



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

MEETING AGENDA

Policies & Procedures Advisory Committee (PPAC)

Monday, March 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 February 14, 2022

III. Current Topics

- A. Addition of Membership Role for Asian Pacific Islander Association
- B. PPAC Approval for Level 2 Review of Chapter Lead Recommendation & Solicit Constituent Feedback for Next Meeting
 - BP 5030 Fees (no changes; FYI only)
 - AP 5030 Fees
- C. PPAC Review of Constituent Feedback & Approval to Forward to Chancellor's Council and BOT First Read
 - BP 6320 Investments (no feedback received)
 - AP 6320 Investments (no feedback received)
- D. Review of Constituent Feedback and Approval of P&Ps Designated 10+1

IV. Updates

- A. Board Edits to AP 2410 Board Policies & Administrative Procedures
- B. Status of Subcommittee Work on AP 7210, 7210a, and Handbook
- C. Status of Chapter Lead Recommendation - P&P 7340 Leaves

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, April 11, 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 – 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 – Jose Torres & Kristina Hannon, Co-Chairs

Kristina and Jose called the meeting to order at 3:05 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from December 13, 2021

Brandi made a motion to approve the December 13 minutes which Kristina seconded. There was no discussion and the motion unanimously passed.

III. Current Topics

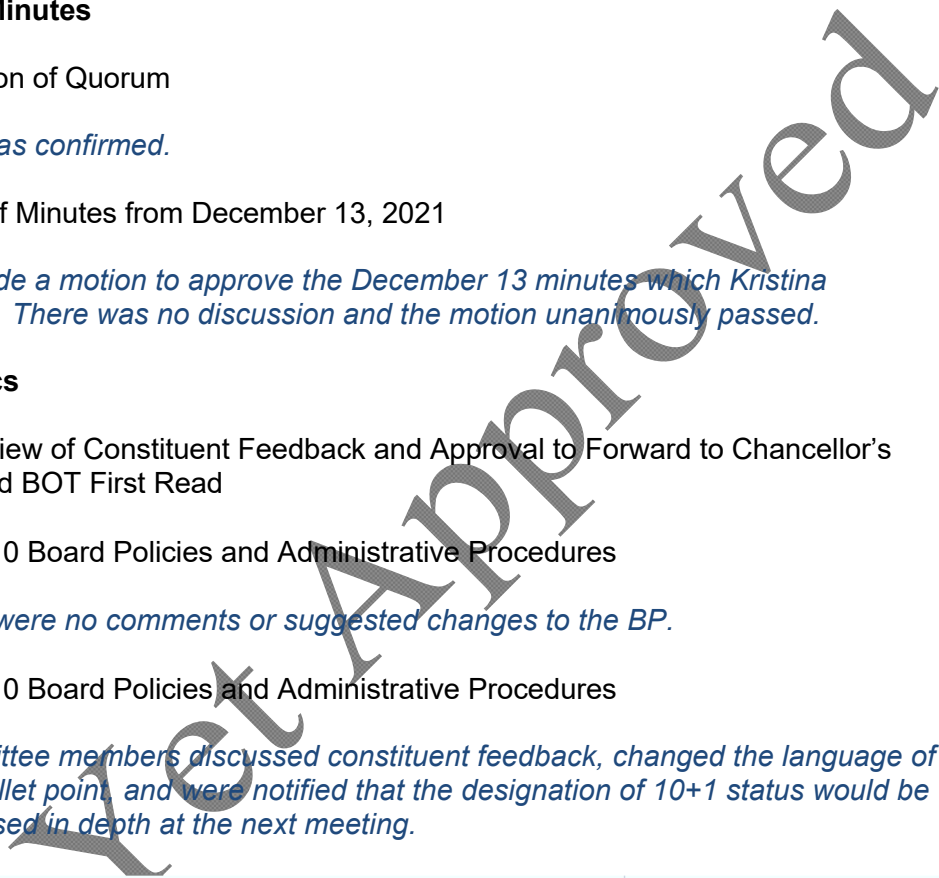
A. PPAC Review of Constituent Feedback and Approval to Forward to Chancellor’s Council and BOT First Read

- BP 2410 Board Policies and Administrative Procedures

There were no comments or suggested changes to the BP.

- AP 2410 Board Policies and Administrative Procedures

Committee members discussed constituent feedback, changed the language of one bullet point, and were notified that the designation of 10+1 status would be discussed in depth at the next meeting.



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 collaborate with Academic Senate Presidents appropriate constituent groups before making a recommendation to PPAC. All P&Ps designated 10+1 will use Academic Senate as the primary recommending body.
- 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?

BD Burns-Peters, Davena D.
Chapter Leads shall work with Academic Senate Presidents. (If left as encouraged, it appears to be an option. 10+1 IS Academic Senate)

BD Burns-Peters, Davena D.
All levels will be shared with PPAC regardless?

3. CONSTITUENT FEEDBACK TO FINAL APPROVAL

Goodrich, Kelly
Jose Torres advised committee members that this was accurate.

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.

BD Burns-Peters, Davena D.
This will be predetermined?

Goodrich, Kelly
PPAC members will be receiving a spreadsheet to review and prepare for discussion at the March 10 meeting for pre-designation of P&Ps that are 10+1.

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.

BD Burns-Peters, Davena D.
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?

Goodrich, Kelly
PPAC members will be receiving a spreadsheet to review and prepare for discussion at the March 10 meeting for pre-designation of P&Ps that are 10+1.

Stephanie made a motion, which Davena seconded, to forward P&P 2410 to Chancellor's Council and BOT First Read as revised. The motion passed unanimously.

B. Request PPAC Approval for Level 2 Review of Chapter Lead Recommendation and Solicit Constituent

- BP 6320 Investments
- AP 6320 Investments

Jose commented that the redlined material presented to the committee reflects a movement of operating procedures from the Board Policy into the Administrative Procedure. He advised that none of the detail has been removed, just reordered. PPAC members were asked for comments. Hearing none, it was stated that the material would be posted in Teams so that PPAC members could gather constituent feedback for the next meeting. The committee approved this item by consensus for a Level 2 review.

IV. Updates

A. Status of Chapter Lead Recommendation - P&P 7340 Leaves

Kristina reported that there had been some legal changes to these items and they were still under review.

B. Status of Subcommittee Work on AP 7210, 7210a, and Handbook

There will be forums in the coming weeks on 7210a. This is still being reviewed but it is hoped to have final approval in time for fall. Davena asked that a draft 7210 document be provided in the meantime. Kristina advised this will be done.

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

Committee members will address the following once P&P 2410 is approved.

- Annual Schedule
- Legal Update 38
- Legal Update 39

VI. Next Meeting Date & Adjournment

Jose commented that next month PPAC will review feedback on P&P 6320 as well as the determination of 10+1.

The meeting adjourned at 3:42 p.m.

Not Yet Approved



Policies & Procedures Advisory Committee (PPAC)
Meeting Attendance – February 14, 2022, 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.

