



San Bernardino Community College District  
POLICIES & PROCEDURES ADVISORY  
COMMITTEE (PPAC)  
September 12, 2022  
3:00 pm-4:00 pm Pacific Time

**MEETING AGENDA**

*Policies & Procedures Advisory Committee (PPAC)  
Monday, September 12, 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 & Jose Torres, Co-Chairs

**II. Approval of Minutes**

- A. Confirmation of Quorum
- B. Approval Minutes from May 9, 2022

**III. Current Topics**

- A. Policy & Procedures Advisory Committee Presentation
- B. Committee Organization
- C. 2022-2023 Review List -- Estimated 120 P&Ps or 29%
- D. Approval of Level 1 Review of Chapter Lead Recommendations (to Constituents and Chancellor's Council for information | BOT for first read)

P&Ps Affected by Name Change from Disabled Student Programs & Services to Student Accessibility Services

- 2712 Conflict of Interest Code
- 5055 Enrollment Priorities
- 5130 Financial Aid
- 5140 Disabled Student Programs and Services
- 6750 Parking
- 7210 Academic Employees

**E. Approval of Level 2 Review of Chapter Lead Recommendations (to Constituents for feedback)**

- 6305 Reserves

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

The next meeting is scheduled for Monday, October 10, 2022, 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 – May 9, 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, Co-Chair**

*Jose Torres called the meeting to order at 3:11 p.m.*

**II. Approval of Minutes**

**A. Confirmation of Quorum**

*Quorum was confirmed.*

**B. Approval of Minutes from April 11, 2022**

*Keith Wurtz made a motion to approve the April minutes, which Carmen Rodriguez seconded. There were no suggested revisions and the motion was passed.*

**III. Current Topics**

**A. Review of Constituent Feedback and Approve P&P's Designated**

*Committee members discussed the designation of 10+1. There was no shared feedback on the list since the prior meeting, however, members offered several revisions during today's meeting, including the following:*

- *Designation of the following as 10+1: 7150, 7160, 7210, 7210a, 7120, 7250, 7340, and 7341.*
- *Remove of 10+1 designation for the following: 5410, 5570*

*The list will be updated and sent via email to PPAC members for review and further discussion in 2022-23.*

**B. Approval of Level 1 Review of Chapter Lead Recommendations  
 (Level 1 : To Constituents for Info | To Chancellor's Council | To BOT)**

- BP 1200 District Mission Statement (No AP)
- BP 2200 Board Duties & Responsibilities (No AP)
- BP|AP 3250 Institutional Planning
- AP 2712 Conflict of Interest Code (No BP)

*Jose advised committee members that the first three items were a result of the new Board approved Strategic Plan. AP 2712 has to do with SBCCD title changes. Committee members remarked that the new form was helpful to the process. Keith made a motion to approve the Level 1 review of all items listed under III.B., which Carmen seconded. There was no further discussion and the motion was unanimously approved.*

C. Final Approval of BP|AP 7210 and AP 7210A Using Expedited Processing  
(To Constituents for Info | To Chancellor's Council | To BOT for 1<sup>st</sup> Read)

*Karla Zaragoza addressed the committee on these items, as a proxy for Kristina Hannon.*

- BP|AP 7210 Academic Employees, Non-Management (Hiring of Full-Time Faculty)

*Initially too prescriptive, AP 7210 has been reviewed over a period of several months with the Academic Senates and other constituent groups.*

*Committee members discussed comments made on the draft included with today's meeting materials to identify any major concerns with the language.*

*The reference to equivalencies is being removed and kept in its own section. Brandi Bailes commented that there were questions about the timelines and making sure the equivalency committee has enough time. Karla acknowledged that Human Resources will work to train everyone on this issue and communicate. It was decided that the following changes should be made to the draft and sent to PPAC members.*

- *Application Procedure*
  - #2 Add "and/or selection committee"
- *Establishing Minimum and Desirable Qualifications*
  - #1 Change "currently teaches" to "is employed in"
- *Position Announcement*
  - #2d Add "and"
  - #2k Change third bullet to read "A reasonable accommodation notice will be included in each job announcement."
- *Screening Committee*
  - *Membership*
    - 4<sup>th</sup> bullet Change from "Senate" to "unit"
    - Move language from Second-Level Interview Procedures to Membership as that is where it applies.

*Keith made a motion to approve this item with the changes discussed and with the understanding that the PPAC members will be sent the draft for information purposes before the Board sees it. Brandi seconded the motion, which was unanimously approved.*

- AP 7210A Part Time Faculty Recruitment and Faculty Interns

*PPAC members discussed AP 7210A and it was determined that this document was not ready for a final determination. This item will be returned to the Chapter Lead to be resubmitted next year.*

#### **IV. Preparing for 2022-23**

##### **A. Membership Roster**

*It was determined that no term limits would be defined. Committee members did discuss the need for training new members. Staff will develop some material over the summer and the August meeting will be used for onboarding new appointees.*

##### **B. Committee Self-Evaluation Results**

*The committee members found the results favorable.*

##### **C. Schedule of Review**

1. Legal Update 38
2. Legal Update 39
3. Legal Update 40

*These items will be presented for PPAC review early next year.*

#### **V. Updates**

*Committee members were updated with the progress of items voted on at their prior committee meeting.*

P&Ps Scheduled for May 12, 2022 BOT (No PPAC Action Required)

- P&P 6320 Investments (final approval)
- P&P 5030 Fees (first read)

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

*The next meeting is scheduled for Monday, August 11, 2022, at 3 p.m. and will be used for training and/or retraining appointees*

*The meeting adjourned at approximately 4:00 p.m.*

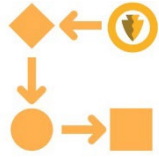
**QUORUM:** Definition of Quorum is established by Chancellor's Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

<u>yes</u>	1) 50% + one of appointed voting members (not 50% of members plus vacancies).				
<u>yes</u>	2) Two persons from each site (CHC, SBVC, DSO)				
<u>yes</u>	3) Three of four constituent groups represented (faculty, classified, student, management)				
	Representation	Member Name or Vacant	Site	Rep	Present or Absent?
1	Faculty, CHC ( <i>appointed by Academic Senate President</i> )	Brandi Bailes	CHC	FAC	Present
2	Confidential Group ( <i>appointed by Administrative Officer</i> )	Cyndie St. Jean	CHC	CON	Present
3	CSEA ( <i>appointed by CSEA</i> )	Ernest Guillen	SBVC	CLA	Absent
4	Executive Vice Chancellor, Co-Chair	Jose Torres	DSO	MAN	Present
5	Vice Chancellor of HR & Police Services, Co-Chair	Karla Zaragosa (proxy)	DSO	MAN	Present
6	Management, CHC ( <i>appointed by college president</i> )	Keith Wurtz	CHC	MAN	Present
7	Faculty, SBVC ( <i>appointed by Academic Senate President</i> )	Lucas Cuny	SBVC	FAC	Present
8	Latino Faculty & Staff	Maria Del Carmen Rodriguez	SBVC	MAN	Present
9	CTA ( <i>appointed by CTA</i> )	Meridyth McLaren	CHC	FAC	Absent
10	Classified, SBVC ( <i>appointed by Classified Senate President</i> )	Nathan Yearyearn	SBVC	CLA	Present
11	ASG President or designee, SBVC	Paul Del Rosario	SBVC	STU	Absent
12	Management, SBVC ( <i>appointed by college president</i> )	Ray Carlos	SBVC	MAN	Present
13	Asian Pacific Islander Association	Rejoice Chavira	CHC	MAN	Present
14	Black Faculty & Staff	Stephanie Lewis	SBVC	FAC	Absent
15	ASG President or designee, CHC	Tiana McBride/Sasha Paago	CHC	STU	Absent
16	Classified, CHC ( <i>appointed by Classified Senate President</i> )	Vacant	CHC	CLA	Absent
17	Classified, DSO ( <i>appointed by Classified Senate Presidents</i> )	Vacant	DSO	CLA	Absent
18	EEO Committee Representative ( <i>appointed by EEO Committee</i> )	Vacant			Absent
19	POA ( <i>appointed by POA</i> )	Vacant			Absent

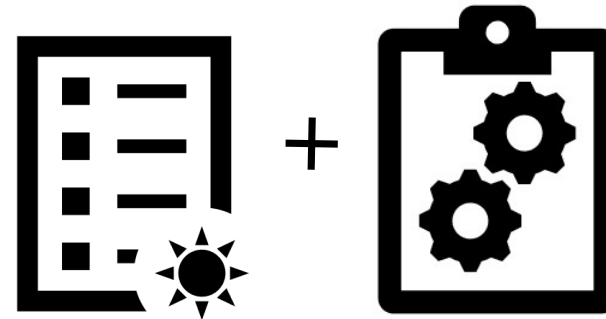
SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

# **Policies & Procedures Advisory Committee**

September 12, 2022



**PPAC** members are charged with updating, creating, developing, and systematically reviewing **Board Policies** and **Administrative Procedures**.







