3560 Alcoholic Beverages** (No change to BP)
- **AP 3720 Computer and Network Use** (No change to BP)
- **AP 4022 Course Approval** (No BP)
- **AP/BP 4220 Standards of Scholarship**
- **AP/BP 4235 Credit by Examination [Credit for Prior Learning]**
- **AP 4260 Prerequisites and Co-requisites** (No change to BP)
- **BP 5010 Admissions and Concurrent Program** (No change to AP)
- **AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students** (No BP)
- **AP 5040 Student Records, Directory Information, and Privacy** (No change to BP)
- **AP 5055 Enrollment Priorities** (No change to BP)
- **AP 5530 Student Rights and Grievances** (No change to BP)
- **AP 6370 Contracts – Personal Service** (No BP)
- **AP 7348 Accommodations** (No BP)
- **BP 7510 Domestic Partners** (No AP)
- **AP 7600 College [Police or Security]** (No change to BP)

The following APs and BPs had simple legal updates and have been updated in PolicyStat:

- **AP/BP 4400 Community Services Programs** – Policy and procedure updated to replace the term “homemaking” with “family and consumer sciences.”
- **AP 6530 District Vehicles** – This procedure was updated to add a citation to Public Contract Code Section 10326.1. (No change to BP)

## POLICY & PROCEDURE SERVICE

### Policy & Procedure Subscriber Service

Community College League of California  
Liebert Cassidy Whitmore

### Legal Update #36

April 2020

### OVERVIEW

This is the 36th update to district members of the League's Policy & Procedure Subscriber Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update reflects new statutes and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 35 (disseminated to member districts in October 2019).

#### Revisions to the Board Policy Templates

**BP 2355 Decorum** – This policy was updated consistent with recent First Amendment decisions and to revise the list of conduct that will be ruled out of order by the presiding officer.

**BP 4220 Standards of Scholarship** – This policy was updated to replace the term “credit by examination” with “credit for prior learning” pursuant to terminology in Title 5 Section 55050.

**BP 4235 Credit by Examination [Credit for Prior Learning]** – This policy was updated and retitled to “Credit for Prior Learning” to reflect changes in Title 5 Section 55050.

**BP 4400 Community Services Programs** – This policy was updated to replace the term “homemaking” with “family and consumer sciences.”

**BP 5010 Admissions and Concurrent Enrollment** – This policy was updated to include student in an adult education program administered by a school district or noncredit program administered by a community college district as someone that is eligible to attend as a special part-time student.

**BP 5030 Fees** - This policy was updated to reflect the new legal requirement that students be charged a \$2.00 student representation fee, and that students may refuse to pay the fee on a form that is used to collect fees.

**BP 7510 Domestic Partners** – This policy was updated to revise the legal reference to Family Code Sections 297 et seq.





## POLICY & PROCEDURE SERVICE

### Revisions to the Administrative Procedure Templates

**AP 3515 Reporting of Crimes** – This procedure was updated to correct a typographical error and add clarification pertaining to language suggested as good practice pertaining to the disclosure of student disciplinary proceedings.

**AP 3540 Sexual and Other Assaults on Campus** – This procedure was updated to add a use note addressing a new legal requirement that procedures and protocols adopted pursuant to Education Code Section 67385 must be reviewed and updated annually. This procedure was also updated to include new requirements for outreach programming that districts need to include as part of incoming student’s orientation.

**AP 3560 Alcoholic Beverages** – This procedure was updated to add hotel management and culinary arts instruction as programs where a student, 18 years of age or older, may taste alcoholic beverages on campus.

**AP 3720 Computer and Network Use** - This procedure was updated to add a section to address information security program requirements for those entities that participate in Title IV Educational Assistance Programs.

**AP 4022 Course Approval** – This procedure was updated to include requirements related to the course approval of non-credit courses.

**AP 4220 Standards of Scholarship – Delegation** - This procedure was updated to replace the term “credit by examination” with “credit for prior learning” to be consistent with the terminology in Title 5 Section 55050.

**AP 4235 Credit by Examination [Credit for Prior Learning]** – This procedure was updated and retitled to “Credit for Prior Learning” to reflect changes in Title 5 Section 55050. This procedure also identifies new local procedures that must be added to meet credit for prior learning requirements.

**AP 4260 Prerequisites and Co-requisites** – This procedure was updated to revise legal citations within the document.

**AP 4400 Community Services Programs** – This procedure was updated to replace the term “homemaking” with “family and consumer sciences.”

**AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students** – This procedure was updated to incorporate changes in the law pertaining to





## POLICY & PROCEDURE SERVICE

Collage and Career Access Pathways (CCAP) partnerships between community college districts and school districts.

**AP 5030 Fees** – This procedure was updated to reflect that the student representation fee is now a required fee for those districts that have a student body association. This procedure was also updated to modify the list of prohibited fees to include students who have been exonerated of crimes through a writ of habeas corpus or pardon. This procedure was updated to replace the term “credit by examination” with “credit for prior learning.”

**AP 5040 Student Records, Directory Information, and Privacy** - This procedure was updated to incorporate the rights provided under the Educational Debt Collection Practices Act, which prohibits districts from withholding transcripts as a debt collection tactic.

**AP 5055 Enrollment Priorities** – This procedure was updated to add former homeless youth to the list of students who have enrollment priority.

**AP 5530 Student Rights and Grievances** – This procedure was updated to remove a use note in the section addressing appeals and update the appeal procedure to make it more streamlined.

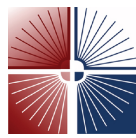
**AP 6370 Contracts – Personal Service** – This procedure was updated to reflect the “ABC” test for determining independent contractor status that was codified as part of AB 5.

**AP 6530 District Vehicles** – This procedure was updated to add a citation to Public Contract Code Section 10326.1.

**AP 7348 Accommodations** – This procedure was updated to revise the lactation accommodation language to comply with SB 142, which requires employers to have a lactation accommodation policy that contains specific information about an employee’s rights pertaining to lactation accommodations.

**AP 7600 College [Police or Security]** – This procedure was updated to revise a citation, include a requirement that Campus Security Officers complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs, and update the fingerprint requirements for Campus Security Officers. In addition, Use of Force Guidelines\* were created for those districts with police departments to comply with SB 230’s requirement that law enforcement agencies have a use of force policy no later than January 1, 2021. These Use of Force Guidelines are best codified in the District Police Dept. Handbook or Protocols.

\* **See the Use of Force Guidelines for those districts with police departments (below).**



## POLICY & PROCEDURE SERVICE

# Police Department Use of Force Guidelines

### Reference:

Government Code Section 7286

**NOTE:** *This language is **legally required** for those Districts that have a police department and must be implemented **no later than January 1, 2021**. Local procedure should be inserted and may be subject to collective bargaining. The Police Department Use of Force language must contain **the following minimum requirements excerpted from statute.***

1. A requirement that officers utilize de-escalation techniques, crisis intervention tactics, and other alternatives to force when feasible.
2. A requirement that an officer may only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance.
3. A requirement that officers report potential excessive force to a superior officer when present and observing another officer using force that the officer believes to be beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances based upon the totality of information actually known to the officer.
4. Clear and specific guidelines regarding situations in which officers may or may not draw a firearm or point a firearm at a person.
5. A requirement that officers consider their surroundings and potential risks to bystanders, to the extent reasonable under the circumstances, before discharging a firearm.
6. Procedures for disclosing public records in accordance with Government Code Section 832.7.
7. Procedures for the filing, investigation, and reporting of citizen complaints regarding use of force incidents.
8. A requirement that an officer intercede when present and observing another officer using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances, taking into account the possibility that other officers may have additional information regarding the threat posed by a subject.
9. Comprehensive and specific guidelines regarding approved methods and devices available for the application of force.

**Disclaimer:** *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity.*



## POLICY & PROCEDURE SERVICE

10. An explicitly stated requirement that officers carry out duties, including use of force, in a manner that is fair and unbiased.
11. Comprehensive and specific guidelines for the application of deadly force.
12. Comprehensive and detailed requirements for prompt internal reporting and notification regarding a use of force incident, including reporting use of force incidents to the Department of Justice in compliance with Government Code Section 12525.2.
13. The role of supervisors in the review of use of force applications.
14. A requirement that officers promptly provide, if properly trained, or otherwise promptly procure medical assistance for persons injured in a use of force incident, when reasonable and safe to do so.
15. Training standards and requirements relating to demonstrated knowledge and understanding of the law enforcement agency's use of force policy by officers, investigators, and supervisors.
16. Training and guidelines regarding vulnerable populations, including, but not limited to, children, elderly persons, people who are pregnant, and people with physical, mental, and developmental disabilities.
17. Comprehensive and specific guidelines under which the discharge of a firearm at or from a moving vehicle may or may not be permitted.
18. Factors for evaluating and reviewing all use of force incidents.
19. Minimum training and course titles required to meet the objectives in the use of force policy.
20. A requirement for the regular review and updating of the policy to reflect developing practices and procedures.

