



San Bernardino Community College District  
POLICIES & PROCEDURES ADVISORY  
COMMITTEE (PPAC)  
February 14, 2022  
3:00 pm-4:00 pm Pacific Time

**MEETING AGENDA**

*Policies & Procedures Advisory Committee (PPAC)  
Monday, February 14, 2022, 3:00 p.m.  
Via Zoom: <https://cccconfer.zoom.us/j/91470895848>  
Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848*

**I. Welcome & Introductions**

Kristina Hannon and Jose Torres, Co-Chairs

**II. Approval of Minutes**

- A. Confirmation of Quorum
- B. Approval of Minutes from December 13, 2021

**III. Current Topics**

- A. PPAC Review of Constituent Feedback and Approval to Forward to Chancellor’s Council and BOT First Read
  - BP 2410 Board Policies and Administrative Procedures
  - AP 2410 Board Policies and Administrative Procedures
- B. Request PPAC Approval for Level 2 Review of Chapter Lead Recommendation and Solicit Constituent Feedback for Next Meeting
  - BP 6320 Investments
  - AP 6320 Investments

**IV. Updates**

- A. Status of Chapter Lead Recommendation - P&P 7340 Leaves
- B. Status of Subcommittee Work on AP 7210, 7210a, and Handbook

**V. Future Topics (To be addressed upon establishment of P&P 2410 Board Policies & Administrative Procedures)**

- Annual Schedule
- Legal Update 38
- Legal Update 39

## **VI. Next Meeting Date & Adjournment**

The next meeting is scheduled for Monday, March 14, 2021, at 3 p.m.

*Committee Charge: PPAC is an advisory committee to the Chancellor's Council charged with updating, creating, developing, and systematically reviewing APs and BPs. PPAC will ensure a continuous evaluation of APs and BPs, will create taskforces and invite subject matter experts, including students, when appropriate for input in the process. The committee forwards recommendations for changes to APs/BPs to the Chancellor's Council.*



Policies & Procedures Advisory Committee  
 Meeting Minutes – December 13, 2021, 3:00 p.m.

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>  
 Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

**I. Welcome & Introductions** – Jose Torres & Kristina Hannon, Co-Chairs

*Kristina called the meeting to order at 3:03 p.m.*

**II. Approval of Minutes**

**A. Confirmation of Quorum**

*Quorum was confirmed.*

**B. Approval of Minutes from November 8, 2021**

*Keith made a motion to approve the minutes of November 8, 2021, which Jose seconded. There was no discussion and the minutes were unanimously approved.*

**III. Current Topics**

**A. Constituent Feedback**

**1. BP/AP 2510 Participation in Local Decision Making**

*Ray made a motion to approve BP/AP2510 as there was no constituent feedback. Keith seconded the motion. Jose advised the BP/AP would now go to Chancellor's Council and the Board of Trustees for a first read. Brandi asked how feedback from Chancellor's Council would be handled. Jose advised that he anticipates very little discussion at that level because the PPAC is doing all the heavy lifting. If there was feedback, however, it would be recommended at Chancellor's Council that the feedback be sent to PPAC for review. The motion was unanimously approved.*

**2. BP/AP 7340 Leaves**

*Constituent feedback on BP/AP 7340 was discussed. Kristina clarified that the change was only for leaves that were not already mandated or structured. It was felt that the suggested changes would reduce transparency. Jose suggested that an information item could be sent on any leaves that the Chancellor approved. After further discussion, it was decided that BP/AP 7340 would go back to Human Resources for further clarification of the language to address the committee's concerns.*

## B. BP/AP 2410 Board Policies & Administrative Procedures

*PPAC reviewed a graphic representation outlining the approval path under the new Chancellor's Council structure. Jose touched on each of the steps in the process. These items will be sent to the members via MS Teams for review with constituent groups. Feedback will be reviewed at the February PPAC meeting.*

## IV. Updates

AP 7210, 7210a and Handbook Subcommittee

*Kristina reported that she had made presentations at the SBVC Chairs and Dean's meeting, and that review of recruitment BP/APs was discussed at the EEO Committee. They are now gathering feedback for subcommittee review. After the break they will continue the process of reviewing language to make sure nothing is overlooked or contradictory. An update will be provided at PPAC in February.*

## V. Future Topics

*It was mentioned that these topics were not necessarily on the agenda for discussion today, but rather placed here to be revisited once BP/AP 2410 was approved and the revised process agreed upon.*

- A. Annual Schedule
- B. Legal Update 38
- C. Legal Update 39

## VI. Next Meeting Date & Adjournment

*The meeting adjourned at 3:44 p.m.*

Not Yet Approved



Policies & Procedures Advisory Committee (PPAC)  
 Meeting Attendance – December 13, 2021, 3:00 p.m.

**QUORUM:** Definition of Quorum is established by Chancellor's Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

Met?	
Yes	50% + one of appointed* voting members ( <i>8 members</i> )
Yes	Two persons from each site (CHC, SBVC, DSO)
Yes	Three of four constituent groups represented (faculty, classified, student, management)

Representation	Member	Present	Absent
1) Executive Vice Chancellor, Co-Chair	Jose Torres	X	
2) Vice Chancellor of HR & Police Services, Co-Chair	Kristina Hannon	X	
3) Management, CHC (appointed by College President)	Keith Wurtz	X	
4) Management, SBVC (appointed by College President)	Ray Carlos	X	
5) Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	X	
6) Faculty, SBVC (appointed by Academic Senate President)	Davina Burns-Peters (3:15)	X	
<i>Classified, CHC (appointed by Classified Senate President)</i>	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
7) Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyeen	X	
<i>Classified, DSO (appointed by Classified Senate Presidents)</i>	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
8) ASG President or designee, CHC	Tiana McBride/Sasha Paago		X
9) ASG President or designee, SBVC	Paul Del Roasrio	<i>n/a</i>	<i>n/a</i>
10) Confidential Group (appointed by Administrative Officer)	Cyndie St. Jean	X	
<i>EEO Committee (appointed by EEO Committee)</i>	<i>Representation Declined</i>	<i>n/a</i>	<i>n/a</i>
11) CSEA (appointed by CSEA)	Ernest Guillen	X	
12) CTA (appointed by CTA)	Meridyth McLaren		X
<i>POA (appointed by POA)</i>	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
13) Black Faculty & Staff Association	Stephanie Lewis	X	
14) Latino Faculty, Staff & Administrator Association	Maria del Carmen Rodriguez	X	

**BP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (redlined)**

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

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

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

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

Board policies and administrative procedures are to be reviewed as per the schedule specified in AP 2410.