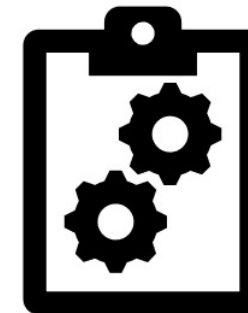
## Board Policies (BPs)

- Authorized by law or determined to be necessary for efficient operation
- Require BOT approval

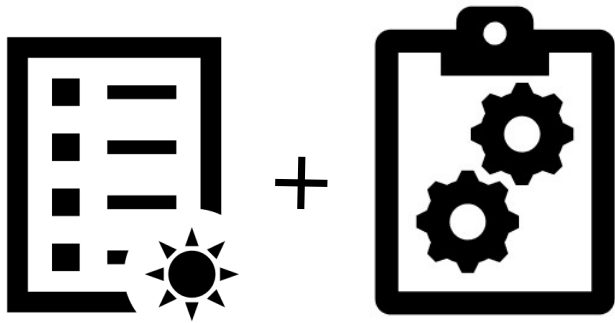


## Administrative Procedures (APs)

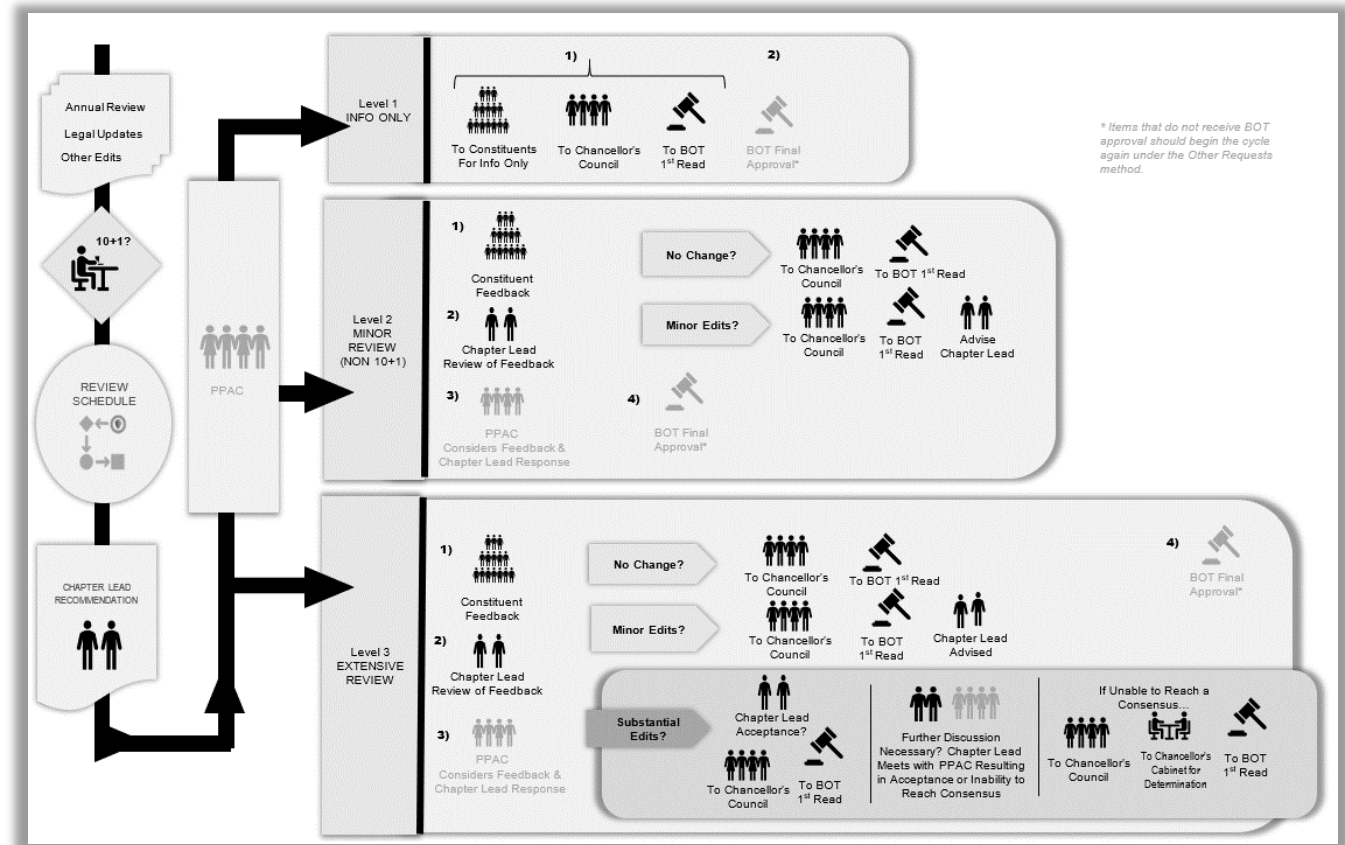
- Methods used to implement BPs
- Consistent with the intent of BPs
- Presented to the BOT for information



# SBCCCD Policies & Procedures (P&Ps)

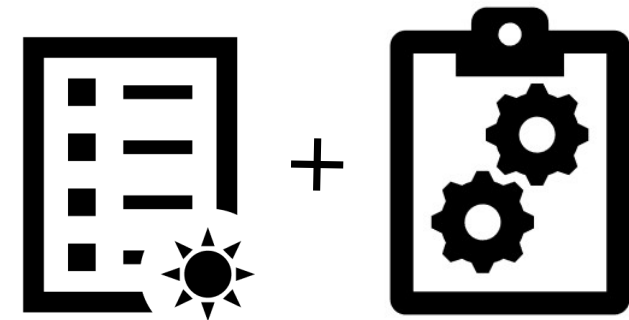


Governed by P&P 2410

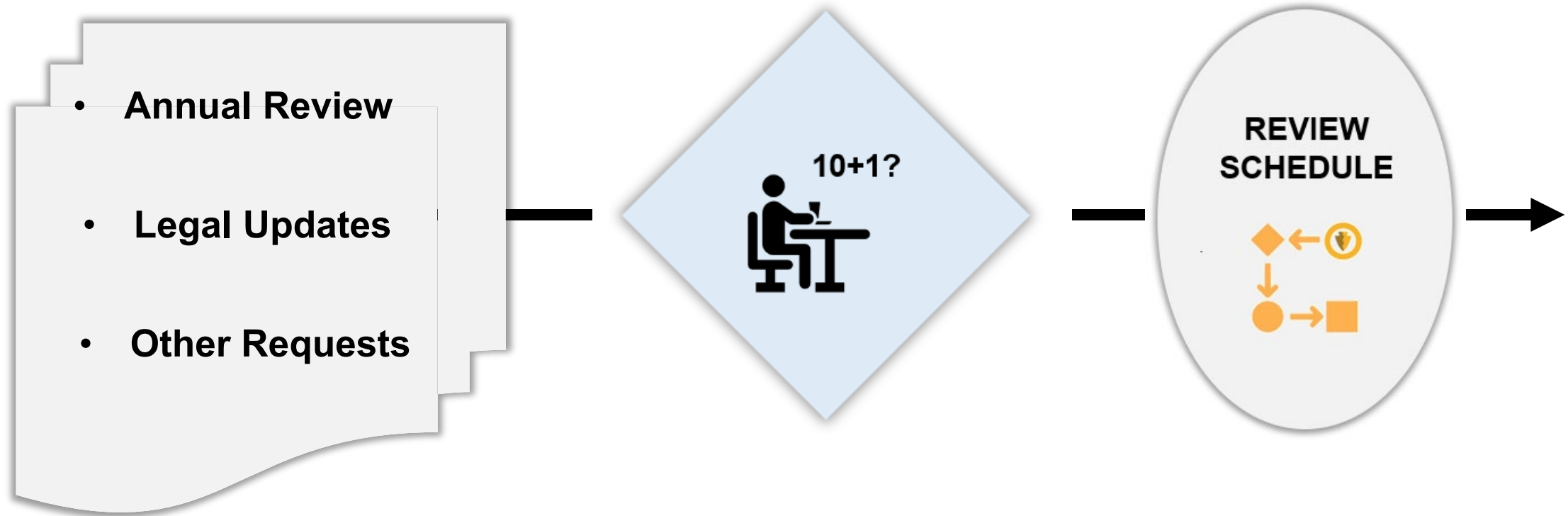


# SBCCCD Policies & Procedures (P&Ps)

- Are separated by chapters with assigned leads who are charged with facilitating general correctness and operational feasibility of the P&Ps.
- Are reviewed in pairs, when applicable, to ensure the AP supports the direction of the BP.
- Are, if related to academic and professional matters, designated as “10+1,” allowing for appropriate Academic Senate review.



# P&P Review Schedule



Initiated each academic year

# P&P Review Schedule

- **Annual Review**

Each academic year, the PPAC Co-Chairs will initiate review of 10% of SBCCCD's P&Ps

- **Legal Updates**

SBCCCD keeps current with legal mandates and accreditation standards through Legal Updates from the Community College League of California.

- **Other Requests**

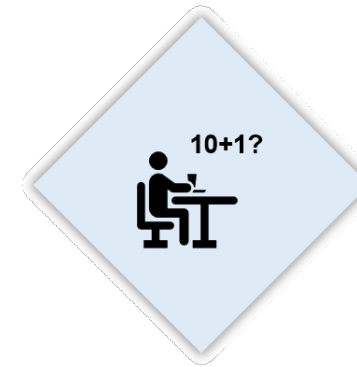
Other requests for review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student.

# P&P Review Schedule

## 10+1 or Academic and Professional

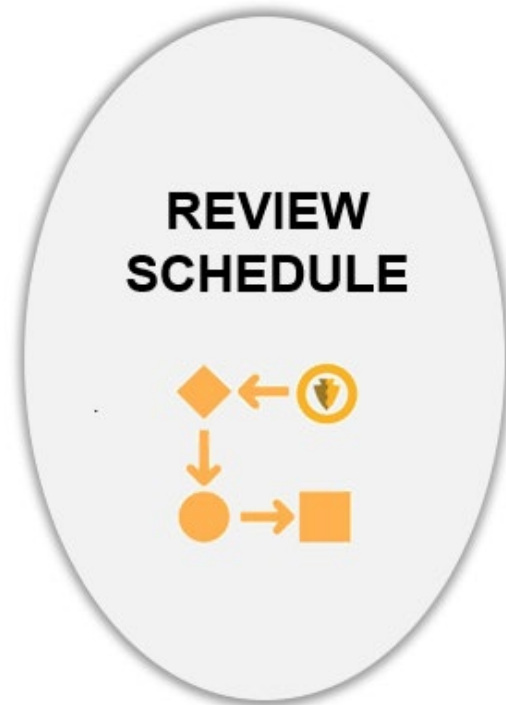
Relating to policy development and implementation matters for the following:

- 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.