**NEW 4/20**

**District Assembly Self-Evaluation  
Results for 2019-2020**

**Q1. What is your primary location?**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
CHC	4	33.3%
SBVC	6	50.0%
District	2	16.7%
<b>Total</b>	<b>12</b>	<b>100.0%</b>

**Q2. What constituency group are you representing on this committee?**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Administrator/Supervisor	2	16.7%
Classified/Confidential	3	25.0%
Faculty	7	58.3%
Student	0	0.0%
Other	0	0.0%
<b>Total</b>	<b>12</b>	<b>100.0%</b>

**Q3. How many years have you worked or been a student (if you are a student rep.) in the district?**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Less than a year	0	0.0%
1-3	2	18.2%
4-7	3	27.3%
8-10	2	18.2%
11 or More	4	36.4%
<b>Total</b>	<b>11</b>	<b>100.0%</b>

**Q4. How many years (total) have you served on this committee?**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Less than a year	2	16.7%
1-3	6	50.0%
4-7	4	33.3%
8-10	0	0.0%
11 or More	0	0.0%
<b>Total</b>	<b>12</b>	<b>100.0%</b>

**Q5. How many other district committees did you serve on this year?**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
0	3	25.0%
1	0	0.0%
2	2	16.7%
3	3	25.0%
4 or More	4	33.3%
<b>Total</b>	<b>12</b>	<b>100.0%</b>

**Q6. Constituency groups are adequately represented for the purposes of this committee.**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Strongly agree	3	25.0%
Agree	7	58.3%
Neither agree nor disagree	1	8.3%
Disagree	1	8.3%
Strongly disagree	0	0.00%
<b>Total</b>	<b>12</b>	<b>100.0%</b>

**Q7. Meetings are well attended by constituency groups.**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Strongly agree	2	16.7%
Agree	6	50.0%
Neither agree nor disagree	1	8.3%
Disagree	3	25.0%
Strongly disagree	0	0.0%
<b>Total</b>	<b>12</b>	<b>100.0%</b>

**Q8. The roles and responsibilities of each committee member are clear.**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Strongly agree	2	16.7%
Agree	4	33.3%
Neither agree nor disagree	3	25.0%
Disagree	3	25.0%
Strongly disagree	0	0.0%
<b>Total</b>	<b>12</b>	<b>100.0%</b>

**Q9. The committee promotes the shared values, mission, and goals among the Colleges and the District.**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Strongly agree	3	25.0%
Agree	4	33.3%
Neither agree nor disagree	4	33.3%
Disagree	1	8.3%
Strongly disagree	0	0.0%
<b>Total</b>	<b>12</b>	<b>100.0%</b>

**Q10. The committee provides effective communication (e.g., accurate, relevant, timely, accessible, clear, and concise) on relevant information for decision-making.**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Strongly agree	1	9.1%
Agree	9	81.8%
Neither agree nor disagree	1	9.1%
Disagree	0	0.0%
Strongly disagree	0	0.0%
<b>Total</b>	<b>11</b>	<b>100.0%</b>

**Q11. The committee promotes a climate of openness and transparency (e.g., ongoing communication, opportunities for two-way communication regarding discussion, plans and polices).**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Strongly agree	3	27.7%
Agree	7	63.6%
Neither agree nor disagree	1	9.1%
Disagree	0	0.0%
Strongly disagree	0	0.0%
<b>Total</b>	<b>11</b>	<b>100.0%</b>

**Q12. Discussions were facilitated in a way that provided adequate opportunities for all constituency groups to participate.**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Strongly agree	5	45.5%
Agree	6	54.5%
Neither agree nor disagree	0	0.0%
Disagree	0	0.0%
Strongly disagree	0	0.0%
<b>Total</b>	<b>11</b>	<b>100.0%</b>

**Q13. Decisions were made in a manner appropriate for this committee.**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Strongly agree	4	36.4%
Agree	6	54.5%
Neither agree nor disagree	1	9.1%
Disagree	0	0.0%
Strongly disagree	0	0.0%
<b>Total</b>	<b>11</b>	<b>100.0%</b>