- yes 1) 50% + one of appointed voting members (not 50% of members plus vacancies).
yes 2) Two persons from each site (CHC, SBVC, DSO)
yes 3) Three of four constituent groups represented (faculty, classified, student, management)

	Representation	Member Name or Vacant	Site	Rep	Present or Absent?
1	Executive Vice Chancellor, Co-Chair	Jose Torres	DSO	MAN	<i>Present</i>
2	Vice Chancellor of HR & Police Services, Co-Chair	Kristina Hannon	DSO	MAN	<i>Present</i>
3	Management, CHC (<i>appointed by college president</i>)	Van Muse	CHC	MAN	<i>Present</i>
4	Management, SBVC (<i>appointed by college president</i>)	Ray Carlos	SBVC	MAN	<i>Present</i>
5	Faculty, CHC (<i>appointed by Academic Senate President</i>)	Brandi Bailes	CHC	FAC	<i>Present</i>
6	Faculty, SBVC (<i>appointed by Academic Senate President</i>)	Davena Burns-Peters	SBVC	FAC	<i>Present</i>
7	Classified, CHC (<i>appointed by Classified Senate President</i>)	Vacant	CHC	CLA	<i>n/a</i>
8	Classified, SBVC (<i>appointed by Classified Senate President</i>)	Nathan Yearyearn	SBVC	CLA	<i>Present</i>
9	Classified, DSO (<i>appointed by Classified Senate Presidents</i>)	Vacant	DSO	CLA	<i>n/a</i>
10	ASG President or designee, CHC	Tiana McBride/Sasha Paago	CHC	STU	<i>Present</i>
11	ASG President or designee, SBVC	Paul Del Rosario	SBVC	STU	<i>Absent</i>
12	Confidential Group (<i>appointed by Administrative Officer</i>)	Stacey Nikac/Cyndie St. Jean	CHC		<i>Absent</i>
13	EEO Committee Representative (<i>appointed by EEO Committee</i>)	Vacant			<i>n/a</i>
14	CSEA (<i>appointed by CSEA</i>)	Ernest Guillen	SBVC	CLA	<i>Present</i>
15	CTA (<i>appointed by CTA</i>)	Meridyth McLaren	CHC	FAC	<i>Absent</i>
16	POA (<i>appointed by POA</i>)	Vacant		CLA	<i>n/a</i>
17	Black Faculty & Staff Association	Stephanie Lewis	SBVC	FAC	<i>Present</i>
18	Latino Faculty, Staff & Administrator Association	Maria Del Carmen Rodriguez	SBVC	FAC	<i>Present</i>

BP 5030 FEES | No changes; FYI Only
Level 2 Recommendation



Last Revised 04/2021

Next Review 07/2031

Owner Academic
Senates
Academic
Senates

Policy Area Chapter 5
Student Services

References Legally
Required

BP 5030 Fees

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 503 I 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

BP 5030 FEES | No changes; FYI Only Level 2 Recommendation

non-district facilities, students enrolled in the course may 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 and shall submit such refusal on a form provided by the District to collect fees.

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 66025.3, 68120, 70902(b)(9), 76300, 76300.5, 76370, 76360, 76365, 76395, 76060.5, 76361, 76223, and 76142

Title 5 Sections 51012, 58520, 58629, and 59400 et seq

California Community College Chancellor's Office (CCCCO) Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Attachments

BP 5030 FEES | No changes; FYI Only
Level 2 Recommendation

[BP 5030 Fees - Comments](#)

[BP 5030 Fees - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Final Board Approval	Kelly Goodrich	07/2021
Reviewed and Approved per AP 2410	Kelly Goodrich	07/2021

Older Version Approval Signatures

Final Board Approval	Kelly Goodrich	04/2021
Reviewed and Approved per AP 2410	Kelly Goodrich	04/2021
Final Board Approval	Policy Stat	11/2020
Reviewed and Approved per AP 2410	Policy Stat	11/2020
Board of Trustees 2nd Reading	Stacey Nikac: Administrator	07/2018
Board of Trustees 1st Reading	Stacey Nikac: Administrator	07/2018
District Assembly receives for information only	Stacey Nikac: Administrator	07/2018
Academic Senates	Stacey Nikac: Administrator	07/2018
Chancellor's Cabinet	Stacey Nikac: Administrator	07/2018
Chapter owners are notified	Stacey Nikac: Administrator	07/2018

AP 5030 FEES | Proposed (redlined)
Level 2 Recommendation

Change of fees based on annual increase in State allowances, clerical enhancements



Origination	N/A
Last Approved	N/A
Last Revised	N/A
Next Review	N/A

Owner	Academic Senates Academic Senates
Policy Area	Chapter 5 Student Services

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 ~~188~~ 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 California Community Colleges](#) 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

AP 5030 FEES | Proposed (redlined)
Level 2 Recommendation

Change of fees based on annual increase in State allowances, clerical enhancements

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.

- ~~Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)~~
- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

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 subdivision (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 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 for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))

AP 5030 FEES | Proposed (redlined)

Level 2 Recommendation

Change of fees based on annual increase in State allowances, clerical enhancements

- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (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)
- 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 though 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)

AP 5030 FEES | Proposed (redlined)
Level 2 Recommendation

Change of fees based on annual increase in State allowances, clerical enhancements

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.~~

- 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.
- E. Catalog
 - \$6.00 - purchased on campus
- F. Credit by Examination
 - \$20.00 plus class unit fee
- G. Document Fee Handling
 - \$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;
minimum charge of 1 hour
 - \$0.15 per side copy cost
 - Fees must be paid prior to document release
- H. Enrollment Fee
 - \$46.00/unit
- I. Insufficient Funds Check
 - \$15.00
- J. International Student Application
 - \$25.00 (nonrefundable)

AP 5030 FEES | Proposed (redlined)

Level 2 Recommendation

Change of fees based on annual increase in State allowances, clerical enhancements

- K. Key Deposit/Replacement
\$15.00 plus cost of rekeying if needed (metal/electronic key)
- L. Learning Center Reproduction Fees, SBVC
\$0.20 - Laser printout: text, black and white printer
\$0.50 - Laser printout: graphics, black and white printer (over ½ page)
\$1.00 - Laser printout: graphics and/or text, color
\$2.00 - Scan text or graphics to disk, per scan
- M. Library Fines – SBVC/CHC
\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value
\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value
\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
\$2.00 - replacement for lost library card
- N. Parking Permit Fees
~~\$100~~108.00 - annual permit
~~\$39~~42.00 - one semester (\$20 BOGG student)
~~\$22~~24.00 - summer session
\$3.00 - daily
- O. Parking Violation Fees
\$ 50.00 - illegal parking
\$ 50.00 - decal violation
\$275.00 - handicap violation
- P. Refund Processing Charge
A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.
- Q. Replacement – Diploma/Certificate
\$10.00
- R. Student Health and Accident Insurance
~~\$22~~23.00 - per semester (includes \$1.50 accident insurance)
~~\$18~~19.00 - summer session (includes \$1.50 accident insurance)
\$1.50 - accident insurance only
- S. Student Representation
\$2.00
- T. 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

AP 5030 FEES | Proposed (redlined)

Level 2 Recommendation

Change of fees based on annual increase in State allowances, clerical enhancements

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

U. 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

V. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

W. 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

X. 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

AP 5030 FEES | Proposed (redlined)
Level 2 Recommendation

Change of fees based on annual increase in State allowances, clerical enhancements

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~~canceled by the college

If a class is ~~cancelled~~canceled 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.

AP 5030 FEES | Proposed (redlined)
Level 2 Recommendation

Change of fees based on annual increase in State allowances, clerical enhancements

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~~canceled classes or ~~over-payment~~overpayment.

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, and 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](#)

Approval Signatures

Step Description	Approver	Date
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BP 6320 INVESTMENTS | Proposed (redlined)
 Level 2, Non 10+1 Recommendation

**PPAC Review of Constituent Feedback and Approval to Forward to Chancellor's Council
 and BOT First Read (No feedback received.)**

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

PPAC Review of Constituent Feedback and Approval to Forward to Chancellor's Council
 and BOT First Read (No feedback received.)

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~~~~

[v.2022-02-15,p.2|4]

BP 6320 INVESTMENTS | Proposed (redlined)
Level 2, Non 10+1 Recommendation

**PPAC Review of Constituent Feedback and Approval to Forward to Chancellor’s Council
and BOT First Read (No feedback received.)**

~~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

PPAC Review of Constituent Feedback and Approval to Forward to Chancellor's Council
and BOT First Read (No feedback received.)

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

PPAC Review of Constituent Feedback and Approval to Forward to Chancellor's Council and BOT First Read (No feedback received.)

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

PPAC Review of Constituent Feedback and Approval to Forward to Chancellor's Council and BOT First Read (No feedback received.)

- 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

PPAC Review of Constituent Feedback and Approval to Forward to Chancellor's Council and BOT First Read (No feedback received.)