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

**Reference:**

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

**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (clean)**

The Policies and Procedures Advisory Committee (PPAC) to the Chancellor's Council is charged with updating, creating, developing, and systematically reviewing Board Policies (BP)/ Administrative Procedures (AP), also known as Policies and Procedures (P&P). This task is accomplished through a cyclical schedule which begins each academic year. The process is intended to:

- Efficiently allow for regular evaluation of policies and procedures.
- Provide faculty, staff, and students an opportunity to express opinions, and give those opinions every reasonable consideration.
- Ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

**1. STARTING POINT**

- Policies & Procedures are incorporated into the *Review Schedule* in one of three ways: *Annual Review*, *Legal Updates*, or *Other Requests*.
- Policies & Procedures are reviewed in pairs, when possible, to ensure the AP supports the direction outlined in the BP.
- BPs require Board approval. APs are submitted to the Board for informational purposes; however, the Board may direct revisions of any APs judged to be inconsistent with BPs.
- The Chancellor's designee facilitates this process.

**A. Annual Review**

Prior to the start of each academic year, the Chancellor's designee will take the necessary steps to initiate review of 10% of SBCCD's P&Ps, including:

- 1) Identify appropriate P&Ps for review.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 3) Notify Chapter Leads responsible for review.
- 4) Develop a timeline.
- 5) Present a *Review Schedule* to PPAC in September.
- 6) Maintain and publish the *Review Schedule* on PPAC webpage throughout the year.

**B. Legal Updates**

SBCCD keeps current with changes in law or accreditation standards through a subscription to the Community College League of California. This service issues periodic legal updates which promote regulatory compliance and familiarity with industry best practices.

Upon receipt of a Legal Update, the Chancellor's designee will take the necessary steps to initiate review of affected P&Ps, including:

- 1) Add P&Ps to the Review Schedule.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 3) Notify Chapter Leads responsible for review.

**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (clean)****C. Other Requests**

Other requests for P&P review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student. All such requests should be submitted to the Chancellor's designee who will take the necessary steps to initiate review, including:

- 1) Add P&Ps to the Review Schedule.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 3) Notify Chapter Leads responsible for review.

**2. CHAPTER LEAD REVIEW & RECOMMENDATION**

Chapter Leads are the responsible "owners" of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed in the Definitions section of AP 2410.

- Chapter Leads receive requests to review P&Ps, and/or suggestions to revise P&Ps, from the Chancellor's designee.
- For P&Ps designated 10+1, Chapter Leads are encouraged to work with Academic Senate Presidents.
- Chapter Leads return a recommendation to the Chancellor's designee based on the outcome of the review (i.e., reviewed with no change, reviewed with minor revisions, reviewed with content change, suggested deletion, etc.)
- The Chancellor's designee assigns the recommendation a rating of *Level 1 | Info Only*, *Level 2 | Minor Review (Non 10+1)*, or *Level 3 | Extensive Review* and includes item on the PPAC agenda. All levels will be shared out at PPAC?

**Commented [BD1]:** Chapter Leads shall work with Academic Senate Presidents. (If left as encouraged, it appears to be an option. 10+1 IS Academic Senate)

**Commented [BD2]:** All levels will be shared with PPAC regardless?

**3. CONSTITUENT FEEDBACK TO FINAL APPROVAL**

Constituent feedback is collected through the appointed PPAC representatives and reviewed at committee meetings. The *Review Schedule* is posted on the PPAC webpage, and a report of PPAC activity is sent districtwide to keep all SBCCD employees informed.

To promote efficiency and respect the time of PPAC and constituent group members, P&Ps are categorized by level of review. This is to streamline the process and promote efficiency. PPAC members will assess review levels to ensure appropriateness.

**A. Level 1 | Info Only**

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:
  - Reviewed with no changes.
  - Reviewed with only minor clerical edits or legal reference changes.
  - Chapter 2 Board of Trustees P&Ps that do not fall under 10+1.

Change language of 2nd bullet to:

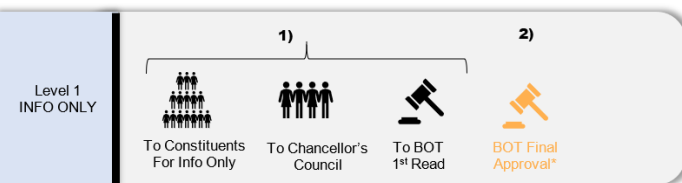
Chapter Leads are encouraged to collaborate with appropriate constituent groups before making recommendations to PPAC.

All P&Ps designated 10+1 will use Academic Senate as the primary recommending body.



**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (clean)**

- All items deemed appropriately placed in *Level 1* by PPAC members are:
  - 1) Simultaneously forwarded to constituent groups for information only, forwarded to Chancellor's Council, and scheduled for BOT first read.
  - 2) The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
  - 3) Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



\* Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.