**Q14. I feel that the working relationships among the members of the committee are professional, respectful, collegial, and support diverse opinions, ideas, and actions.**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
Strongly agree	3	27.3%
Agree	7	63.6%
Neither agree nor disagree	1	9.1%
Disagree	0	0.0%
Strongly disagree	0	0.0%
<b>Total</b>	<b>11</b>	<b>100.0%</b>

**Q15. Please indicate all means in which you communicate committee decisions/discussions to your constituency group.**

<b>Answer</b>	<b>Count</b>	<b>Percent</b>
In-person	10	43.5%
Email	6	26.1%
College/District website	1	4.3%
Updates in committee meetings	6	26.1%
Other	0	0.0%
<b>Total</b>	<b>23</b>	<b>100.0%</b>



**Q16. Please enter the improvement(s) most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:**

None

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Would like to see membership and charge revised to look more like Chancellor's Advisory Committees that other multi-campus districts have.

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orientation at the beginning of the academic year of what is expected and the process of District Assembly

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**2020-2021 AP/BP Review Cycle (Draft)**

AP/BP Number	Title	Lead	Notes
BP 2355	Decorum	Chancellor/Board	Legal Update #36; No AP
AP 3515	Reporting of Crimes	Chancellor's Cabinet	Legal Update #36
BP 3515	Reporting of Crimes	Chancellor's Cabinet	No change to BP, included for reference
AP 3540	Sexual and Other Assaults on Campus	Chancellor's Cabinet	Legal Update #36
BP 3540	Sexual and Other Assaults on Campus	Chancellor's Cabinet	No change to BP, included for reference
AP 3560	Alcoholic Beverages	Chancellor's Cabinet	Legal Update #36
BP 3560	Alcoholic Beverages	Chancellor's Cabinet	No change to BP, included for reference
AP 3600	Auxiliary Organizations	Chancellor's Cabinet	Leftover from 2019-20 Cycle (Legal Update #35)
BP 3600	Auxiliary Organizations	Chancellor's Cabinet	Leftover from 2019-20 Cycle (Legal Update #35)
AP 3720	Computer and Network Use	Chancellor's Cabinet	Legal Update #36
BP 3720	Computer and Network Use	Chancellor's Cabinet	No change to BP, included for reference
AP 4022	Course Approval	Acad Senate Pres	Legal Update #36; No BP
AP 4220	Standards of Scholarship – Delegation	Acad Senate Pres	Legal Update #36
BP 4220	Standards of Scholarship	Acad Senate Pres	Legal Update #36
AP 4235	Credit by Examination [Credit for Prior Learning]	Acad Senate Pres	Legal Update #36
BP 4235	Credit by Examination [Credit for Prior Learning]	Acad Senate Pres	Legal Update #36
AP 5010	Admissions and Concurrent Enrollment	Acad Senate Pres	No change to AP, included for reference
BP 5010	Admissions and Concurrent Enrollment	Acad Senate Pres	Legal Update #36
AP 5011	Admission and Concurrent Enrollment of High School and Other Young Students	Acad Senate Pres	Legal Update #36; No BP
AP 5040	Student Records, Directory Information, and Privacy	Acad Senate Pres	Legal Update #36
BP 5040	Student Records, Directory Information, and Privacy	Acad Senate Pres	No change to BP, included for reference
AP 5050	Student Success and Support Program	Acad Senate Pres	Leftover from 2019-20 Cycle (Legal Update #35)
BP 5050	Student Success and Support Program	Acad Senate Pres	Leftover from 2019-20 Cycle (Legal Update #35)
AP 5055	Enrollment Priorities	Acad Senate Pres	Legal Update #36
BP 5055	Enrollment Priorities	Acad Senate Pres	No change to BP, included for reference
AP 5210	Communicable Disease, Students	Acad Senate Pres	Last approved 06/2006
BP 5210	Communicable Disease, Students	Acad Senate Pres	Last approved 06/2004
AP 5530	Student Rights and Grievances	Acad Senate Pres	Legal Update #36
BP 5530	Student Rights and Grievances	Acad Senate Pres	No change to BP, included for reference
AP 6360	Contracts - Electronic Systems and Materials	Exec Vice Chancellor	No BP; Last approved 08/2003
AP 6370	Contracts – Personal Service	Exec Vice Chancellor	Legal Update #36; No BP
AP 6380	Vendors	Exec Vice Chancellor	No BP; Last approved 02/2004
AP 6550	Disposal of Property	Exec Vice Chancellor	Last approved 08/2005
BP 6550	Disposal of Property	Exec Vice Chancellor	Last approved 07/2008
AP 6620	Naming of Buildings and Other Properties	Exec Vice Chancellor	Last approved 01/2012
BP 6620	Naming of Buildings and Other Properties	Exec Vice Chancellor	Last approved 08/2004
AP 6930	Vending Machines	Exec Vice Chancellor	Last approved 08/2005
BP 6930	Vending Machines	Exec Vice Chancellor	Last approved 06/2015
AP 7240	Confidential Employees	Vice Chancellor, HR	Leftover from 2019-20 Cycle
BP 7240	Confidential Employees	Vice Chancellor, HR	Leftover from 2019-20 Cycle
AP 7265	Management Internship	Vice Chancellor, HR	Last approved 04/1992
BP 7265	Management Internship	Vice Chancellor, HR	Last approved 04/1992