- 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



BP/AP	Number	Title	Approval Flow	Policy Area
BP	1100	The San Bernardino Community College District	Non-Academic & Professional	Chapter 1 The District
BP	1200	District Mission Statement	Non-Academic & Professional	Chapter 1 The District
BP	2010	Board Membership	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2015	Student Trustees	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2100	Board Elections	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2100	Board Elections	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2105	Election of Student Trustees	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2105	Election of Student Trustees	Chapter 2 (except 2410 and 2510)	Chapter 2 Board of Trustees
BP	2110	Vacancies on the Board	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2110	Vacancies on the Board	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2130	Term Limits	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2200	Board Duties and Responsibilities	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2210	Officers	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2220	Committees of the Board	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2305	Annual Organizational Meeting	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2310	Regular Meetings of the Board	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2315	Closed Sessions	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2320	Special and Emergency Meetings	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2320	Special and Emergency Meetings	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2330	Quorum and Voting	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2330	Quorum and Voting	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2340	Agendas	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2340	Agendas	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2345	Public Participation at Board Meetings	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2350	Speakers	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2355	Decorum	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2360	Minutes	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2360	Minutes	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2365	Recording	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2365	Recording	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2410	Board Policies and Administrative Procedures	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2410	Board Policies and Administrative Procedures	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2430	Delegation of Authority to the Chancellor	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2430	Delegation of Authority to the Chancellor	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2431	Chancellor Selection	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2431	Chancellor Selection	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2432	Chancellor Succession	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2435	Evaluation of the Chancellor	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2435	Evaluation of the Chancellor	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2510	Participation In Local Decision-Making	Academic & Professional	Chapter 2 Board of Trustees
AP	2510	Participation In Local Decision-Making	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2610	Presentation of Initial Collective Bargaining Proposal	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2610	Presentation of Initial Collective Bargaining Proposal	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2710	Conflict of Interest	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2710	Conflict of Interest	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2712	Conflict of Interest Code	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2714	Distribution of Tickets or Passes	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2714	Distribution of Tickets or Passes	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2715	Code of Ethics/Standards of Practice	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2716	Political Activity	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2717	Personal Use of Public Resources	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2720	Communications Among Board Members	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2725	Board Member Compensation	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2730	Board Member Health Benefits	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2730	Board Member Health Benefits	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2735	Board Member Travel	Non-Academic & Professional	Chapter 2 Board of Trustees
AP	2735	Board Member Travel	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2740	Board Education	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	2745	Board Self-Evaluation	Non-Academic & Professional	Chapter 2 Board of Trustees



BP AP	Number	Title	Approval Flow	Policy Area
BP	2750	Board Member Absence from the State	Non-Academic & Professional	Chapter 2 Board of Trustees
BP	3050	Institutional Code of Ethics	Non-Academic & Professional	Chapter 3 General Institution
AP	3050	Institutional Code of Ethics	Non-Academic & Professional	Chapter 3 General Institution
BP	3100	Organizational Structure	Non-Academic & Professional	Chapter 3 General Institution
AP	3100	Organizational Structure	Non-Academic & Professional	Chapter 3 General Institution
BP	3200	Accreditation	Non-Academic & Professional	Chapter 3 General Institution
AP	3200	Accreditation	Non-Academic & Professional	Chapter 3 General Institution
BP	3225	Institutional Effectiveness	Non-Academic & Professional	Chapter 3 General Institution
AP	3225	Institutional Effectiveness	Non-Academic & Professional	Chapter 3 General Institution
BP	3226	Awards	Non-Academic & Professional	Chapter 3 General Institution
BP	3250	Institutional Planning	Non-Academic & Professional	Chapter 3 General Institution
AP	3250	Institutional Planning	Non-Academic & Professional	Chapter 3 General Institution
BP	3280	Grants	Non-Academic & Professional	Chapter 3 General Institution
AP	3280	Grants	Non-Academic & Professional	Chapter 3 General Institution
BP	3300	Public Records	Non-Academic & Professional	Chapter 3 General Institution
AP	3300	Public Records	Non-Academic & Professional	Chapter 3 General Institution
BP	3310	Records Retention and Destruction	Non-Academic & Professional	Chapter 3 General Institution
AP	3310	Records Retention and Destruction	Non-Academic & Professional	Chapter 3 General Institution
BP	3410	Nondiscrimination	Non-Academic & Professional	Chapter 3 General Institution
AP	3410	Nondiscrimination	Non-Academic & Professional	Chapter 3 General Institution
AP	3415	Immigration Enforcement Activities	Non-Academic & Professional	Chapter 3 General Institution
BP	3420	Equal Employment Opportunity	Non-Academic & Professional	Chapter 3 General Institution
AP	3420	Equal Employment Opportunity	Non-Academic & Professional	Chapter 3 General Institution
BP	3430	Prohibition of Harassment	Non-Academic & Professional	Chapter 3 General Institution
AP	3430	Prohibition of Harassment	Non-Academic & Professional	Chapter 3 General Institution
BP	3433	Prohibition of Sexual Harassment under Title IX	Non-Academic & Professional	Chapter 3 General Institution
AP	3433	Prohibition of Sexual Harassment Under Title IX	Non-Academic & Professional	Chapter 3 General Institution
AP	3434	Responding to Harassment Based on Sex Under Title IX	Non-Academic & Professional	Chapter 3 General Institution
AP	3435	Discrimination and Harassment Resolution Procedures	Non-Academic & Professional	Chapter 3 General Institution
BP	3440	Service Animals	Non-Academic & Professional	Chapter 3 General Institution
AP	3440	Service Animals	Non-Academic & Professional	Chapter 3 General Institution
BP	3500	Campus Safety	Non-Academic & Professional	Chapter 3 General Institution
AP	3500	Campus Safety	Non-Academic & Professional	Chapter 3 General Institution
BP	3501	Campus Security and Access	Non-Academic & Professional	Chapter 3 General Institution
AP	3501	Campus Security and Access	Non-Academic & Professional	Chapter 3 General Institution
BP	3505	Emergency Response Procedures	Non-Academic & Professional	Chapter 3 General Institution
AP	3505	Emergency Response Procedures	Non-Academic & Professional	Chapter 3 General Institution
BP	3510	Workplace Violence	Non-Academic & Professional	Chapter 3 General Institution
AP	3510	Workplace Violence	Non-Academic & Professional	Chapter 3 General Institution
BP	3515	Reporting of Crimes	Non-Academic & Professional	Chapter 3 General Institution
AP	3515	Reporting of Crimes	Non-Academic & Professional	Chapter 3 General Institution
AP	3516	Registered Sex Offender Information	Non-Academic & Professional	Chapter 3 General Institution
BP	3518	Child Abuse Reporting	Non-Academic & Professional	Chapter 3 General Institution
AP	3518	Child Abuse Reporting	Non-Academic & Professional	Chapter 3 General Institution
BP	3520	Local Law Enforcement	Non-Academic & Professional	Chapter 3 General Institution
AP	3520	Local Law Enforcement	Non-Academic & Professional	Chapter 3 General Institution
BP	3530	Weapons on Campus	Non-Academic & Professional	Chapter 3 General Institution
AP	3530	Weapons on Campus	Non-Academic & Professional	Chapter 3 General Institution
BP	3540	Sexual and Other Assaults on Campus	Non-Academic & Professional	Chapter 3 General Institution
AP	3540	Sexual and Other Assaults on Campus	Non-Academic & Professional	Chapter 3 General Institution
BP	3550	Drug Free Environment and Drug Prevention Program	Non-Academic & Professional	Chapter 3 General Institution
AP	3550	Drug Free Environment and Drug Prevention Program	Non-Academic & Professional	Chapter 3 General Institution
BP	3560	Alcoholic Beverages	Non-Academic & Professional	Chapter 3 General Institution
AP	3560	Alcoholic Beverages	Non-Academic & Professional	Chapter 3 General Institution
BP	3570	Smoking on Campus	Non-Academic & Professional	Chapter 3 General Institution
AP	3570	Smoking on Campus	Non-Academic & Professional	Chapter 3 General Institution
BP	3580	Sustainability	Non-Academic & Professional	Chapter 3 General Institution
AP	3580	Sustainability	Non-Academic & Professional	Chapter 3 General Institution
BP	3590	Energy Conservation	Non-Academic & Professional	Chapter 3 General Institution