**Level 2 | Minor Review (Non 10+1)**

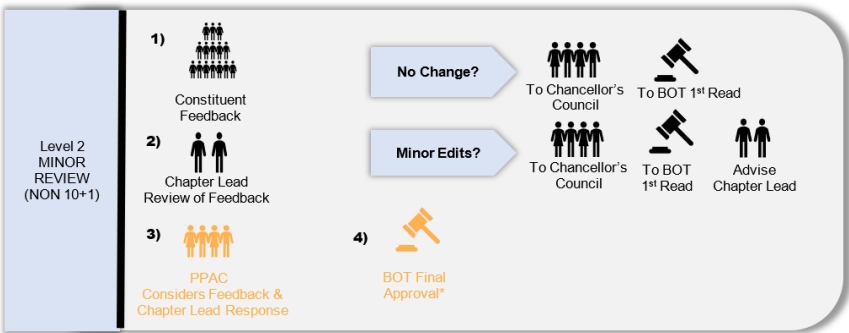
- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
  - Existing P&Ps which are simple and non-controversial.
  - New P&Ps that are simple and non-controversial.
- All items deemed appropriately placed in Level 2 | *Minor Review (Non 10+1)* by PPAC members begin the following review process.
  - 1) PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
  - 2) Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
  - 3) At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes or Minor Edits*. (*Substantial Edits* are not expected for *Level 2 | Minor Review* recommendations.)
    - a. No Changes: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
    - b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.
    - c. Substantial Edits: Substantial edits are not expected for *Level 2 | Minor Review* recommendations. Any substantial edits will cause these items to be

Commented [BD3]: This will be predetermined?

**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (clean)**

moved to *Level 3 | Extensive Review*.

- 4) The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
- 5) Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



*\* Items that do not receive BOT approval should begin the cycle again under the Other Requests method.*

**B. Level 3 | Extensive Review**

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
  - Existing P&Ps with substantial changes and/or subject to 10+1
  - New P&Ps that are controversial, complex and/or subject to 10+1
- **If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor's Council will be informed, and the issue referred to Chancellor's Cabinet to make a determination.**
- All items deemed appropriately placed in *Level 3 | Extensive Review* by PPAC members begin the following review process.

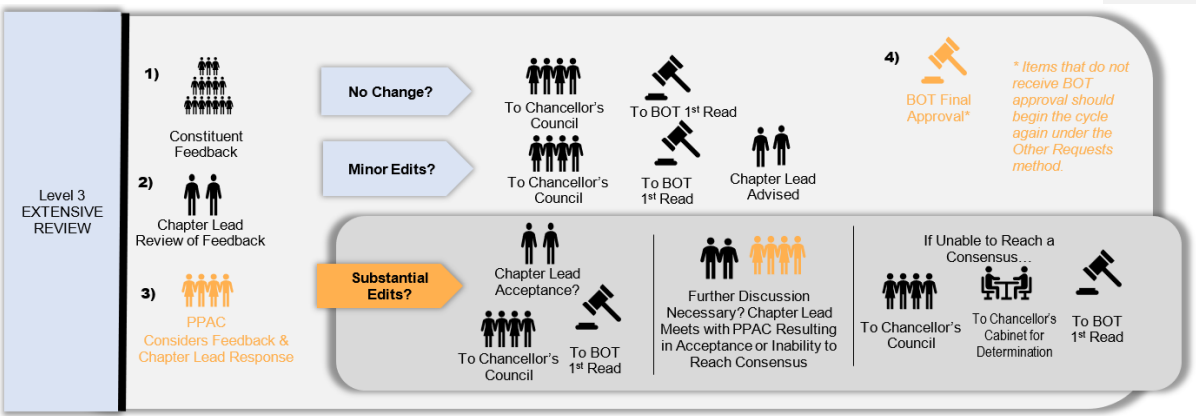
**Commented [BD4]:** Is there a way pre-determine and identify 10+1? I am unsure of how or why this should be determined by consensus on the regular? Maybe an example?

Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.

- 1) PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
- 2) Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.

**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (clean)**

- 3) At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes*, *Minor Edits*, or *Substantial Edits*.
  - a. **No Changes:** Items with no changes are forwarded to Chancellor’s Council and scheduled for BOT first read.
  - b. **Minor Edits:** When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor’s Council and scheduled for BOT first read.
  - c. **Substantial Edits:** Any substantial edits will be forwarded to the Chapter Leads to be reviewed for operational applicability and feasibility.
    - i. *Chapter Lead Acceptance of Edits* results in P&Ps being forwarded to Chancellor’s Council and scheduled for BOT first read.
    - ii. For *Edits Requiring Further Discussion*, Chapter Leads are invited to attend PPAC meeting to discuss, resulting in acceptance or failure to reach consensus.
    - iii. When *Consensus Cannot be Reached on Edits*, Chancellor’s Council will be informed, and P&Ps referred to Chancellor’s Cabinet for a determination, which will then be scheduled for BOT first read.
- 4) The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
- 5) Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (clean)****Definitions:**

**10+1 or Academic and Professional:** Relating to policy development and implementation matters for the following:

- 1) Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2) Degree and certificate requirements;
- 3) Grading policies;
- 4) Educational program development;
- 5) Standards or policies regarding student preparation and success;
- 6) District and college governance structures, as related to faculty roles;
- 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- 8) Policies for faculty professional development activities;
- 9) Processes for program review;
- 10) Processes for institutional planning and budget development; and
- 11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

**AP:** Administrative Procedure(s)

**BOT:** Board of Trustees

**BP:** Board Policy(ies)

**Chapters and Chapter Leads:** Chapter Leads are the responsible “owners” of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed below.

- Chapter 1: The District | BOT, Chancellor (Lead)
- Chapter 2: Board of Trustees | BOT, Chancellor (Lead)

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

- Chapter 3: General Institution | Chancellor (Lead) and Chancellor’s Cabinet
- Chapter 4: Academic Affairs | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 5: Student Services | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 6: Business & Fiscal Services | Executive Vice Chancellor (Lead) and Vice Presidents of Administrative Services
- Chapter 7: Human Resources | Vice Chancellor of Human Resources and Police Services (Lead)

**P&P:** Board Procedure(s) and Administrative Policy(ies)

**PPAC:** Policies and Procedures Advisory Committee, an advisory body to the Chancellor’s Council, charged with updating, creating, developing, and systematically reviewing BPs/APs.