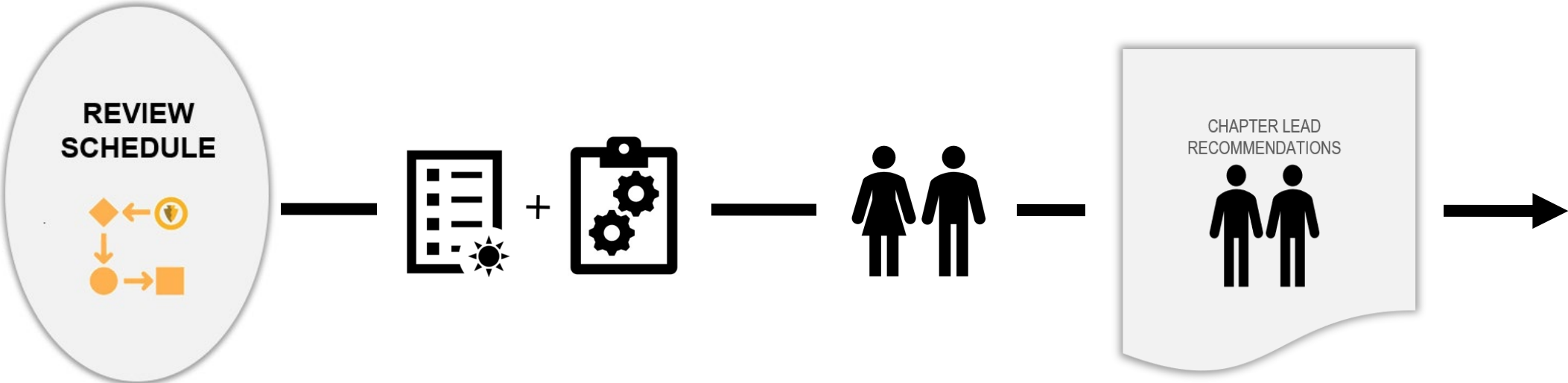
Ensures the right of our Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards

# P&P Review Schedule



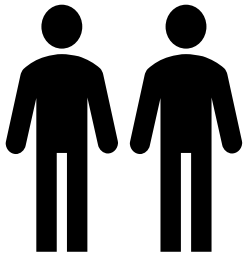
- Discussed at PPAC
- Presented to the BOT
- Updated and maintained throughout the year

# Chapter Lead **Review & Recommendation**





# Chapter Lead **Review & Recommendation**



## Chapter Leads

- Will be assigned the task of reviewing P&Ps from the Review List.
- Are encouraged to **collaborate with appropriate constituent groups**.
- Will make Chapter Lead Recommendations based on correctness and operational feasibility.



# Constituent Feedback to Final Approval



Chapter Lead Recommendations are assigned a Review Level rating of 1, 2, or 3 and placed on the PPAC agenda

# Constituent Feedback to Final Approval

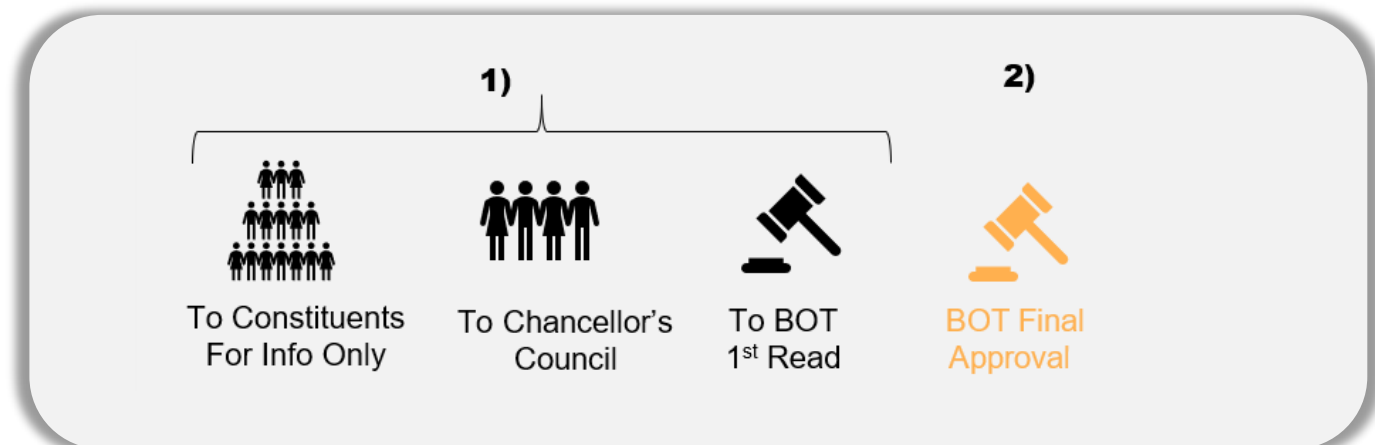
## Level 1 INFO ONLY

1

Generally consists of Chapter Lead Recommendations for P&Ps which are:

- Reviewed with no changes,
- Reviewed with only minor clerical edits or legal reference changes, or
- Chapter 2 BOT P&Ps which are not designated 10+1.

### Review Process



# Constituent Feedback to Final Approval

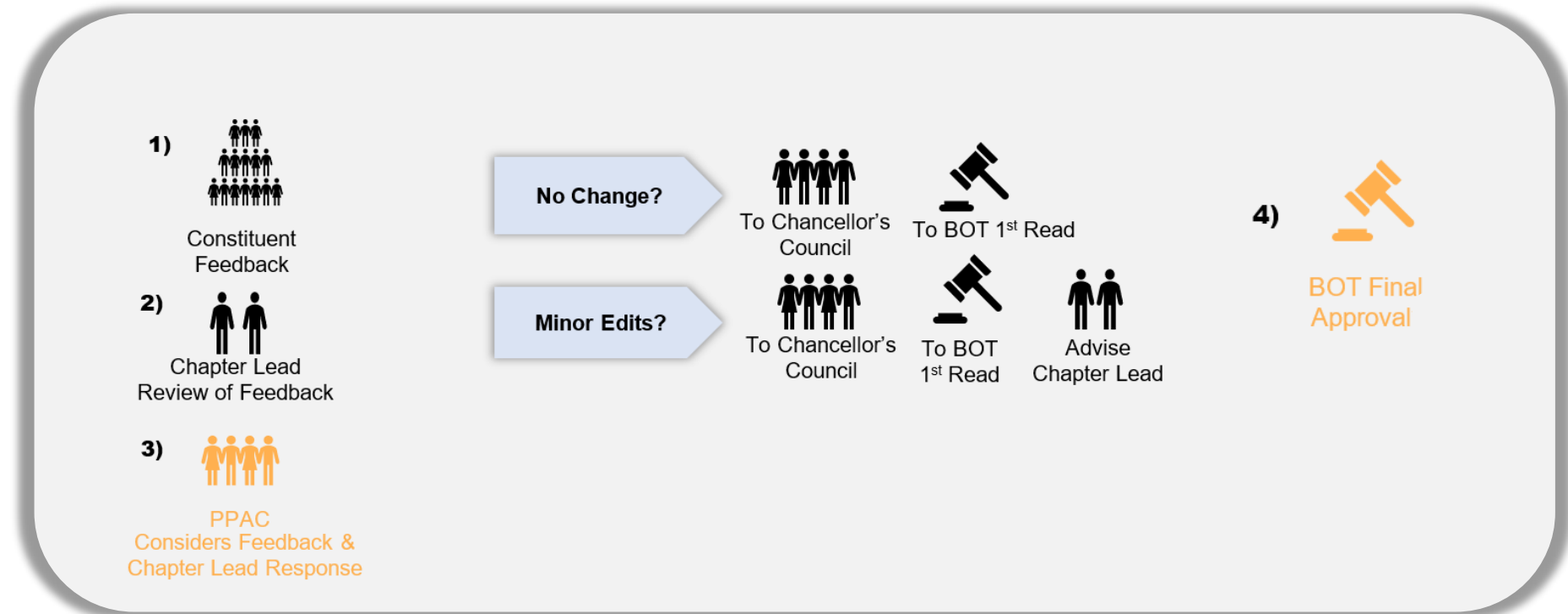
## Level 2 MINOR REVIEW (NON 10+1)

# 2

Generally consists of Chapter Lead Recommendations on:

- Existing P&Ps which are simple and non-controversial.
- New P&Ps that are simple and non-controversial.