BP\AP	Number	Title	Approval Flow	Policy Area
AP	3590	Energy Conservation	Non-Academic & Professional	Chapter 3 General Institution
BP	3600	Auxiliary Organizations	Non-Academic & Professional	Chapter 3 General Institution
AP	3600	Auxiliary Organizations	Academic & Professional	Chapter 3 General Institution
BP	3710	Securing of Copyright	Non-Academic & Professional	Chapter 3 General Institution
AP	3710	Securing of Copyright	Non-Academic & Professional	Chapter 3 General Institution
BP	3715	Intellectual Property	Non-Academic & Professional	Chapter 3 General Institution
AP	3715	Intellectual Property	Non-Academic & Professional	Chapter 3 General Institution
BP	3720	Computer and Network Use	Non-Academic & Professional	Chapter 3 General Institution
AP	3720	Computer and Network Use	Non-Academic & Professional	Chapter 3 General Institution
BP	3725	Information and Communications Technology Acces	Non-Academic & Professional	Chapter 3 General Institution
AP	3725	Information and Communications Technology Acces	Non-Academic & Professional	Chapter 3 General Institution
AP	3750	Use of Copyrighted Material	Non-Academic & Professional	Chapter 3 General Institution
BP	3810	Claims Against the District	Non-Academic & Professional	Chapter 3 General Institution
AP	3810	Claims Against the District	Non-Academic & Professional	Chapter 3 General Institution
BP	3820	Gifts and Donations	Non-Academic & Professional	Chapter 3 General Institution
AP	3820	Gifts and Donations	Non-Academic & Professional	Chapter 3 General Institution
BP	3900	Speech: Time, Place, and Manner	Non-Academic & Professional	Chapter 3 General Institution
AP	3900	Speech: Time, Place, Manner	Non-Academic & Professional	Chapter 3 General Institution
BP	3915	Printing	Non-Academic & Professional	Chapter 3 General Institution
AP	3915	Printing	Non-Academic & Professional	Chapter 3 General Institution
BP	3920	Electronic Mail	Non-Academic & Professional	Chapter 3 General Institution
AP	3920	Electronic Mail	Non-Academic & Professional	Chapter 3 General Institution
BP	4000	Instructional Programs	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4010	Academic Calendar	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4010	Academic Calendar	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4020	Program, Curriculum, and Course Development	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4020	Program, Curriculum, and Course Development	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4021	Program Discontinuance	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4022	Course Approval	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4025	Philosophy and Criteria for Associate Degree and Gr	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4025	Philosophy and Criteria for Associate Degree and Gr	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4026	Philosophy and Criteria for International Education	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4026	Philosophy and Criteria for International Education	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4030	Academic Freedom	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4030	Academic Freedom	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4040	Library Services	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4040	Library Services	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4050	Articulation	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4050	Articulation	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4060	Delineation of Functions Agreements	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4060	Delineation of Functions Agreements	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4070	Course Auditing and Auditing Fees	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4070	Course Auditing and Auditing Fees	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4100	Graduation Requirements for Degrees and Certificat	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4100	Graduation Requirements for Degrees and Certificat	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4101	Independent Study	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4101	Independent Study	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4102	Career and Technical Education Programs	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4102	Career and Technical Education Programs	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4103	Work Experience	Academic & Professional	Chapter 4 Academic Affairs
AP	4103	Work Experience	Academic & Professional	Chapter 4 Academic Affairs
AP	4104	Contract Education	Academic & Professional	Chapter 4 Academic Affairs
BP	4105	Distance Education	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4105	Distance Education	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4106	Nursing Programs	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4110	Honorary Degrees	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4110	Honorary Degrees	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4220	Standards of Scholarship - Delegation	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4220	Standards of Scholarship - Delegation	Non-Academic & Professional	Chapter 4 Academic Affairs



BP AP	Number	Title	Approval Flow	Policy Area
AP	4222	Remedial Coursework	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4225	Course Repetition	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4225	Course Repetition	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4226	Multiple and Overlapping Enrollments	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4226	Multiple and Overlapping Enrollments	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4227	Repeatable Courses	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4228	Course Repetition - Significant Lapse of Time	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4229	Course Repetition - Variable Units	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4230	Grading and Academic Record Symbols	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4230	Grading and Academic Record Symbols	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4231	Grade Changes	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4231	Grade Changes	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4232	Pass/No Pass	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4232	Pass/No Pass	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4235	Credit for Prior Learning	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4235	Credit for Prior Learning	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4240	Academic Renewal	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4240	Academic Renewal	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4250	Probation, Dismissal, and Readmission	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4250	Probation, Dismissal, and Readmission	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4255	Dismissal and Readmission	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4260	Prerequisites and Co-requisites	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4260	Prerequisites and Co-requisites	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4300	Field Trips and Excursions	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4300	Field Trips and Excursions	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4320	Off-Campus Speakers	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4320	Off-Campus Speakers	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4400	Community Services Programs	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4400	Community Services Programs	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4500	Student News Media	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4500	Student News Media	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4610	Instructional Service Agreements	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	4800	Human Remains	Non-Academic & Professional	Chapter 4 Academic Affairs
AP	4800	Human Remains	Non-Academic & Professional	Chapter 4 Academic Affairs
BP	5010	Admissions	Non-Academic & Professional	Chapter 5 Student Services
AP	5010	Admissions	Non-Academic & Professional	Chapter 5 Student Services
AP	5011	Admission and Concurrent Enrollment of	Non-Academic & Professional	Chapter 5 Student Services
AP	5012	International Students High School and Other Young	Non-Academic & Professional	Chapter 5 Student Services
AP	5013	Students in the Military	Academic & Professional	Chapter 5 Student Services
BP	5015	Residence Determination	Non-Academic & Professional	Chapter 5 Student Services
AP	5015	Residence Determination	Non-Academic & Professional	Chapter 5 Student Services
AP	5017	Responding to Inquiries of Immigration Status, Citize	Non-Academic & Professional	Chapter 5 Student Services
BP	5020	Nonresident Tuition	Non-Academic & Professional	Chapter 5 Student Services
AP	5020	Nonresident Tuition	Non-Academic & Professional	Chapter 5 Student Services
BP	5030	Fees	Non-Academic & Professional	Chapter 5 Student Services
AP	5030	Fees	Academic & Professional	Chapter 5 Student Services
BP	5031	Instructional Materials Fees	Non-Academic & Professional	Chapter 5 Student Services
AP	5031	Instructional Materials Fees	Non-Academic & Professional	Chapter 5 Student Services
BP	5035	Withholding of Student Records	Non-Academic & Professional	Chapter 5 Student Services
AP	5035	Withholding of Student Records	Non-Academic & Professional	Chapter 5 Student Services
BP	5040	Student Records, Directory Information, and Privacy	Non-Academic & Professional	Chapter 5 Student Services
AP	5040	Student Records, Directory Information, and Privacy	Non-Academic & Professional	Chapter 5 Student Services
AP	5045	Student Records - Challenging Content & Access Lo	Non-Academic & Professional	Chapter 5 Student Services
BP	5050	Student Success and Support Program	Non-Academic & Professional	Chapter 5 Student Services
AP	5050	Student Success and Support Program	Non-Academic & Professional	Chapter 5 Student Services
BP	5052	Open Enrollment	Non-Academic & Professional	Chapter 5 Student Services
AP	5052	Open Enrollment	Non-Academic & Professional	Chapter 5 Student Services
BP	5055	Enrollment Priorities	Non-Academic & Professional	Chapter 5 Student Services
AP	5055	Enrollment Priorities	Non-Academic & Professional	Chapter 5 Student Services