**2020-2021 AP/BP Review Cycle (Draft)**

<b>AP/BP Number</b>	<b>Title</b>	<b>Lead</b>	<b>Notes</b>
AP 7337	Fingerprinting	Vice Chancellor, HR	Leftover from 2019-20 Cycle (Legal Update #35)
BP 7337	Fingerprinting	Vice Chancellor, HR	Leftover from 2019-20 Cycle (Legal Update #35)
AP 7340	Leaves	Vice Chancellor, HR	Last approved 08/2002
BP 7340	Leaves	Vice Chancellor, HR	Last approved 07/2019
AP 7348	Accommodations	Vice Chancellor, HR	Legal Update #36; No BP
BP 7510	Domestic Partners	Vice Chancellor, HR	Legal Update #36; No BP
AP 7600	College [Police or Security]	Vice Chancellor, HR	Legal Update #36
BP 7600	College [Police or Security]	Vice Chancellor, HR	No change to BP, included for reference

**Note:** List includes any AP/BPs left over from 2019-20 cycle plus those in Legal Update #36 followed by oldest AP/BPs.

**Count:** 50



**District Assembly Membership  
Two-Year Terms Ending Spring 2021 and Spring 2022**

**OFFICERS**

President: **TBD (2021)**  
Vice President: **TBD (2021)**

Recorder: Stacey Nikac

**FACULTY**

**Crafton Hills College (2)**  
T.L. Brink (2022)  
Laurie Green (2021)

**San Bernardino Valley College (3)**  
Craig Luke (2021)  
Bethany Tasaka (2022)  
Davena Burns Peters (2022)

**CLASSIFIED STAFF<sup>1</sup>**

<sup>1</sup>To satisfy Education Code section 70901.2, two classified representatives from the General Membership is to be appointed by CSEA.

**District (1)**  
Rhiannon Lares<sup>1</sup> (2022)

**Crafton Hills College (1)**  
Jonathan Townsend<sup>1</sup> (2022)

**San Bernardino Valley College (1)**  
Cassandra Thomas<sup>1</sup> (2021)

**MANAGEMENT STAFF**

**District (1)**  
Kristina Hannon (2022)

**Crafton Hills College (1)**  
Keith Wurtz (2021)

**San Bernardino Valley College (1)**  
Raymond Carlos (2022)



**District Assembly Membership  
Two-Year Terms Ending Spring 2021 and Spring 2022**

**EX-OFFICIO**

Chancellor of the District (**non-voting**)  
President of Crafton Hills College  
President of San Bernardino Valley College  
President of the CHC Academic Senate  
President of the SBVC Academic Senate  
President of the CHC Classified Senate  
President of the SBVC Classified Senate  
President of the CHC ASG  
President of the SBVC ASG  
Executive Director of Research, Planning, & Institutional Effectiveness

Jose Torres  
Kevin Horan  
Diana Rodriguez  
Mark McConnell  
Amy Avelar  
Brandice Mello  
Pending election end of May  
Pending election 5/4/20-5/8/20  
Adrian Rios  
Jeremiah Gilbert

**VESTED / ADVOCACY GROUPS**

Black Faculty & Staff  
Latino Faculty & Staff  
CSEA President  
CTA President  
Confidential Group  
Management Association

Keynasia Buffong  
Ed Gomez  
Kevin Palkki  
Meridyth McLaren  
Cyndie St. Jean  
Colleen Gamboa