### Review Process



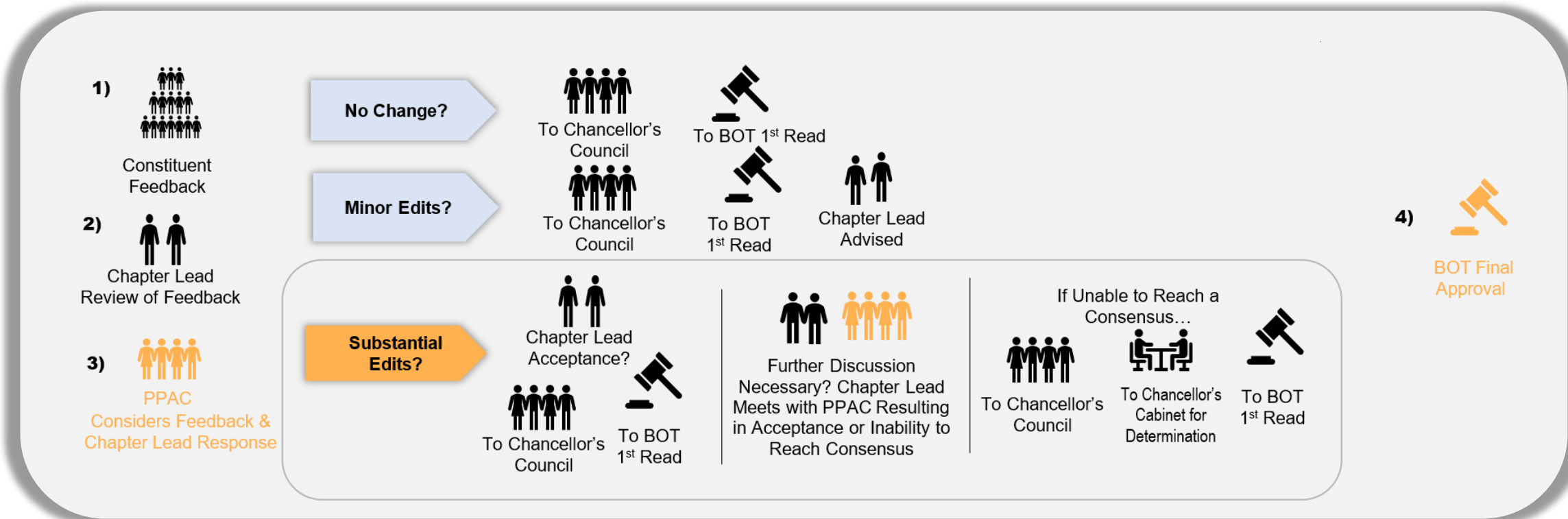
# Constituent Feedback to Final Approval

## Level 3 EXTENSIVE REVIEW

Generally consists of Chapter Lead Recommendations on:

- 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.

### Review Process



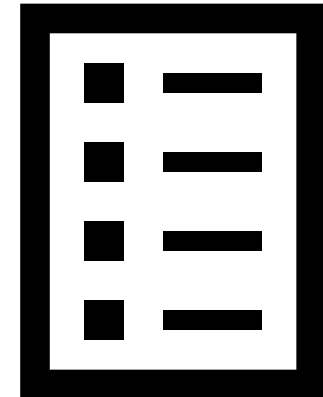
# 2021-2022 PPAC Wins

- Came together as a hardworking collegial body on behalf of all SBCCD constituents
- Productively convened and conducted business 8 times
- Developed efficiencies and worked through startup issues
- Engaged in important conversations on tough issues like the nature of academic and professional matters
- Laid a foundation for the future of SBCCD P&Ps with the approval of [P&P 2510 | Participation in Local Decision Making](#) and [P&P 2410 | Board Policies & Administrative Procedures](#)

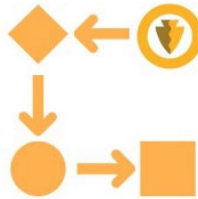


## 2022-2023 PPAC Targets

- Continue developing PPAC efficiencies and refining the process
- Train incoming members
- Clear backlog of CCLC Legal Updates 38, 39, & 40
- Raise awareness of P&P recommendation process
- Anticipate two new CCLC Legal Updates, and return to 10% review cycle



**Looking forward to another great year!**  
**Thank you, PPAC.**





# Policies & Procedures Advisory Committee

## Charge

The Policies and Procedures Advisory Committee is an advisory committee to the Chancellor’s Council. The committee is charged with updating, creating, developing, and systematically reviewing Administrative Procedures (AP) and Board Policies (BP). The workgroup will ensure a continuous evaluation of the 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.

## Meetings

2<sup>nd</sup> Monday, 3 p.m. via Zoom, Non-Brown Act

Members will:

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all PPAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

## Representation

Members will:

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any PPAC recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the PPAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

## Quorum

- 50%+1 of appointed voting members (not 50% of appointed members plus vacancies), and
- Two members from each site (CHC, SBVC, and DSO members), and
- One faculty member from each site (CHC and SBVC), and
- Three out of the four Constituent Groups represented (students, classified, faculty, management).

Subcommittees quorum structure (if needed, not mandatory) will be unique and established by the overriding advisory committee. Advisory committees can adjust as they see fit.

## Membership

- Executive Vice Chancellor, Co-Chair
- Vice Chancellor of HR & Police Services, Co-Chair
- Management Representative from each campus, appointed by College Presidents
- Faculty Representative from each campus appointed by Academic Senate Presidents
- Classified Representative from each campus appointed by Classified Senate Presidents
- Associated Student Government President or designee from each campus
- Black Faculty & Staff Association Representative
- Latino Faculty, Staff & Administrators Association
- CTA Representative
- CSEA Representative
- Management Association Representative
- Confidential Group Representative appointed by Administrative Officer
- POA Representative
- Asian Pacific Islanders Association



2022-2023 Policy Procedure Review List

BP/AP	Number	Title	Chapter Lead Point Persons	10+1 Designation	Add New?	Reason for Review	Review Process Start Date	Chapter Lead Recommendation
BP	1200	District Mission Statement	Jose Torres			Legal Update 38	9/13/2022	9/27/2022
BP	2220	Committees of the Board	Jose Torres			Legal Update 38	9/13/2022	9/27/2022
BP	2310	Regular Meetings of the Board	Jose Torres			Legal Updates 39 and 40	9/13/2022	9/27/2022
BP	2340	Agendas	Jose Torres			Legal Update 40	9/13/2022	9/27/2022
AP	2340	Agendas	Jose Torres			Legal Update 40	9/13/2022	9/27/2022
BP	2345	Public Participation at Board Meetings	Jose Torres			Legal Update 38	9/13/2022	9/27/2022
BP	2410	<a href="#">Board Policies and Administrative Procedures</a>	<a href="#">Kristina Hannon</a>	10+1		Legal Update 40	9/13/2022	9/27/2022
AP	2410	<a href="#">Board Policies and Administrative Procedures</a>	<a href="#">Kristina Hannon</a>	10+1		Legal Update 40	9/13/2022	9/27/2022
BP	2435	Evaluation of the Chancellor	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
AP	2435	Evaluation of the Chancellor	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
AP	2712	Conflict of Interest Code	Kristina Hannon			Other Request - DSPS to SAS	9/13/2022	9/27/2022
BP	2720	Communications Among Board Members	Stacey Nikac			Legal Update 38	9/13/2022	9/27/2022
BP	2745	Board Self-Evaluation	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
BP	3225	Institutional Effectiveness	Nohemy Ornelas			Legal Update 38	9/13/2022	9/27/2022
AP	3225	Institutional Effectiveness	Nohemy Ornelas			Legal Update 38	9/13/2022	9/27/2022
BP	3300	Public Records	Jose Torres, Kristina Hannon			Legal Update 39	9/13/2022	9/27/2022
AP	3300	Public Records	Jose Torres, Kristina Hannon			Legal Update 39	9/13/2022	9/27/2022
BP	3420	Equal Employment Opportunity	Kristina Hannon			Legal Updates 38 and 39	9/13/2022	9/27/2022
AP	3420	Equal Employment Opportunity	Kristina Hannon			Legal Updates 38 and 39	9/13/2022	9/27/2022
BP	3420	Equal Employment Opportunity	Kristina Hannon			Legal Update 39	9/13/2022	9/27/2022
AP	3420	Equal Employment Opportunity	Kristina Hannon			Legal Update 39	9/13/2022	9/27/2022
BP	3430	Prohibition of Harassment	Kristina Hannon			Legal Update 40	9/13/2022	9/27/2022
AP	3430	Prohibition of Harassment	Kristina Hannon			Legal Update 40	9/13/2022	9/27/2022
BP	3433	Prohibition of Sexual Harassment under Title IX	Kristina Hannon			Legal Update 40	9/13/2022	9/27/2022
AP	3433	Prohibition of Sexual Harassment Under Title IX	Kristina Hannon			Legal Update 40	9/13/2022	9/27/2022
AP	3434	Responding to Harassment Based on Sex Under Title IX	Kristina Hannon			Legal Updates 38 and 39	9/13/2022	9/27/2022
AP	3434	Responding to Harassment Based on Sex Under Title IX	Kristina Hannon			Legal Updates 38 and 39	9/13/2022	9/27/2022
AP	3435	Discrimination and Harassment Resolution Procedures	Kristina Hannon			Legal Updates 38 and 39	9/13/2022	9/27/2022
AP	3435	Discrimination and Harassment Resolution Procedures	Kristina Hannon			Legal Updates 38 and 39	9/13/2022	9/27/2022