BP AP	Number	Title	Approval Flow	Policy Area
BP	5070	Attendance Accounting	Non-Academic & Professional	Chapter 5 Student Services
AP	5070	Attendance Accounting	Non-Academic & Professional	Chapter 5 Student Services
BP	5075	Course Adds, Drops, and Withdrawals	Non-Academic & Professional	Chapter 5 Student Services
AP	5075	Course Adds, Drops and Withdrawals	Non-Academic & Professional	Chapter 5 Student Services
BP	5110	Counseling	Non-Academic & Professional	Chapter 5 Student Services
AP	5110	Counseling	Non-Academic & Professional	Chapter 5 Student Services
BP	5120	Transfer Center	Non-Academic & Professional	Chapter 5 Student Services
AP	5120	Transfer Center	Non-Academic & Professional	Chapter 5 Student Services
BP	5130	Financial Aid	Non-Academic & Professional	Chapter 5 Student Services
AP	5130	Financial Aid	Non-Academic & Professional	Chapter 5 Student Services
BP	5140	Disabled Student Programs and Services	Non-Academic & Professional	Chapter 5 Student Services
AP	5140	Disabled Student Programs and Services	Non-Academic & Professional	Chapter 5 Student Services
BP	5150	Extended Opportunity Programs and Services	Academic & Professional	Chapter 5 Student Services
AP	5150	Extended Opportunity Programs and Services	Academic & Professional	Chapter 5 Student Services
BP	5200	Student Health Services	Non-Academic & Professional	Chapter 5 Student Services
AP	5200	Student Health Services	Non-Academic & Professional	Chapter 5 Student Services
AP	5203	Lactation Accommodation	Non-Academic & Professional	Chapter 5 Student Services
BP	5205	Student Accident Insurance	Non-Academic & Professional	Chapter 5 Student Services
BP	5210	Communicable Disease, Students	Non-Academic & Professional	Chapter 5 Student Services
AP	5210	Communicable Disease, Students	Non-Academic & Professional	Chapter 5 Student Services
BP	5220	Shower Facilities for Homeless Students	Non-Academic & Professional	Chapter 5 Student Services
AP	5220	Shower Facilities for Homeless Students	Non-Academic & Professional	Chapter 5 Student Services
BP	5300	Student Equity	Non-Academic & Professional	Chapter 5 Student Services
AP	5300	Student Equity	Non-Academic & Professional	Chapter 5 Student Services
BP	5400	Associated Students Organization	Non-Academic & Professional	Chapter 5 Student Services
AP	5400	Associated Students	Non-Academic & Professional	Chapter 5 Student Services
BP	5410	Associated Students Elections	Non-Academic & Professional	Chapter 5 Student Services
AP	5410	Associated Students Elections	Non-Academic & Professional	Chapter 5 Student Services
BP	5420	Associated Students Finance	Non-Academic & Professional	Chapter 5 Student Services
AP	5420	Associated Students Finance	Non-Academic & Professional	Chapter 5 Student Services
BP	5500	Standards of Student Conduct	Non-Academic & Professional	Chapter 5 Student Services
AP	5500	Standards of Student Conduct	Non-Academic & Professional	Chapter 5 Student Services
BP	5510	Off-Campus Student Organizations	Non-Academic & Professional	Chapter 5 Student Services
AP	5510	Off-Campus Student Organizations	Non-Academic & Professional	Chapter 5 Student Services
AP	5520	Student Discipline Procedures	Non-Academic & Professional	Chapter 5 Student Services
BP	5530	Student Rights and Grievances	Non-Academic & Professional	Chapter 5 Student Services
AP	5530	Student Rights and Grievances	Non-Academic & Professional	Chapter 5 Student Services
BP	5570	Student Credit Card Solicitations	Non-Academic & Professional	Chapter 5 Student Services
AP	5570	Student Credit Card Solicitation	Non-Academic & Professional	Chapter 5 Student Services
AP	5610	Voter Registration	Non-Academic & Professional	Chapter 5 Student Services
BP	5700	Intercollegiate Athletics	Non-Academic & Professional	Chapter 5 Student Services
AP	5700	Intercollegiate Athletics	Non-Academic & Professional	Chapter 5 Student Services
BP	5800	Prevention of Identity Theft in Student Financial Trar	Non-Academic & Professional	Chapter 5 Student Services
AP	5800	Prevention of Identity Theft in Student Financial Trar	Non-Academic & Professional	Chapter 5 Student Services
BP	6100	Delegation of Authority, Business and Fiscal Affairs	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6100	Delegation of Authority, Business and Fiscal Affairs	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6150	Designation of Authorized Signatures	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6150	Designation of Authorized Signatures	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6200	Budget Preparation	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6200	Budget Preparation	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6250	Budget Management	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6250	Budget Management	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6300	Fiscal Management	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6300	Fiscal Management	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6305	Reserves	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6307	Debt Issuance and Management	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6310	Accounting	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6315	Warrants	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6320	Investments	Non-Academic & Professional	Chapter 6 Business & Fiscal Services



BP/AP	Number	Title	Approval Flow	Policy Area
AP	6320	Investments	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6322	Employee Indemnity Bonds	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6325	Payroll	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6325	Payroll	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6330	Purchasing	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6330	Purchasing	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6340	Bids and Contracts	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6340	Bids and Contracts	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6345	Bids and Contracts - UPCCAA	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6350	Contracts - Construction	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6365	Contracts - Accessibility of Information Technology	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6370	Contracts - Personal Services	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6400	Financial Audits	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6400	Financial Audits	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6450	Wireless or Cellular Telephone Use	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6450	Wireless and Cellular Telephone Use	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6500	Property Management	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6500	Property Management	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6520	Security for District Property	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6520	Security for District Property	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6530	District Vehicles	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6530	District Vehicles	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6535	Use of District Equipment	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6535	Use of District Equipment	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6540	Insurance	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6540	Insurance	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6550	Disposal of Property	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6550	Disposal of Property	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6600	Capital Construction	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6600	Capital Construction	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6610	Local, Minority, Women, and Veteran Owners Enterpr	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6620	Naming of Buildings and Other Properties	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6620	Naming of Buildings and Other Properties	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6700	Civic Center and Other Facilities Use	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6700	Civic Center and Other Facilities Use	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6740	Citizens' Bond Oversight Committee	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6740	Citizens' Bond Oversight Committee	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6750	Parking	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6750	Parking	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6751	Parking Citation Payment Plan	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6751	Parking Citation Payment Plan	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6800	Occupational Safety	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6800	Occupational Safety	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6850	Hazardous Materials	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6900	Bookstores	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6900	Bookstores	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6925	Refreshments or Meals Served at Meetings and Dist	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6925	Refreshments or Meals Served at Meetings and Dist	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	6930	Vending Machines	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6930	Vending Machines	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
AP	6950	Drug and Alcohol Testing (U.S. Department of Trans	Non-Academic & Professional	Chapter 6 Business & Fiscal Services
BP	7100	Commitment to Diversity	Non-Academic & Professional	Chapter 7 Human Resources
AP	7100	Commitment to Diversity	Non-Academic & Professional	Chapter 7 Human Resources
BP	7110	Delegation of Authority, Human Resources	Non-Academic & Professional	Chapter 7 Human Resources
AP	7110	Delegation of Authority, Human Resources	Non-Academic & Professional	Chapter 7 Human Resources
BP	7120	Recruitment and Hiring	Non-Academic & Professional	Chapter 7 Human Resources
AP	7120	Recruitment & Hiring	Non-Academic & Professional	Chapter 7 Human Resources
BP	7125	Verification of Eligibility for Employment	Non-Academic & Professional	Chapter 7 Human Resources
AP	7125	Verification of Eligibility for Employment	Non-Academic & Professional	Chapter 7 Human Resources