**Commented [BD5]:** Is this a categorization of what the APs address followed by the leads?

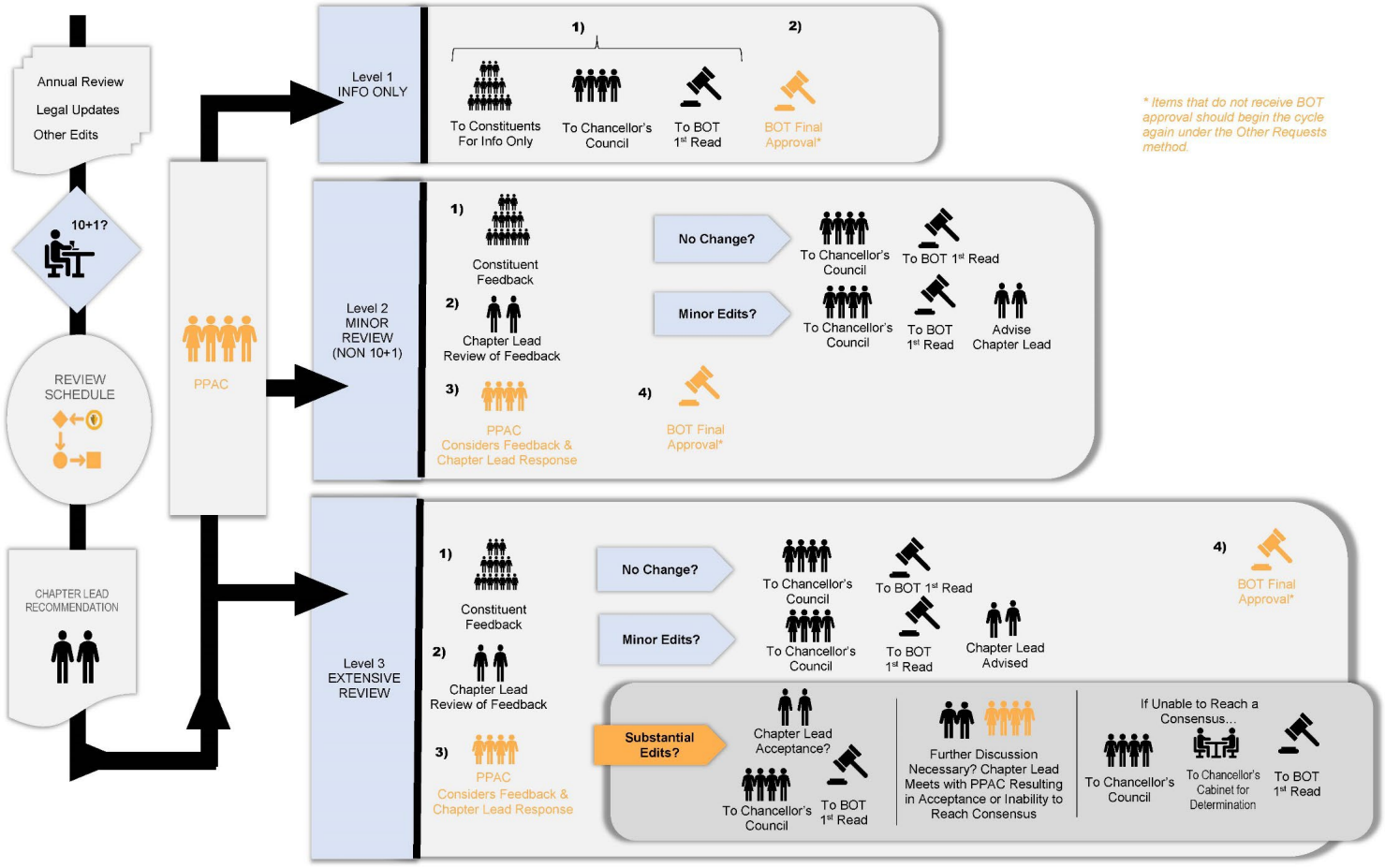
**Commented [BD6R5]:** Maybe clarification as to why this should be removed, particularly the clarification of how collegial consultation AP will be handled.

**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (clean)**

**References:**

Education Code Section 70902; ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4

AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed



\* Items that do not receive BOT approval should begin the cycle again under the Other Requests method.

## AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)

The Policies and Procedures Advisory Committee (PPAC) to the Chancellor's Council is charged with updating, creating, developing, and systematically reviewing Board Policies (BP)/ Administrative Procedures (AP), also known as Policies and Procedures (P&P). This task is accomplished through a cyclical schedule which begins each academic year. The process is intended to:

- Efficiently allow for regular evaluation of policies and procedures.
- Provide faculty, staff, and students an opportunity to express opinions, and give those opinions every reasonable consideration.
- Ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

### 1. STARTING POINT

- Policies & Procedures are incorporated into the *Review Schedule* in one of three ways: *Annual Review, Legal Updates, or Other Requests.*
- Policies & Procedures are reviewed in pairs, when possible, to ensure the AP supports the direction outlined in the BP.
- BPs require Board approval. APs are submitted to the Board for informational purposes; however, the Board may direct revisions of any APs judged to be inconsistent with BPs.
- The Chancellor's designee facilitates this process.

#### A. Annual Review

Prior to the start~~(Replaces SBCCD AP 2045)~~

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

~~The Chancellor, through the collegial consultation process, has the authority to propose new board policies and administrative procedures.~~

~~The annual review of the board policies and administrative procedures shall begin in the fall of each academic year. Each year, at least ten percent (10%) of the SBCCD policies and procedures will be identified for review. At the beginning of each academic year, the Chancellor's designee will notify the~~take the necessary steps to initiate review of 10% of SBCCD's P&Ps, including:

- 1) Identify appropriate parties of the specific BPs or APs identified P&Ps for review.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 4)3) \_\_\_ Notify Chapter Leads responsible for review.
- 4) Responsibility for~~Develop a timeline.~~
- 5) Present a *Review Schedule* to PPAC in September.
- 6) Maintain and publish the *Review Schedule* on PPAC webpage throughout the year.