2022-2023 Policy Procedure Review List

BP/AP	Number	Title	Chapter Lead Point Persons	10+1 Designation	Add New?	Reason for Review	Review Process Start Date	Chapter Lead Recommendation
BP	3550	Drug Free Environment and Drug Prevention Program	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
AP	3550	Drug Free Environment and Drug Prevention Program	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
BP	3725	Information and Communications Technology Accessibility & Acceptable Use	Nohemy Ornelas			Legal Update 38	9/13/2022	9/27/2022
AP	3725	Information and Communications Technology Accessibility & Acceptable Use	Nohemy Ornelas			Legal Update 38	9/13/2022	9/27/2022
BP	4010	Academic Calendar	Nohemy Ornelas	10+1		Legal Update 39	9/13/2022	9/27/2022
AP	4010	Academic Calendar	Nohemy Ornelas	10+1		Legal Update 39	9/13/2022	9/27/2022
BP	4020	Program, Curriculum, and Course Development	Nohemy Ornelas	10+1		Legal Update 38	9/13/2022	9/27/2022
AP	4020	Program, Curriculum, and Course Development	Nohemy Ornelas	10+1		Legal Update 38	9/13/2022	9/27/2022
BP	4100	Graduation Requirements for Degrees and Certificates	Nohemy Ornelas	10+1		Legal Update 40	9/13/2022	9/27/2022
AP	4100	Graduation Requirements for Degrees and Certificates	Nohemy Ornelas	10+1		Legal Update 40	9/13/2022	9/27/2022
BP	4105	Distance Education	Nohemy Ornelas	10+1		Legal Update 39	9/13/2022	9/27/2022
AP	4105	Distance Education	Nohemy Ornelas	10+1		Legal Update 39	9/13/2022	9/27/2022
BP	4106	Nursing Programs	Nohemy Ornelas	10+1		Legal Update 38	9/13/2022	9/27/2022
AP	4106	Nursing Programs	Nohemy Ornelas	10+1	Add New?	Legal Update 38	9/13/2022	9/27/2022
BP	4230	Grading and Academic Record Symbols	Nohemy Ornelas	10+1		Legal Update 39	9/13/2022	9/27/2022
AP	4230	Grading and Academic Record Symbols	Nohemy Ornelas	10+1		Legal Update 39	9/13/2022	9/27/2022
BP	4235	Credit for Prior Learning	Nohemy Ornelas	10+1		Legal Update 39	9/13/2022	9/27/2022
AP	4235	Credit for Prior Learning	Nohemy Ornelas	10+1		Legal Update 39	9/13/2022	9/27/2022
AP	4236	Advanced Placement Credit (Legally Required)	Nohemy Ornelas	10+1	Add New?	Legal Update 39	9/13/2022	9/27/2022
BP	4250	Probation, Dismissal, and Readmission	Nohemy Ornelas	10+1		Legal Update 38	9/13/2022	9/27/2022
AP	4250	Probation, Dismissal, and Readmission	Nohemy Ornelas	10+1		Legal Update 38	9/13/2022	9/27/2022
AP	5013	Students in the Military	Nohemy Ornelas	10+1		Legal Update 39	9/13/2022	9/27/2022
BP	5015	Residence Determination	Nohemy Ornelas	10+1		Legal Updates 38 and 39	9/13/2022	9/27/2022
AP	5015	Residence Determination	Nohemy Ornelas	10+1		Legal Updates 38 and 39	9/13/2022	9/27/2022
BP	5020	Nonresident Tuition	Jose Torres			Legal Update 38	9/13/2022	9/27/2022
AP	5020	Nonresident Tuition	Jose Torres			Legal Update 38	9/13/2022	9/27/2022
BP	5030	Fees	Jose Torres			Annual Review	2/1/2023	2/15/2023
AP	5030	Fees	Jose Torres			Annual Review	2/2/2023	2/16/2023
BP	5030	Fees	Jose Torres			Legal Update 38	9/13/2022	9/27/2022

2022-2023 Policy Procedure Review List

BP/AP	Number	Title	Chapter Lead Point Persons	10+1 Designation	Add New?	Reason for Review	Review Process Start Date	Chapter Lead Recommendation
AP	5030	Fees	Jose Torres			Legal Update 38	9/13/2022	9/27/2022
BP	5035	Withholding of Student Records	Nohemy Ornelas	10+1		Legal Update 38	9/13/2022	9/27/2022
AP	5035	Withholding of Student Records	Nohemy Ornelas	10+1		Legal Update 38	9/13/2022	9/27/2022
BP	5040	Student Records, Directory Information, and Privacy	Nohemy Ornelas	10+1		Legal Updates 39 and 40	9/13/2022	9/27/2022
AP	5040	Student Records, Directory Information, and Privacy	Nohemy Ornelas	10+1		Legal Updates 39 and 40	9/13/2022	9/27/2022
BP	5050	Student Success and Support Program	Nohemy Ornelas	10+1		Legal Update 38	9/13/2022	9/27/2022
AP	5050	Student Success and Support Program	Nohemy Ornelas	10+1		Legal Update 38	9/13/2022	9/27/2022
BP	5130	Financial Aid	Jose Torres			Other Request - DSPTS to SAS	9/13/2022	9/27/2022
AP	5130	Financial Aid	Jose Torres			Other Request - DSPTS to SAS	9/13/2022	9/27/2022
BP	5140	Disabled Student Programs and Services	Nohemy Ornelas	10+1		Other Request - DSPTS to SAS	9/13/2022	9/27/2022
AP	5140	Disabled Student Programs and Services	Nohemy Ornelas	10+1		Other Request - DSPTS to SAS	9/13/2022	9/27/2022
BP	5420	Associated Students Finance	Jose Torres			Legal Update 40	9/13/2022	9/27/2022
AP	5420	Associated Students Finance	Jose Torres			Legal Update 40	9/13/2022	9/27/2022
AP	5520	Student Discipline Procedures	Nohemy Ornelas	10+1		Legal Update 40	9/13/2022	9/27/2022
AP	5520	Student Discipline Procedures	Nohemy Ornelas	10+1		Legal Update 38	9/13/2022	9/27/2022
BP	5530	Student Rights and Grievances	Nohemy Ornelas	10+1		Legal Updates 38 and 39	9/13/2022	9/27/2022
AP	5530	Student Rights and Grievances	Nohemy Ornelas	10+1		Legal Updates 38 and 39	9/13/2022	9/27/2022
BP	5700	Intercollegiate Athletics	Nohemy Ornelas	10+1		Legal Update 39	9/13/2022	9/27/2022
AP	5700	Intercollegiate Athletics	Nohemy Ornelas	10+1	Add New?	Legal Update 39	9/13/2022	9/27/2022
AP	6305	Reserves	Jose Torres		Yes	CCCCO ECA Requirement	9/13/2022	9/27/2022
BP	6320	Investments	Jose Torres			Annual Review	2/1/2023	2/15/2023
AP	6320	Investments	Jose Torres			Annual Review	2/1/2023	2/15/2023
BP	6340	Bids and Contracts	Jose Torres			Legal Updates 38 and 39	9/13/2022	9/27/2022
AP	6340	Bids and Contracts	Jose Torres			Legal Updates 38 and 39	9/13/2022	9/27/2022
AP	6355	Job Order Contracts	Jose Torres		Add New?	Legal Update 40	9/13/2022	9/27/2022
AP	6370	Contracts - Personal Services	Jose Torres			Legal Update 38	9/13/2022	9/27/2022
BP	6540	Insurance	Jose Torres			Legal Updates 38 and 40	9/13/2022	9/27/2022
AP	6540	Insurance	Jose Torres			Legal Updates 38 and 40	9/13/2022	9/27/2022
BP	6620	Naming of Buildings and Other Properties	Jose Torres			Legal Update 39	9/13/2022	9/27/2022

2022-2023 Policy Procedure Review List

BP/AP	Number	Title	Chapter Lead Point Persons	10+1 Designation	Add New?	Reason for Review	Review Process Start Date	Chapter Lead Recommendation
AP	6620	Naming of Buildings and Other Properties	Jose Torres			Legal Update 39	9/13/2022	9/27/2022
BP	6750	Parking	Jose Torres			Other Request - DSPS to SAS	9/13/2022	9/27/2022
AP	6750	Parking	Jose Torres			Other Request - DSPS to SAS	9/13/2022	9/27/2022
BP	7100	Commitment to Diversity	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
AP	7100	Commitment to Diversity	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
BP	7120	Recruitment and Hiring	Kristina Hannon	10+1		Legal Update 38	9/13/2022	9/27/2022
AP	7120	Recruitment and Hiring	Kristina Hannon	10+1		Legal Update 38	9/13/2022	9/27/2022
BP	7130	Compensation	Kristina Hannon			Legal Update 40	9/13/2022	9/27/2022
BP	7130	Compensation	Kristina Hannon		Add New?	Legal Update 38	9/13/2022	9/27/2022
BP	7160	Professional Development	Kristina Hannon	10+1		Legal Update 38	9/13/2022	9/27/2022
AP	7160	Professional Development	Kristina Hannon	10+1		Legal Update 38	9/13/2022	9/27/2022
BP	7210	Academic Employees	Kristina Hannon	10+1		Other Request - DSPS to SAS	9/13/2022	9/27/2022
AP	7210	Academic Employees	Kristina Hannon	10+1		Other Request - DSPS to SAS	9/13/2022	9/27/2022
BP	7230	Classified Employees	Kristina Hannon			Legal Update 40	9/13/2022	9/27/2022
AP	7235	Probationary Period: Classified Employees	Kristina Hannon		Add New?	Legal Update 40	9/13/2022	9/27/2022
AP	7237	Layoffs	Kristina Hannon		Add New?	Legal Update 40	9/13/2022	9/27/2022
BP	7250	Educational Administrators	Kristina Hannon	10+1		Legal Update 38	9/13/2022	9/27/2022
AP	7250	Educational Administrators	Kristina Hannon	10+1		Legal Update 38	9/13/2022	9/27/2022
BP	7340	Leaves	Kristina Hannon	10+1		Legal Update 40	9/13/2022	9/27/2022
AP	7340	Leaves	Kristina Hannon	10+1		Legal Update 40	9/13/2022	9/27/2022
BP	7345	Catastrophic Leave	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
AP	7345	Catastrophic Leave	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
AP	7347	Paid Family Leave	Kristina Hannon			Legal Update 40	9/13/2022	9/27/2022
BP	7350	Resignations	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
AP	7350	Resignations	Kristina Hannon		Add New?	Legal Update 38	9/13/2022	9/27/2022
BP	7360	Discipline and Dismissal - Academic Employees	Kristina Hannon	10+1		Legal Update 40	9/13/2022	9/27/2022
AP	7360	Discipline and Dismissal - Academic Employees	Kristina Hannon	10+1	Add New?	Legal Update 40	9/13/2022	9/27/2022
BP	7380	Retiree Health Benefits - Academic Employees	Kristina Hannon			Legal Update 40	9/13/2022	9/27/2022
AP	7380	Retiree Health Benefits: Academic Employees	Kristina Hannon			Legal Update 40	9/13/2022	9/27/2022