BP AP	Number	Title	Approval Flow	Policy Area
AP	7126	Applicant Background Investigations and Reference	Non-Academic & Professional	Chapter 7 Human Resources
BP	7130	Compensation	Non-Academic & Professional	Chapter 7 Human Resources
BP	7140	Collective Bargaining	Non-Academic & Professional	Chapter 7 Human Resources
AP	7140	Collective Bargaining	Non-Academic & Professional	Chapter 7 Human Resources
AP	7145	Personnel Files	Non-Academic & Professional	Chapter 7 Human Resources
BP	7150	Evaluation	Non-Academic & Professional	Chapter 7 Human Resources
AP	7150	Evaluation	Non-Academic & Professional	Chapter 7 Human Resources
BP	7160	Professional Development	Non-Academic & Professional	Chapter 7 Human Resources
AP	7160	Professional Development	Non-Academic & Professional	Chapter 7 Human Resources
BP	7210	Academic Employees	Non-Academic & Professional	Chapter 7 Human Resources
AP	7210	Academic Employees	Academic & Professional	Chapter 7 Human Resources
AP	7210	Academic Employees (Academic Rank)	Academic & Professional	Chapter 7 Human Resources
AP	7211	Faculty Service Areas, Minimum Qualifications, and	Non-Academic & Professional	Chapter 7 Human Resources
AP	7212	Temporary Faculty	Non-Academic & Professional	Chapter 7 Human Resources
AP	7213	Part Time Faculty: Benefits	Non-Academic & Professional	Chapter 7 Human Resources
AP	7214	Part Time Faculty: Office Hours	Non-Academic & Professional	Chapter 7 Human Resources
AP	7215	Academic Employees: Probationary Contract Faculty	Non-Academic & Professional	Chapter 7 Human Resources
AP	7216	Academic Employees: Grievance Procedure for Con	Non-Academic & Professional	Chapter 7 Human Resources
BP	7230	Classified Employees	Non-Academic & Professional	Chapter 7 Human Resources
AP	7232	Classification Review	Non-Academic & Professional	Chapter 7 Human Resources
AP	7233	Claims for Work Out of Classification	Non-Academic & Professional	Chapter 7 Human Resources
AP	7234	Overtime	Non-Academic & Professional	Chapter 7 Human Resources
BP	7236	Substitute and Short Term Employees	Non-Academic & Professional	Chapter 7 Human Resources
AP	7236	Substitute and Short Term Employees	Non-Academic & Professional	Chapter 7 Human Resources
BP	7240	Confidential Employees	Non-Academic & Professional	Chapter 7 Human Resources
AP	7240	Confidential Employees	Non-Academic & Professional	Chapter 7 Human Resources
BP	7250	Educational Administrators	Non-Academic & Professional	Chapter 7 Human Resources
AP	7250	Educational Administrators	Non-Academic & Professional	Chapter 7 Human Resources
BP	7260	Classified Supervisors, Managers and Administrator:	Non-Academic & Professional	Chapter 7 Human Resources
AP	7260	Classified Supervisors, Managers and Administrator:	Non-Academic & Professional	Chapter 7 Human Resources
BP	7270	Student Employees	Non-Academic & Professional	Chapter 7 Human Resources
AP	7270	Student Employees	Non-Academic & Professional	Chapter 7 Human Resources
BP	7310	Nepotism	Non-Academic & Professional	Chapter 7 Human Resources
AP	7310	Nepotism	Non-Academic & Professional	Chapter 7 Human Resources
BP	7330	Communicable Disease	Non-Academic & Professional	Chapter 7 Human Resources
AP	7330	Communicable Disease	Non-Academic & Professional	Chapter 7 Human Resources
BP	7335	Health Examinations	Non-Academic & Professional	Chapter 7 Human Resources
AP	7335	Health Examinations	Non-Academic & Professional	Chapter 7 Human Resources
AP	7336	Certification of Freedom from Tuberculosis	Non-Academic & Professional	Chapter 7 Human Resources
AP	7337	Fingerprinting	Non-Academic & Professional	Chapter 7 Human Resources
BP	7340	Leaves	Non-Academic & Professional	Chapter 7 Human Resources
AP	7340	Leaves	Non-Academic & Professional	Chapter 7 Human Resources
AP	7341	Sabbaticals	Non-Academic & Professional	Chapter 7 Human Resources
AP	7343	Industrial Accident and Illness Leave	Non-Academic & Professional	Chapter 7 Human Resources
AP	7344	Notifying the District of Illness	Non-Academic & Professional	Chapter 7 Human Resources
BP	7345	Catastrophic Leave Program	Non-Academic & Professional	Chapter 7 Human Resources
AP	7345	Catastrophic Leave	Non-Academic & Professional	Chapter 7 Human Resources
AP	7346	Employees Called to Military Duty	Non-Academic & Professional	Chapter 7 Human Resources
AP	7348	Accommodations	Non-Academic & Professional	Chapter 7 Human Resources
BP	7350	Resignations	Non-Academic & Professional	Chapter 7 Human Resources
BP	7360	Discipline & Dismissal - Academic Employees	Non-Academic & Professional	Chapter 7 Human Resources
AP	7360	Discipline and Dismissal - Academic Employees	Non-Academic & Professional	Chapter 7 Human Resources
BP	7365	Discipline & Dismissal - Classified Employees	Non-Academic & Professional	Chapter 7 Human Resources
AP	7365	Discipline and Dismissal - Classified Employees	Non-Academic & Professional	Chapter 7 Human Resources
BP	7370	Political Activity	Non-Academic & Professional	Chapter 7 Human Resources
AP	7370	Political Activity	Non-Academic & Professional	Chapter 7 Human Resources
AP	7371	Personal Use of Public Resources	Non-Academic & Professional	Chapter 7 Human Resources
BP	7380	Retiree Health Benefits - Academic Employees	Non-Academic & Professional	Chapter 7 Human Resources
AP	7380	Retiree Health Benefits: Academic Employees	Non-Academic & Professional	Chapter 7 Human Resources



BP/AP	Number	Title	Approval Flow	Policy Area
AP	7381	Health and Welfare Benefits	Non-Academic & Professional	Chapter 7 Human Resources
BP	7385	Salary Deductions	Non-Academic & Professional	Chapter 7 Human Resources
AP	7385	Salary Deductions	Non-Academic & Professional	Chapter 7 Human Resources
BP	7400	Travel	Non-Academic & Professional	Chapter 7 Human Resources
AP	7400	Travel	Non-Academic & Professional	Chapter 7 Human Resources
BP	7420	Authorized Drivers	Non-Academic & Professional	Chapter 7 Human Resources
AP	7420	Authorized Drivers	Non-Academic & Professional	Chapter 7 Human Resources
BP	7450	Mileage Reimbursement	Non-Academic & Professional	Chapter 7 Human Resources
AP	7450	Mileage Reimbursement	Non-Academic & Professional	Chapter 7 Human Resources
BP	7500	Volunteers	Non-Academic & Professional	Chapter 7 Human Resources
AP	7500	Volunteers	Non-Academic & Professional	Chapter 7 Human Resources
BP	7510	Domestic Partners	Non-Academic & Professional	Chapter 7 Human Resources
BP	7600	District Police Department	Non-Academic & Professional	Chapter 7 Human Resources
AP	7600	District Police Department	Non-Academic & Professional	Chapter 7 Human Resources
BP	7700	Whistleblower Protection	Non-Academic & Professional	Chapter 7 Human Resources
AP	7700	Whistleblower Protection	Non-Academic & Professional	Chapter 7 Human Resources

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
Kristina Hannon, Vice Chancellor HR & Police Services

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: March 10, 2022

SUBJECT: Accept Board Policies for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policies for first reading. Administrative Procedures are submitted for information and review for consistency with Board policies.

AP/BP 2410 Board Policies & Administrative Procedures

ANALYSIS

At its meeting on February 14, 2022, the PPAC members voted to send the attached BP/AP 2410 Board Policies & Administrative Procedures to Chancellor’s Cabinet and for BOT first read in March.

The changes to these policies include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the district.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.

Status **Draft** PolicyStat ID **11213445**



Origination N/A
Last Approved N/A
Last Revised N/A
Next Review N/A

Owner BOT Board of Trustees
Policy Area Chapter 2 Board of Trustees
References Good Practice/Optional

BP 2410 Board Policies and Administrative Procedures

(Replaces SBCCD-BP-2045)

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

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)

Attachments

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

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

Approval Signatures

Step Description	Approver	Date
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History

Draft saved by Goodrich, Kelly on 2/15/2022, 10:46AM EST

Comment by Goodrich, Kelly on 2/15/2022, 10:48AM EST

Final approved by PPAC 02/14/2022; forwarded to Chancellor's Council and BOT for first read 2/22/2022.