#### B. Legal Updates

**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)**

SBCCD keeps current with changes in law or accreditation standards through a subscription to the Community College League of California. This service issues periodic legal updates which promote regulatory compliance and familiarity with industry best practices.

Upon receipt of a Legal Update, the Chancellor's designee will take the necessary steps to initiate review process as follows of affected P&Ps, including:

- 1) Add P&Ps to the Review Schedule.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 3) Notify Chapter Leads responsible for review.



## AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)

### C. Other Requests

Other requests for P&P review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student. All such requests should be submitted to the Chancellor's designee who will take the necessary steps to initiate review, including:

- 1) Add P&Ps to the Review Schedule.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 3) Notify Chapter Leads responsible for review.

## 2. CHAPTER LEAD REVIEW & RECOMMENDATION

Chapter Leads are the responsible "owners" of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed in the Definitions section of AP 2410.

- Chapter Leads receive requests to review P&Ps, and/or suggestions to revise P&Ps, from the Chancellor's designee.
- For P&Ps designated 10+1, Chapter Leads are encouraged to work with Academic Senate Presidents.
- Chapter Leads return a recommendation to the Chancellor's designee based on the outcome of the review (i.e., reviewed with no change, reviewed with minor revisions, reviewed with content change, suggested deletion, etc.)
- The Chancellor's designee assigns the recommendation a rating of *Level 1 | Info Only*, *Level 2 | Minor Review (Non 10+1)*, or *Level 3 | Extensive Review* and includes item on the PPAC agenda.

## 3. CONSTITUENT FEEDBACK TO FINAL APPROVAL

Constituent feedback is collected through the appointed PPAC representatives and reviewed at committee meetings. The *Review Schedule* is posted on the PPAC webpage, and a report of PPAC activity is sent districtwide to keep all SBCCD employees informed.

To promote efficiency and respect the time of PPAC and constituent group members, P&Ps are categorized by level of review. This is to streamline the process and promote efficiency. PPAC members will assess review levels to ensure appropriateness.

### A. Level 1 | Info Only

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:
  - *Reviewed* with no changes.
  - Reviewed with only minor clerical edits or legal reference changes.
  - Chapter 2 Board of Trustees P&Ps that do not fall under 10+1.

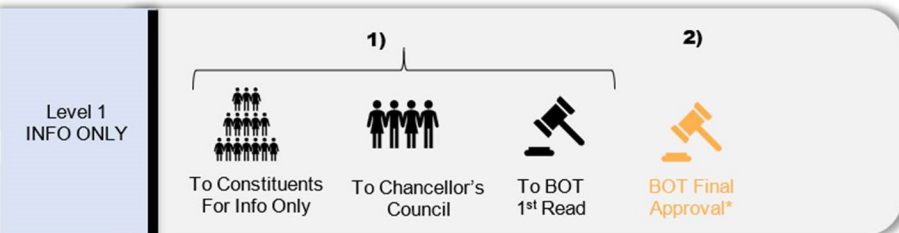
- All items deemed appropriately placed in *Level 1* by PPAC members are:

- 1) Simultaneously forwarded to constituent groups for information only, forwarded to

## AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)

Chancellor's Council, and scheduled for BOT first read.

- 2) The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
- 3) Items that do not receive BOT approval should begin the cycle again under the Other Requests method.



\* Items that do not receive BOT approval should begin the cycle again under the Other Requests method.

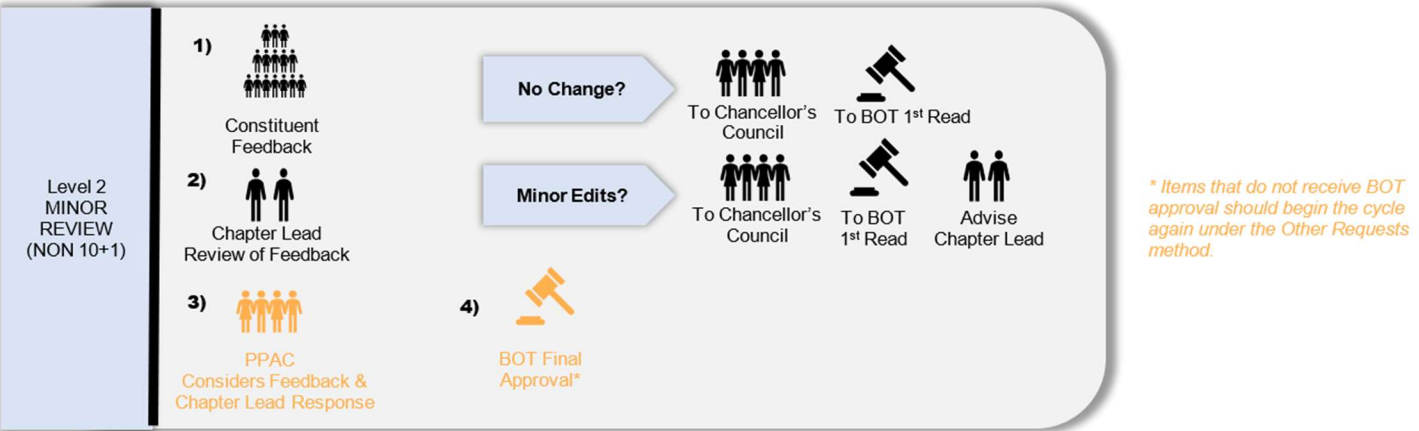
### Level 2 | Minor Review (Non 10+1)

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
  - Existing P&Ps which are simple and non-controversial.
  - New P&Ps that are simple and non-controversial.
- All items deemed appropriately placed in Level 2 | Minor Review (Non 10+1) by PPAC members begin the following review process.
  - 1) PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
  - 2) Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
  - 3) At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes or Minor Edits*. (*Substantial Edits* are not expected for *Level 2 | Minor Review* recommendations.)
    - a. No Changes: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
    - b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.
    - c. Substantial Edits: Substantial edits are not expected for *Level 2 | Minor Review* recommendations. Any substantial edits will cause these items to be moved to *Level 3 | Extensive Review*.
  - 4) The 4-month following BOT first read, items should appear on the BOT agenda

## AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)

for second read and final approval.