2022-2023 Policy Procedure Review List

BP/AP	Number	Title	Chapter Lead Point Persons	10+1 Designation	Add New?	Reason for Review	Review Process Start Date	Chapter Lead Recommendation
BP	7600	District Police Department	Kristina Hannon			Legal Updates 38 and 40	9/13/2022	9/27/2022
AP	7600	District Police Department	Kristina Hannon			Legal Updates 38 and 40	9/13/2022	9/27/2022
BP	7700	Whistleblower Protection	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022
AP	7700	Whistleblower Protection	Kristina Hannon			Legal Update 38	9/13/2022	9/27/2022

**REASON FOR REVIEW: Other Request - DSPS to SAS**

**From:** Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

- A focus group consisting of 40 stakeholders from CHC and SBVC, which included current DSPS students, faculty, classified staff, and management.
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- The focus group met five times over the course of five months during the fall and spring semesters of 2021 and 2022.
- In the weeks leading to the final focus group collaborative in April 2022, current CHC and SBVC DSPS were surveyed again with the final four names proposed by the focus group where nearly 200 DSPS students expressed their desire to change the current DSPS name to Student Accessibility Services.
- A final focus group collaborative was held on April 4, 2022, where the group overwhelmingly agreed with the student voice and recommended Student Accessibility Services for Board approval.

No BP

**AP 2712 Conflict of Interest**  
**Current SBCCD Version with Changes Redlined**

*(Replaces current SBCCD AP 2260)*

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the San Bernardino Community College District (District).

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.

**APPENDIX A**  
**DESIGNATED POSITIONS**

Designated Positions	Disclosure Categories
Board of Trustees	1, 2
Chancellor	1, 2

## AP 2712 Conflict of Interest

## Current SBCCD Version with Changes Redlined

Executive Vice Chancellor	1, 2
General Counsel	1, 2
Business Manager	1, 2
Director, Facilities Planning, Emergency Management & Construction	1
Associate Deans	2
Associate Director of Energy, Sustainability & Safety	2
Campus Project Manager	2
Chief Technology Officer	2
College President, CHC	2
College President, SBVC	2
Deans	2
Director, Diversity, Equity and Inclusion	2
Director of Technology Services	2
Director, Administrative Application Systems	2
Director, Alternative Text Production Center	2
Director, Technology Services	2
Director, <del>DSP&amp;SSAS</del>	2
Director, Fiscal Services	2
Director, Grants Development & Administration	2
Facilities Project Manager	2
General Manager, KVCR TV/FM	2
Local Business Outreach Administrator Measure CC	2
Vice Chancellor, Educational and Student Support Services	2
Vice Chancellor of Human Resources and Police Services	2
Vice Chancellor, Workforce Development, Advancement & Media Systems	2
Vice President of Administrative Services	2
Vice President of Instruction	2
Vice President of Student Services	2
Director, Facilities, Maintenance & Operations	3
Director, Human Resources, EEO, Legal Services and Labor Relations	3



**AP 2712 Conflict of Interest**  
**Current SBCCD Version with Changes Redlined**

Food Services Supervisor	3
Chief of Police	3
Consultants/New Positions	*

\*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are NOT covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- **Retirement Board Authority**
- **Investment Advisors**

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

**APPENDIX B**  
**DISCLOSURE CATEGORIES**

**Category 1.** Designated positions assigned to this category must report:

1. Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.
2. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

**Category 2.** Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

**Category 3.** Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position’s department.

**References:**

Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Section 18730  
 Any changes to this AP requires approval of the FPPC prior to board approval.

**REASON FOR REVIEW: Other Request - DSPS to SAS**

**From:** Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

- A focus group consisting of 40 stakeholders from CHC and SBVC, which included current DSPS students, faculty, classified staff, and management.
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**BP 5055 Enrollment Priorities**

**No Changes (FYI Only)**

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor is responsible for establishing procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

**References:**

Title 5, Sections 51006, 58106; and 58108

**AP 5055 Enrollment Priorities**

**Current SBCCD Version with Changes Redlined**

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites.)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and

**AP 5055 Enrollment Priorities****Current SBCCD Version with Changes Redlined**

- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8
- A foster youth, former foster youth, or homeless youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for ~~Disabled-Student~~ Accessibility Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS;

The following students will have priority for enrollment:

First time students who have completed orientation, assessment, and developed student education plans.  
Continuing students, who has not lost registration priority, as defined in these policies and procedures.

Registration priority specified above shall be lost at the first registration opportunity after a student:

Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or  
Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Vice President of Instruction.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

**Appeal of Loss of Enrollment Priority**

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Director of Admission and Records or his/her designee will determine the appeal in his/her sole discretion.

[Note: Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Administrative Procedure 4250].

These mandated enrollment priorities will be effective in the Fall, 2014 term. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

**AP 5055 Enrollment Priorities****Current SBCCD Version with Changes Redlined**

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

## 1. General Access

Every course for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established in compliance with Title V 5 of the California Administrative Code.

## 2. Priorities for Enrollment

Each college shall establish procedures that set priorities for enrollment and publish them in their Class Schedules. Such procedures shall be made available to students during the registration process.

Priority for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty.

## 3. Matriculation

All students shall be subject to the requirements of the matriculation process at each college. Recommendations for class enrollment based upon testing and evaluation shall be strongly recommended to students but shall be advisory only.

**References:**

Education Code Sections 66025.8 and 66025.9;  
Title 5 Sections 58106 and 58108

**REASON FOR REVIEW: Other Request - DSPS to SAS**

**From:** Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

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**BP 5130 Financial Aid****No Changes (Info Only)**

*(Replaces current SBCCD BP 5130)*

The Financial Aid Office is responsible for the administration of federal and state financial aid programs. Financial Aid programs may include, outside scholarships, grants, waivers and work study programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by federal and state laws and other applicable regulatory and institutional requirements.

The Financial Aid Office shall establish, publicize and apply satisfactory academic progress standards to all participants in Title IV student aid programs.

**Misrepresentation**

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

**BP 5130 Financial Aid**  
**No Changes (Info Only)****References:**

Education Code Sections 66021.6 and 76300 ;  
20 U.S. Code Sections 1070, et seq.;

34 Code of Federal Regulations Section 668; (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
ACCJC Accreditation Standard III.D.15

**AP 5130 Financial Aid**  
**Current SBCCD Version with Changes Redlined**

San Bernardino Community College District participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal regulations and requirements.

San Bernardino Community College District offers the following financial aid awards to all students who are enrolled at the colleges within the District:

- Board of Governors Fee Waiver (BOG)
- Chafee Grant
- Cal Grant B and C
- California DREAM Loan Program
- Federal Pell Grant
- Federal Work Study
- Federal Supplemental Opportunity Grant
- Full Time Student Success Grant
- Outside Scholarships

The financial aid procedures, listed below, provide guidance in the financial aid process within the District and give students information needed to make informed decisions about financing their education. Students should regularly check the financial aid website at the college they are attending, as these procedures and policies are reviewed and updated to remain compliant with federal and state requirements to ensure that the District is supporting the success of our students.

**Application Procedures**

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and include either San Bernardino Valley College school code (001272) or Crafton Hills College school code (009272). The application is available beginning in October for the following academic award year. If a student is applying for a State Cal Grant, the FAFSA and a GPA verification form must be completed. Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students complete the FAFSA application by the state published deadline.

**Student Eligibility**

**AP 5130 Financial Aid****Current SBCCD Version with Changes Redlined**

General student eligibility requirements consist of the following:

- Be enrolled as a regular student in an eligible program for the purpose of obtaining an Associate's degree, certificate program, or transfer program
- Cannot be enrolled in an elementary or secondary school
- Must have a high school diploma or equivalent
- Making satisfactory academic progress
- Must meet enrollment status requirements
- Must resolve any drug conviction issues
- Must be a citizen or an eligible noncitizen
- Have resolved any default on a FSA loan or overpayment
- Have a valid social security number
- Males between the ages of 18-25 must register with the Selective Service System or meet an exemption requirement
- Resolve any conflicting information

There are also program specific eligibility requirements that may be required.

**Payment Procedures**

Financial aid disbursements are calculated based on a student's Expected Family Contribution (EFC), financial need, availability of funds, and the number of units in which the student is enrolled in each semester.

Waitlist courses are not considered as enrolled units and are not included in the calculation of eligibility.

Disbursements are refunded electronically to the college issued Debit Card. Students must enroll and request their Debit Card at [www.enroll.moneynetworkedu.com/](http://www.enroll.moneynetworkedu.com/). Students also have the ability to have their refunds transferred to their existing bank account using the ACH option. This option may delay a student receiving their disbursement 3-5 business days depending on the existing banking institution procedures. Students who do not select a refund preference will default to a refund check being processed and mailed to the student's home address as reported with Admissions and Records.