Comment by Goodrich, Kelly on 2/28/2022, 10:06PM EST

Submitted to BOT for 2nd Read and Final Approval 3/10/2022

Status **Draft** PolicyStat ID **11216696**

Origination N/A
 Last Approved N/A
 Last Revised N/A
 Next Review N/A

Owner BOT Board of Trustees
 Policy Area Chapter 2 Board of Trustees
 References Good Practice/Optional

AP 2410 Board Policies and Administrative Procedures

(Replaces SBCCD AP 2045)

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

~~The Chancellor, through the collegial consultation 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 appropriate parties of the specific BPs or APs identified for review.~~

~~Responsibility for the review process is as follows:~~

~~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.~~

I. 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 applicable 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

The Board will receive a list annually and prioritize the policies that need to be reviewed. 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. Legal updates do not need Board review prior to going through the process.

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.

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.

II. 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.
- Chapter Leads are encouraged to collaborate with appropriate constituent groups before making a recommendation to PPAC. ALL P&Ps designated 10+1 will use Academic Senate as the primary recommending body.
- 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.

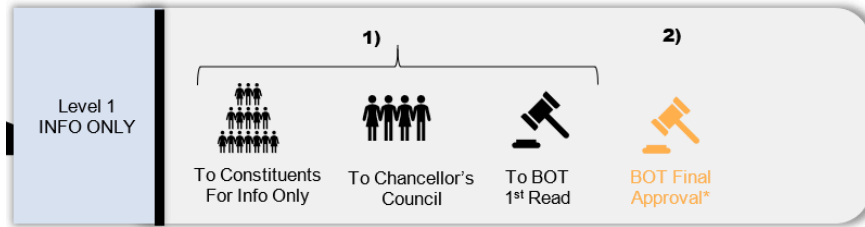
III. CONSTITUENT FEEDBACK TO FINAL APPROVAL

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.

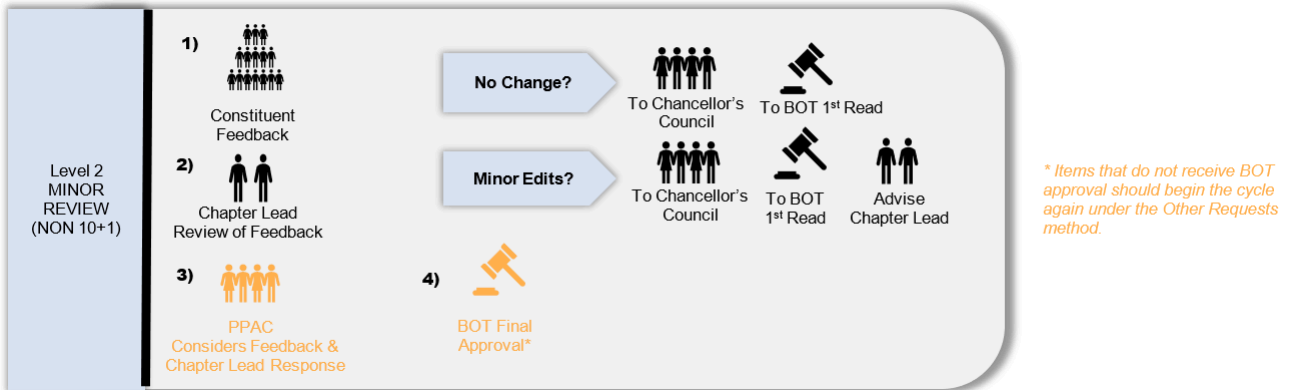
A. Level 1 | Info Only

- 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 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.



B. Level 2 | Minor Review (Non 10+1)

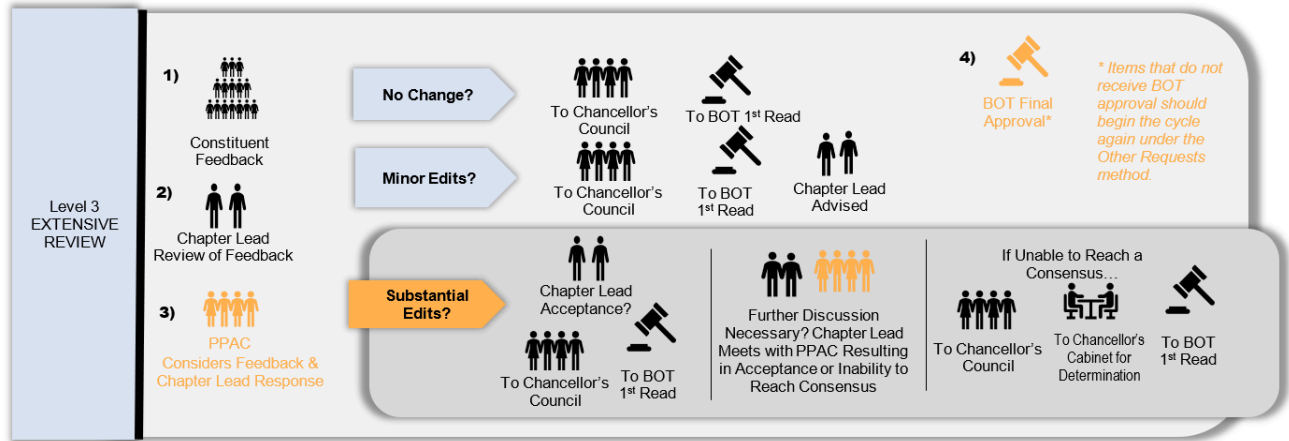
- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps which are simple and non-controversial.
 - New P&Ps that are simple and non-controversial.
- All items deemed appropriately placed in Level 2 | Minor 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 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.



C. 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*.
 - 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.



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)

Chapter 1:BOT: Board of Trustees ~~and the Chancellor (lead)~~

~~Chapter 2: Board of Trustees and the 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: Chancellor (lead) and Chancellor's Cabinet~~

~~Chapter 4: Chancellor's designee and Academic Senate Presidents~~

~~Chapter 5: Chancellor's designee and Academic Senate Presidents~~

~~Chapter 6: Executive Vice Chancellor (lead) and Vice Presidents of Administrative Services~~

~~Chapter 7: Vice Chancellor of Human Resources and Police Services (lead)~~

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

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.~~
- ~~G. Chancellor's designee will email the policies and procedures under review along with the timeline for the year to each of the policy leads.~~
- ~~H. 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.~~
- ~~I. 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.)~~
- ~~J. 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.~~
- ~~K. 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.

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

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.
 - 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:

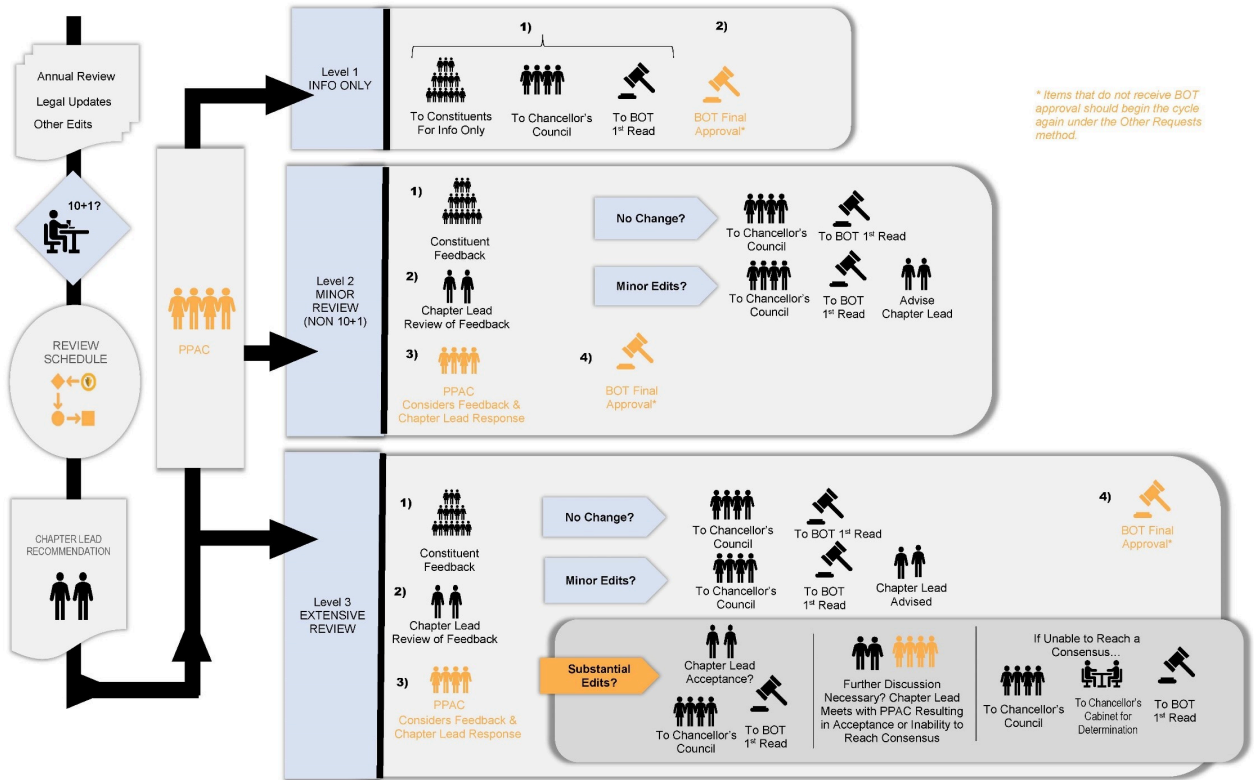
BP: Board Policy(ies)

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)
- : 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.



References:

Education Code Section 70902;

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

Attachments

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

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

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

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

[AP 2410 BOT Committee, AS, and BOT Chair comments 2/6/18](#)

Approval Signatures

Step Description	Approver	Date
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History

Comment by Goodrich, Kelly on 8/31/2021, 12:46PM EDT

Processed changes approved by Board in December 2020.

Draft discarded by Goodrich, Kelly on 8/31/2021, 12:55PM EDT

Draft discarded by Goodrich, Kelly on 2/15/2022, 10:53AM EST

Draft discarded by Goodrich, Kelly on 2/15/2022, 11:13AM EST

Draft saved by Goodrich, Kelly on 2/15/2022, 12:11PM EST

Draft discarded by Goodrich, Kelly on 2/15/2022, 12:11PM EST

Comment by Goodrich, Kelly on 2/15/2022, 3:03PM EST

Final approved by PPAC 02/14/2022; forwarded to Chancellor's Council and BOT for first read 2/22/2022.

Draft saved by Goodrich, Kelly on 2/28/2022, 9:59PM EST

Comment by Goodrich, Kelly on 2/28/2022, 10:01PM EST

Added language as directed by the BOT: Under A- Add in a line that states the board will receive a list annually and prioritize the policies that need to be reviewed, and also language that states any legal updates do not need board review prior to going through the process. Scheduled for March 2022 BOT 2nd Read and Final Approval.

AP 7210

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 and has the ability to develop inclusive curriculum and/or provide an inclusive environment that represents the ethnic and socioeconomic demographic of the college's student population.

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. For faculty and administrative positions, job requirements shall include (A) a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as demonstrated by skills and abilities in cultural responsiveness and cultural humility; and (B) a demonstrated commitment to recognizing patterns of inequity in student outcomes, taking personal and institutional responsibility for the success of students, engaging in critical assessment of own practices, and applying a race-conscious awareness of the social and historical context of exclusionary practices in American Higher Education.
2. The Minimum Qualifications for discipline expertise 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 qualifications for discipline expertise reviewed and considered for meeting minimum qualifications that meet or exceed those listed adopted by the Board of Governors through alternate means.

Application Procedure

1. The Human Resources Office will determine which applicants meet minimum education and expertise 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. Human Resources will also evaluate the diversity of the pool of applicants to determine if further outreach is required before proceeding.

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. Human Resources will forward candidates to the Equivalency Committee for final confirmation of meeting MQs when appropriate. A list of candidates who did not meet MQs will be provided to the hiring manager by request. 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 and Police Services or designee 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 qualifications should describe 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

1. The minimum and desirable qualifications will be reviewed 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. The academic senate may elect to recommend additional qualifications related to the ability to serve our diverse students well in any faculty position. The Division/Department Dean or appropriate administrator will make the final decision the desired qualifications.
2. The Vice Chancellor of Human Resources and Police Services or their 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 Police Services or their designee believes the qualifications appear to be too restrictive, they 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 Police Services or their designee 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 Police Services 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:
 - a. Position Title
 - b. Application Deadline or Initial Review Date
 - c. Introduction: A brief description of the position and the relationship of the position to college offerings and activities. This includes a brief description of the college and the community served.
 - d. Minimum Qualifications: A statement including the established minimum qualifications, the appropriate valid credential(s), the provision for equivalencies.
 - e. Desirable Qualifications: Those job-related qualifications that are desirable but not essential to perform the job.
 - f. 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). Faculty will facilitate learning through a variety of modalities to maximize the success of our diverse student population,
 - 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 commitment to ongoing professional development that includes cultural responsiveness, inclusiveness, and equity, as well as disciplinary relevance.
 - A description of any other duties unique to the position.
 - g. 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.
 - h. Closing Date and Address for Submission of Application Materials
 - i. Application Process: Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee. In addition, instructions will also include the need for the candidate to address how the desired qualifications have been met by the candidate in the cover letter or in the

supplemental questions. 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 and desired 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. videos, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.

j. 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 that may be comprised of faculty, administration, academic senate representatives, associated student government representatives, and other appropriate district personnel. Candidates are advised that all interview questions will be evaluated through the lens of both minimum qualifications and the desired qualifications.
- An interview of finalists by the President (and additional interviewers if selected 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, guest lecture, role playing, sample assignments, a questionnaire or impromptu writing sample)

k. 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.*

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

3. The Vice Chancellor of Human Resources and Police Services or their 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. The Division/Department Dean or appropriate administrator will make the final decision on the desired qualifications prior to submitting the DQs to 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 and Police Services or their designee and the appropriate Vice President.

Applications

Human Resources accepts applications and supplemental materials until 11:59 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 in accordance with the EEO Plan.

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 by Human Resources 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.

SCREENING COMMITTEE

Membership

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

- The Division/Department Dean or appropriate administrator for the position will **may formulate a preliminary list of candidates to serve as screening committee members.**
- 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.**
- An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the Vice Chancellor of Human Resources and Police Services or their 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

Commented [BD1]: to ensure AS Purview in assignment of faculty, changing this to "may" would indicate the option and that AS would pick up from that point

Commented [BD2]: The Deans usually consult with the faculty and than AS President consults with the Dean. For the AS President to consult with the faculty body may be prohibitive in terms of time and process

Commented [BD3]: Added language: The President of Academic Senate may adjust recommendations made for the purpose of ensuring diverse representation within the hiring committee.

Commented [BD4]: The number of faculty to be assigned is missing. We traditionally assign 3 faculty with room for an additional 2. The additional faculty are to be assigned by Senate, not Deans.

as the representative from the Senate. The hiring supervisor will select appropriate committee member(s) from those nominees.

- The Screening 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 screening 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 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 and may include members from other colleges to include members from monitored groups.
- The supervising administrator on the Committee will provide clerical/technical support and coordination.

Second-Level Interview Procedures

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~~ and additional interviewers if the President chooses or their designee with the academic senate president or ~~his/her~~ their 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~~ hiring manager 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.

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

The Vice Chancellor of Human Resources and Police Services or their designee will approve all screening committee members to ensure diversity.

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 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
- Development of selection criteria including DQ's as part of the job posting process
- Role of the Equal Opportunity Representative
- Confidentiality
- Effective reference checks (administrators only)

Approved: January 11, 1990