- 5) Items that do not receive BOT approval should begin the cycle again under the Other Requests method.



### B. Level 3 | Extensive Review

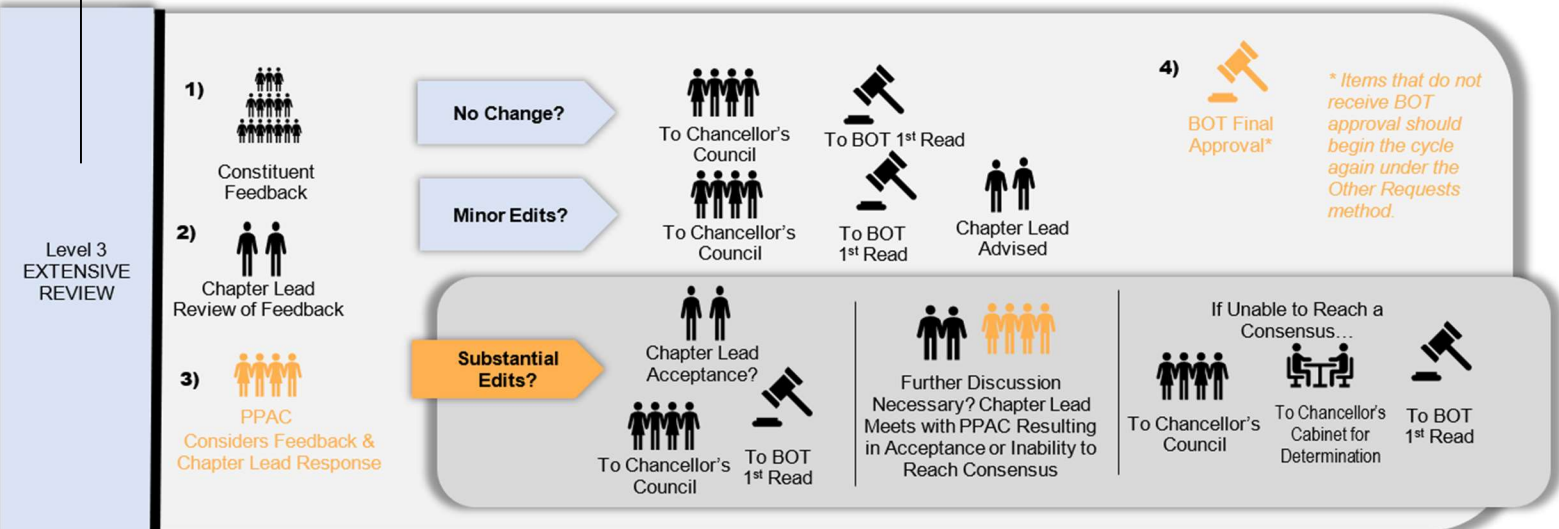
- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
  - Existing P&Ps with substantial changes and/or subject to 10+1
  - New P&Ps that are controversial, complex and/or subject to 10+1
- If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor's Council will be informed, and the issue referred to Chancellor's Cabinet to make a determination.
- All items deemed appropriately placed in Level 3 | Extensive Review by PPAC members begin the following review process.

Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.

- 1) PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
- 2) Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
- 3) At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with No Changes, Minor Edits, or Substantial Edits.

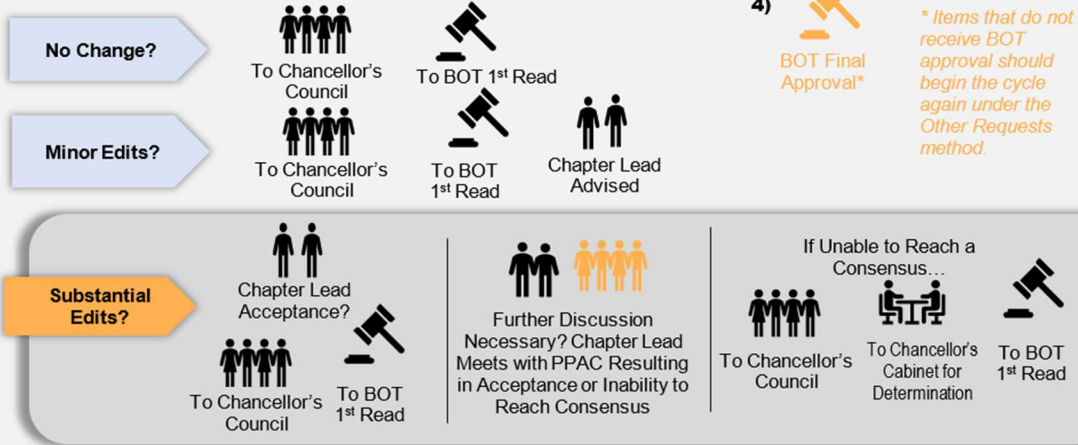
**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)**

- a. No Changes: Items with no changes are forwarded to Chancellor’s Council and scheduled for BOT first read.
- b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor’s Council and scheduled for BOT first read.
- c. Substantial Edits: Any substantial edits will be forwarded to the Chapter Leads to be reviewed for operational applicability and feasibility.
  - i. Chapter Lead Acceptance of Edits results in P&Ps being forwarded to Chancellor’s Council and scheduled for BOT first read.
  - ii. For Edits Requiring Further Discussion, Chapter Leads are invited to attend PPAC meeting to discuss, resulting in acceptance or failure to reach consensus.
  - iii. When Consensus Cannot be Reached on Edits, Chancellor’s Council will be informed, and P&Ps referred to Chancellor’s Cabinet for a determination, which will then be scheduled for BOT first read.
- 4) The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
- 5) Items that do not receive BOT approval should begin the cycle again under the Other Requests method.