**Overpayment Recovery**

The District will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV Funds (R2T4) requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received within 30 days of being notified. If students do not repay within the 30-day requirements the student account will be forwarded to collections with the department of education. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received.

Determination of a student's withdrawal date:

- The date the student officially notified the Admissions and Records Office of his or her intent to withdraw;
- The midpoint of the semester for a student who leaves without notifying the college;
- The student's last date of attendance at a document academically-related activity; or
- The date posted by the instructor indicating the last day of attendance.

**AP 5130 Financial Aid****Current SBCCD Version with Changes Redlined****Accounting Requirements**

The District ensures internal checks and balances by separating the functions of authorizing payments and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

**Satisfactory Academic Progress**

In accordance with Federal and State regulations, financial aid recipients are required to meet Satisfactory Academic Progress (SAP) requirements. SAP requirements include qualitative, quantitative, and maximum time frame standards by which the financial aid office can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their course of study. Students who are receiving federal student aid must be enrolled in a course of study leading to an associate's degree, a certificate program, and/or a transfer program to a four-year college. Failure to maintain SAP standards will result in the loss of financial aid assistance. The Financial Aid Office reviews academic progress, annually, at the end of each Spring semester. Satisfactory Academic Progress will evaluate periods of enrollment in which the student did not receive financial aid funds as well as courses that were taken at another college and apply towards their program of study.

Students are required to adhere to the following SAP requirements:

- Maintain a cumulative GPA of 2.0 or above (qualitative);
- Successfully complete a minimum of 67% of the total number of units attempted/ completed (quantitative); and
- Not exceed a maximum of 90 total unit's attempted/completed (maximum time frame).

These procedures may change periodically and may be superseded by current state and federal laws and regulations.

**Misrepresentation**

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

**Loss of Eligibility for BOG Fee Waiver**

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary



**AP 5130 Financial Aid****Current SBCCD Version with Changes Redlined**

terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or whenever a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, Homeless and DSPSSAS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

**References:**

Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 70030 et seq., 76300, and 94912.5;  
 Title 5 Sections 55031, 58600 et seq.;  
 20 U.S. Code Sections 1070 et seq.;  
 34 Code of Federal Regulations Section 668;  
 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
 ACCJC Accreditation Standard 111. D. 15

**REASON FOR REVIEW: Other Request - DSPS to SAS**

**From:** Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

- A focus group consisting of 40 stakeholders from CHC and SBVC, which included current DSPS students, faculty, classified staff, and management.
- A preliminary survey was sent out in September 2021 to all faculty, staff, management, and students at CHC and SBVC that generated almost 300 responses. An overwhelming majority were in favor of a name change for DSPS and the survey was also used to generate interest for the focus group.
- The focus group met five times over the course of five months during the fall and spring semesters of 2021 and 2022.
- In the weeks leading to the final focus group collaborative in April 2022, current CHC and SBVC DSPS were surveyed again with the final four names proposed by the focus group where nearly 200 DSPS students expressed their desire to change the current DSPS name to Student Accessibility Services.
- A final focus group collaborative was held on April 4, 2022, where the group overwhelmingly agreed with the student voice and recommended Student Accessibility Services for Board approval.

**BP 5140 Disabled Student Programs and Services Student Accessibility Services**  
**Current SBCCD Version with Changes Redlined**

*(Replaces current SBCCD BP 5140)*

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The ~~Disabled Students Programs and Services (DSPSSAS)~~Student Accessibility Services (SAS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

~~DSPS services~~SAS shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, disability adjustment counseling and academic counseling.

Campuses shall adopt procedures for the resolution of disputes regarding academic adjustments. The District shall respond in a timely manner to accommodation requests involving academic adjustments.

No student with disabilities is required to participate in the ~~DSPSSAS~~ program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Chancellor shall assure that the ~~DSPSSAS~~ program conforms to all requirements established by the relevant law and regulations.

**References:**

Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq.

**AP 5140 ~~Disabled Student Programs and Services-Student Accessibility Services~~  
Current SBCCD Version with Changes Redlined**

*Replaces current SBCCD AP 5140)*

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs.

The role of ~~Disabled Student Programs and Services (DSPSSAS)- Student Accessibility Services (SAS)~~ is to support the colleges in meeting federal and state obligations to students with disabilities. ~~DSPSSASSAS~~ is the principal provider of support programs and services that allow equal educational opportunities for students with disabilities who can benefit from instruction. No student with disabilities is required to apply to ~~DSPSSAS~~. If a student requests accommodations, but does not want to register with ~~DSPSSAS~~, then the student will need to submit verification of the disability and educational limitations to the College 504/ADA Coordinator."

As required by Section 504 of the Rehabilitation Act of 1973, Title 5, section 567027, and District Board Policy 5140, the San Bernardino Community College District has developed procedures in order to respond in a timely manner to requests by students with disabilities for academic adjustments. Pursuant to Title 5, Sections 5600-56076 the district has established ~~DSPSSAS~~ at each college in order to assist students with disabilities in accessing instruction, programs, academic adjustments, and auxiliary aids.

The application process shall include: 1) the student completing an Application for Services, 2) the student providing documentation from a certified professional that verifies both the disabling condition and that the disabling condition creates educational limitation(s) in an academic setting, 3) Certificated ~~DSPSSAS~~ staff review of documentation provided, 4) additional assessment to verify disabling condition, if needed, 5) and certificated ~~DSPSSAS~~ staff interview with the student to determine if the level of the student's reported disability meets the requirements of Title V, Section 504 (11135).

Crafton Hills College's ~~DSPSSAS~~ long-range goals and short term objectives are delineated within the Crafton Hill's ~~DSPSSAS~~ Non-Instructional Annual Plan.

San Bernardino Valley College's ~~DSPSSAS~~ long-range goals and short term objectives are delineated within the SBVC ~~DSPSSAS~~ Non-Instructional Annual Plan.

*§ 56002. Student with a Disability*

A "student with a disability" is a person enrolled at a community college who has a verified disability which limits one or more major life activities, as defined in 28 C.F.R. 35.104 resulting in an educational limitation as defined in section 56001. For purposes of reporting to the Chancellor under Section 56030, students with disabilities shall be reported in the categories described in Sections 56032-44. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code; and 28 U.S.C. Sec. 35.104.

*§ 56032. Physical Disability.*

Physical disability is defined as a limitation in locomotion or motor functions. These limitations are the result of specific impacts to the body's muscular-skeletal or nervous systems, and limit the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56034. Deaf and Hard of Hearing (DHH).*

Deaf and Hard of Hearing (DHH) is defined as a total or partial loss of hearing function that limits the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56035. Blind and Low Vision.*

Blindness and low vision is defined as a level of vision that limits the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56036. Learning Disability.*

Learning disability (LD) is defined as a persistent condition of presumed neurological dysfunction which may exist with other disabling conditions. The dysfunction is not explained by lack of educational opportunity, lack of proficiency in the language of instruction, or other non-neurological factors, and this dysfunction limits the student's ability to access the educational process. To be categorized as a student with a learning disability a student must meet the following criteria through psycho-educational assessment verified by a qualified specialist certified to assess learning disabilities:

1. Average to above-average intellectual ability; and
2. Statistically significant processing deficit(s); and/or
3. Statistically significant aptitude-achievement discrepancies.

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56037. Acquired Brain Injury (ABI).*

Acquired Brain Injury (ABI) is defined as a deficit in brain functioning which results in a total or partial loss of cognitive, communicative, motor, psycho-social and/or sensory-perceptual abilities, and limits the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56038. Attention-Deficit Hyperactivity Disorder (ADHD).*

Attention-Deficit Hyperactivity Disorder (ADHD) is defined as a neurodevelopmental disorder that is a persistent deficit in attention and/or hyperactive and impulsive behavior that limits the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56039. Intellectual Disability (ID).*

Intellectual disability (ID) is defined as significant limitations both in intellectual functioning and in adaptive behavior that affect and limit the student's ability to access the educational process. An individual may have an intellectual disability when:

1. the person's functioning level is below average intellectual ability; and
2. the person has significant limitations in adaptive skill areas as expressed in conceptual, social, academic and practical skills in independent living and employment; and,
3. the disability originated before the age of 18.

**AP 5140 ~~Disabled Student Programs and Services-Student Accessibility Services~~**  
**Current SBCCD Version with Changes Redlined**

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56040. Autism Spectrum.*

Autism Spectrum disorders are defined as neurodevelopmental disorders described as persistent deficits which limit the student's ability to access the educational process. Symptoms must have been present in the early developmental period, and cause limitation in social, academic, occupational, or other important areas of current functioning. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56042. Mental Health Disability.*

Mental Health disability is defined as a persistent psychological or psychiatric disability, or emotional or mental illness that limits the student's ability to access the educational process. For purposes of this subchapter, conditions that are not described and/or excluded in the American Psychiatric Association Diagnostic and Statistical Manual (DSM) or the Americans with Disabilities Act (ADA) are not covered in this category. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code; 42 U.S.C. Sec. 12101; American Psychiatric Association (2013). Diagnostic and Statistical Manual of Mental Disorders (Fifth ed.). Arlington, VA: American Psychiatric Publishing.

*§ 56044. Other Health Conditions and Disabilities.*

This category includes all students with disabilities, as defined in Section 56002, with other health conditions, and/or disabilities that affect a major life activity, which are otherwise not defined in Sections 56032-56042, but which limit the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56026. Academic Adjustments, Auxiliary Aids and Services. Academic Adjustments,*

Auxiliary Aids and services are those specialized aids, devices and/or services available to students with disabilities as defined in Section 56002, which are in addition to the general services provided to all students. Such services enable students to participate in general activities, programs and classes offered by the college.