Level 3  
EXTENSIVE  
REVIEW

- 1) Constituent Feedback
- 2) Chapter Lead Review of Feedback
- 3) PPAC  
Considers Feedback & Chapter Lead Response



**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)****Definitions:**

**10+1 or Academic and Professional:** Relating to policy development and implementation matters for the following:

- 1) Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2) Degree and certificate requirements;
- 3) Grading policies;
- 4) Educational program development;
- 5) Standards or policies regarding student preparation and success;
- 6) District and college governance structures, as related to faculty roles;
- 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- 8) Policies for faculty professional development activities;
- 9) Processes for program review;
- 10) Processes for institutional planning and budget development; and
- 11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

**AP:** Administrative Procedure(s)

**BOT:** Board of Trustees

**BP:** Board Policy(ies)

**Chapters and Chapter Leads:** Chapter Leads are the responsible “owners” of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed below.

- Chapter 1: The District | BOT, Chancellor (Lead)
- Chapter 2: Board of Trustees and the | BOT, Chancellor (leadLead)
- Chapter 2: Board of Trustees and the | 3: General Institution | Chancellor (lead)Lead) and Chancellor’s Cabinet

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

~~Chapter 3: Chancellor (lead) and~~ Chapter 4: Academic Affairs | Chancellor’s Cabinet

- Chapter 4: Chancellor’s designeeDesignee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 5: Chancellor’s designeeStudent Services | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 6: Business & Fiscal Services | Executive Vice Chancellor (leadLead) and Vice Presidents of Administrative Services
- Chapter 7: Human Resources | Vice Chancellor of Human Resources and Police Services (leadLead)

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

## AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)

### Annual Review Process

- ~~A. All policies and procedures will be tracked and revised using the district adopted policy review software.~~
- ~~B. BPs and APs will be reviewed in pairs whenever possible to ensure the procedure supports the direction delineated in the policy.~~
- ~~C. Prior to the start of each academic year, the Chancellor's designee will sort the BPs and APs by age and will compile the annual review list, consisting of approximately 10% of the district's BPs & APs with a proportional amount from each chapter.~~
- ~~D. Chancellor's designee will meet with the policy leads responsible for facilitating the review of BPs and APs to establish the review timeline.~~
- ~~E. The annual review timeline, listing the policies and procedures and the leads for each BP & AP will be presented to the District Assembly at the first meeting of the Academic Year. The timeline as well as all revisions to the review timeline will be posted on the DA webpage.~~
- ~~F. DA constituent group reps will share the annual list with their members and shall provide an opportunity for their members to review and/or provide input as desired.~~
  - ~~1) Chancellor's designee will email the policies and procedures under review along with the timeline for the year to each of the policy leads.~~
- ~~G. The BP/AP leads will review, gather input from the campus community as applicable and will input all recommended revisions in policy stat by the agreed upon due date.~~
- ~~H. Reviewed and/or revised policies and procedures will be submitted to the District Assembly for review and recommendation as a first read with no action as per the established timeline and then as a 2nd read for approval at the next regularly scheduled meeting of the District Assembly. (Note: this affords all interested parties 1 additional month to review and request input from their constituents.)~~
- ~~I. Policies and procedures included on the District Assembly consent agenda for 2nd read may be pulled for discussion, debate and/or revision recommendations prior to approval.~~
- ~~J. As per BP 2410, the Chancellor will review the recommendations from the District Assembly and will forward the BPs to the Board of Trustees for action and the APs as information items.~~

### Review of Policies and Procedures Deemed Academic and Professional

~~Prior to finalizing the annual review list, Chancellor's designee will meet with the Academic Senate Presidents to determine which BPs & APs are academic and Professional. These BPs & APs will be noted as such on the annual review timeline.~~

- ~~a. Policies and procedures that fall under the 10+1 (an Academic and Professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations) will be submitted for consideration to the~~

## AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)

~~Academic Senates on both campuses as per the agreed upon timeline. BP/AP revision recommendations will be completed by up to four consecutive Academic Senate meetings, beginning with the date the BP/AP is presented at District Assembly.~~

- ~~A. The Academic Senates will then submit the revised BPs/APs to the District Assembly as an information item.~~
- ~~B. As per BP 2410, the Chancellor will review the recommendations from the Academic Senate and will forward the BPs to the Board of Trustees for action and the APs as information items.~~

### ~~Review of Policies and Procedures Not on the Annual Review List~~

~~A proposal for a new board policy or a change in a current policy or administrative procedure not included on the annual review list may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and/or the District Assembly. The District Assembly will, in consultation with the Chancellor, determine if the BP/AP, or a change in current BP/AP, is warranted. If so, the BP/AP will be forwarded to Chancellor's designee. Chancellor's designee will then meet with the Academic Senate Presidents to determine if the BP and/or AP is Academic and Professional. Chancellor's designee will add the BP/AP to the annual review timeline and will forward to the appropriate policy lead. The revised timeline will be posted on the District Assembly webpage.~~

### ~~Review of Bi-Annual Policy & Procedure Updates from the Community College League of California (CCLC)~~

~~Updates to APs and BPs are reviewed by the Chancellor's designee when forwarded from the Community College League of California (CCLC) in Fall and Spring P&P: Board Procedure(s) and Administrative Policy(ies)~~

~~PPAC: Policies and Procedures Advisory Committee, an advisory body to the Chancellor's Council, charged with updating, creating, developing, and systematically reviewing BPs/APs.~~



~~All updates from the CCLC will be reviewed by the chapter leads and SBCCD Chancellor's designee. The chapter leads will make a recommendation as to whether each update is either simple or requires review and revisions. (Note: If the Last Reviewed and Last Approved dates get reset, then these all may require a thorough review.)~~

~~A. Simple updates (revisions to legal references) will be revised by the policy lead and, when ready, will be added to the District Assembly agenda as an information item.~~

~~B. New BPs & APs and/or those requiring review and revision:~~

- ~~1. New BPs & APs that are legally advised or optional will be reviewed by the chapter lead to determine if the BP/AP is needed.~~

**AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)**

- a. ~~If yes, then the BP/AP will be forwarded to the District Assembly with a recommendation to adopt and, if approved by the District Assembly, will be added to the review timeline as per the recommendation of the chapter lead;~~
  - b. ~~If no, then the BP/AP will be forwarded to the District Assembly with a recommendation to not adopt.~~
2. ~~New “Required” BPs & APs, as well as those requiring content review and revisions, will be added to the annual review timeline as per the recommendation of the chapter leads.~~
  3. ~~The revised timeline including the CCLC BPs & APs (notated with the legal update #) will be posted on the District Assembly webpage.~~

**References:**

Education Code Section 70902;

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



AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (Redlined)



**BP 6320: INVESTMENTS | Proposed (redlined)**

Level 2, Non 10+1 Recommendation

BP 6320 requires an annual review by the Board of Trustees. In preparation, EVC Jose Torres has suggested changes to the BP and AP in order to streamline.

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

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

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

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

Investments shall be made based on the following criteria:

1. The preservation of principal shall be of primary importance.  
Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.
2. The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.  
The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.
3. Transactions should be avoided that might impair public confidence.  
Pursuant to Government Code Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
4. Return on investment

**BP 6320: INVESTMENTS | Proposed (redlined)**

Level 2, Non 10+1 Recommendation

BP 6320 requires an annual review by the Board of Trustees. In preparation, EVC Jose Torres has suggested changes to the BP and AP in order to streamline.

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

This Policy applies to all funds of the District.

The authority to invest funds not deposited with the San Bernardino County Treasurer is granted to the Chancellor. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program, consistent with applicable law and this Policy, may be delegated at the discretion of the Chancellor. Investment officers acting in accordance with written procedures, and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

District funds may be invested in any of the following:

**Commented [TF1]:** This section was moved to AP

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
 
  - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
  - b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
  - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
  - d. Registered warrants of California.
  - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued

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**BP 6320: INVESTMENTS | Proposed (redlined)**

Level 2, Non 10+1 Recommendation

BP 6320 requires an annual review by the Board of Trustees. In preparation, EVC Jose Torres has suggested changes to the BP and AP in order to streamline.

~~pursuant to Government Code Sections 53820 et seq.~~

~~f. State of California notes.~~

~~g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.~~

~~2. Local Agency Investment Fund with the Treasurer's Office of the State of California.~~

~~3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.~~

~~San Bernardino County Treasurer's Office, whenever required by law, The Chancellor, pursuant to Government Code Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:~~

- ~~• Investment types~~
- ~~• Names of issuers~~
- ~~• Maturity dates~~
- ~~• Par and dollar amounts invested in each security, investment, and money~~
- ~~• Weighted average maturity of investments~~
- ~~• Any funds being managed by contracted parties~~
- ~~• Market value as of date of report and source of valuation~~
- ~~• Description of compliance with investment policy~~
- ~~• Current market value of funds managed by a consultant~~
- ~~• The primary objectives of the District's investment activities shall be:~~

Commented [TF2]: Moved to AP

~~1. SAFETY~~

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

~~2. LIQUIDITY~~

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

**BP 6320: INVESTMENTS | Proposed (redlined)**

Level 2, Non 10+1 Recommendation

BP 6320 requires an annual review by the Board of Trustees. In preparation, EVC Jose Torres has suggested changes to the BP and AP in order to streamline.

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**3. RETURN ON INVESTMENT**

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

**Commented [TF3]:** Moved to paragraphs 1-4. above

**References:**

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

**AP 6320: INVESTMENTS | Proposed (redlined)**

Level 2, Non 10+1 Recommendation

BP 6320 requires an annual review by the Board of Trustees. In preparation, EVC Jose Torres has suggested changes to the BP and AP in order to streamline.

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

**Ethics and Conflict of Interest**

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

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

**Acceptable and Prohibited Investments**

District funds may be invested in any of the following:

- Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
  - United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
  - Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
  - Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
  - Registered warrants of California.

**AP 6320: INVESTMENTS | Proposed (redlined)**

Level 2, Non 10+1 Recommendation

BP 6320 requires an annual review by the Board of Trustees. In preparation, EVC Jose Torres has suggested changes to the BP and AP in order to streamline.

- Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
- State of California notes.
- Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
- Local Agency Investment Fund with the Treasurer's Office of the State of California.
- A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.
- San Bernardino County Treasurer's Office, whenever required by law.

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

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

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

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

**Authorized Personnel**

The Chancellor, Executive Vice Chancellor, or designee shall request approval from the Board to invest surplus funds. Both the Chancellor or designee and the Executive Vice Chancellor must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,

**AP 6320: INVESTMENTS | Proposed (redlined)**

Level 2, Non 10+1 Recommendation

BP 6320 requires an annual review by the Board of Trustees. In preparation, EVC Jose Torres has suggested changes to the BP and AP in order to streamline.

- Asset allocation and rebalancing; and
- Liquidation of investments.

**Safekeeping and Custody**

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

**Recording and Reconciliation**

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

**Reporting**

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

Investment types

Names of issuers

Maturity dates

Par and dollar amounts invested in each security, investment, and money

Weighted average maturity of investments

Any funds being managed by contracted parties

Market value as of date of report and source of valuation

Description of compliance with investment policy

Current market value of funds managed by a consultant

**References:**

Government Code Sections 53600 et seq., 87200