*§ 56006. Determination of Eligibility.*

1. In order to be eligible for academic adjustments, auxiliary aids, services and/or instruction authorized under this chapter, a student must have a disability which is verified pursuant to subdivision (b) which results in an educational limitation identified pursuant to subdivision (c) of this section.
2. The existence of a disability may be verified, using procedures prescribed by the Chancellor, by one of the following means: (1) observation by certificated **DSPSSAS** staff; (2) assessment by certificated **DSPSSAS** staff; or (3) review of documentation by certificated staff provided by appropriate agencies or certified or licensed professionals outside of **DSPSSAS**.
3. The student's educational limitations must be identified by certificated staff and described in the Academic Accommodation Plan (AAP) required pursuant to Section 56022. Eligibility for each service provided must be directly related to an educational limitation consistent with Section 56000(b) and Section 56001.

**AP 5140 ~~Disabled Student Programs and Services-Student Accessibility Services~~  
Current SBCCD Version with Changes Redlined**

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56008. Student Rights.*

1. Participation by students with disabilities in Disabled Student Programs and Services shall be entirely voluntary.
2. Receiving academic adjustments, auxiliary aids, services and/or instruction authorized under this subchapter shall not preclude a student from also participating in any other course, program or activity offered by the college.
3. All records maintained by ~~DSPSSAS~~ personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records as provided in Subchapter 6 (commencing with Section 54600) of Chapter 5 of this Division.

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67313 and 84850, Education Code.

*§ 56010. Student Responsibilities.*

1. Students receiving academic adjustments, auxiliary aids, services and/or instruction under this subchapter shall:
  1. comply with the student code of conduct adopted by the college and all other applicable statutes and regulations related to student conduct;
  2. be responsible in their use of ~~DSPS services~~~~SAS~~ and adhere to written service provision policies adopted by ~~DSPSSAS~~; and
  3. when enrolled in educational assistance classes, make measurable progress toward the goals developed for the course as established in the student's Academic Accommodation Plan (AAP) or,
  4. when the student is enrolled in general college classes, meet academic standards established by the college, as applied to all students, pursuant to Subchapter 6 (commencing with Section 55500) of Chapter 6 of this Division.
2. A district may adopt a written policy providing for the suspension or termination of ~~DSPS services~~~~SAS~~ where a student fails to comply with subdivisions (a)(2), (a)(3) or (a)(4) of this section. Such policies shall provide for written notice to the student prior to the suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of this policy upon first applying for services from ~~DSPSSAS~~.

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56022. Academic Accommodation Plan (AAP).*

Each college shall generate an Academic Accommodation Plan (AAP) and maintain a record of the interactive process between each ~~DSPSSAS~~ student and a ~~DSPSSAS~~ certificated staff member regarding the academic adjustments, auxiliary aids, services and/or instruction necessary to provide the student equal access to the educational process, given the educational limitations resulting from the student's disabilities. In addition, when a student is enrolled in educational assistance classes the AAP shall define measurable progress toward the goals of each class. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56048. Staffing.*

1. Each district receiving funds pursuant to this subchapter shall ensure sufficient ~~DSPSSAS~~ certificated and support staff to provide timely and effective services to eligible students with disabilities.

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2. Each district receiving funds pursuant to this subchapter shall designate a ~~DSPSSAS~~ coordinator or director for each college in the district. For the purpose of this section, the coordinator or director is defined as that individual for each college in the district who has responsibility for the day-to-day operation of ~~DSPSSAS~~, which is necessary to implement Subchapter 1 of Chapter 7 of this Division. For the coordinator or director, those responsibilities shall include, but are not limited to, integration of ~~DSPSSAS~~ into the college's instruction and services, the provision of academic adjustments, auxiliary aids, and services, maintaining knowledge of the legal responsibilities regarding students with disabilities participation in the educational process, and budget planning. The designated coordinator or director must meet the minimum qualifications for a ~~DSPSSAS~~ counselor or instructor set forth in Section 53414(a) through (d) or meet the minimum qualifications for an educational administrator set forth in Section 53420 and, in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:
  1. instruction or counseling or both in a higher education program for students with disabilities;
  2. administration of a program for students with disabilities in an institution of higher education;
  3. teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or
  4. administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.
3. Persons employed pursuant to this Subchapter as counselors or instructors of students with disabilities shall meet minimum qualifications set forth in Section 53414 of Subchapter 4 of Chapter 4 of this Division.
4. Districts receiving funding pursuant to this subchapter may also employ classified and/or paraprofessional support staff. Support staff shall function under the coordination of a ~~DSPSSAS~~ coordinator or director, counselor, LD Specialist, or instructor as appropriate for the academic adjustments, auxiliary aids, services and/or instruction being provided.

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

*§ 56050. Advisory Committee.*

Each district receiving funds pursuant to this subchapter shall establish, for either the District or at each college in the district, an advisory committee which shall meet not less than once per year. The advisory committee shall, at a minimum, include a student with disabilities. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

**1. Academic/Progress Probation**

A DSP&S student who is placed on academic/progress probation, as defined in Board Policy and the college catalog, shall continue to receive DSP&S services throughout the probationary period.

**2. Suspension or Termination of Services**

1. In order to continue to receive special services, a disabled student must maintain regular enrollment in the college subject to the conditions of District policies on academic standards, student conduct, and the meeting of all fee obligations that apply to all students.
2. A disabled student who is in danger of suspension or termination of services shall be given a written warning identifying the standards that have been violated. The warning shall include all actions that may be taken leading to suspension or termination of services if the problems persist.
3. A disabled student who is subject to suspension or termination of services, or suspension or termination of enrollment, shall be provided with the following documents:
  1. A copy of the policies on student conduct, academic standards, and/or other policies pertaining to the cause for suspension or termination.

**AP 5140 ~~Disabled Student Programs and Services~~ Student Accessibility Services**  
**Current SBCCD Version with Changes Redlined**

2. A copy of the services provided to the student and the specific written intent of each DSP&S service as utilized by the student.
  3. A copy of the documentation that details all notices and decisions sent to the student.
  4. A copy of the appeal process with firm guidelines and due dates.
3. **Dismissal/Grievance/Appeal/Readmission**
1. Dismissal/Grievance/Appeal/Readmission relating to student conduct shall occur in accordance with the provisions of Board Policy.
  2. Dismissal/Grievance/Appeal/Readmission relating to academic performance shall occur in accordance with the provisions of Board Policy.

**References:**

Title 5 Sections 56000 et seq.



**REASON FOR REVIEW: Other Request - DSPS to SAS**

**From:** Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

- A focus group consisting of 40 stakeholders from CHC and SBVC, which included current DSPS students, faculty, classified staff, and management.
- A preliminary survey was sent out in September 2021 to all faculty, staff, management, and students at CHC and SBVC that generated almost 300 responses. An overwhelming majority were in favor of a name change for DSPS and the survey was also used to generate interest for the focus group.
- The focus group met five times over the course of five months during the fall and spring semesters of 2021 and 2022.
- In the weeks leading to the final focus group collaborative in April 2022, current CHC and SBVC DSPS were surveyed again with the final four names proposed by the focus group where nearly 200 DSPS students expressed their desire to change the current DSPS name to Student Accessibility Services.
- A final focus group collaborative was held on April 4, 2022, where the group overwhelmingly agreed with the student voice and recommended Student Accessibility Services for Board approval.

**BP 6750 Parking****No Changes (Info Only)**

*(Replaces current SBCCD BP 6750)*

The Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See BP 5030 titled Fees.)

**References:**

Education Code Section 76360; Vehicle Code Sections 21113 and 22651.5

**AP 6750 Parking****Current SBCCD Version with Changes Redlined**

*(Replaces current SBCCD AP 6750)*

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

**AP 6750 Parking****Current SBCCD Version with Changes Redlined**

All persons who enter on the college(s) are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor or infraction for any person to do any act forbidden or fail to perform any act required in these procedures.

**A. Authorization**

Any person who operates or parks a motor vehicle on District property is subject to District Parking and Traffic Regulations and the provisions of the California Motor Vehicle Code.

**B. Parking Permit**

District parking permits are required for all vehicles parked on District property from 7:00 AM Monday through 4:30 PM Friday, unless otherwise noted herein. Parking permits and daily parking permits are valid at all District locations.

**1. Special Events Parking**

"Special Events" parking permits may be made available free of charge for non-students who participate in such things as theater productions, and "no cite" periods may be provided for such events as dances, college night and career day. Parking fees for sporting or community events may be charged an amount commensurate to the event.

**2. Guest Parking**

Guest permits are available through the District Office and through the College Administrative Services Department. It is the responsibility of the individual inviting an off-campus guest to secure a parking permit prior to the event.

**C. Violations/Citations**

Any person who violates the Parking and Traffic Regulations or the California Motor Vehicle Code may receive a District citation and/or be subject to District disciplinary action. Disciplinary action only applies to intentional acts that constitute dishonesty, falsification of information, willful or persistent violation of the rules made applicable to the District by the Governing Board. Disciplinary action includes suspension, demotion or, in severe cases, dismissal. When disciplinary action is sought, employees are entitled to due process protection as per applicable District policy and collective bargaining agreements.

**Student/Public parking areas:** Parking citations shall not be issued during the first two weeks of fall and spring semesters, during each summer session, or when classes are not in session.

**D. Liability**

Parking of motor vehicles or bicycles on District property is done at the owner's risk. The District assumes no liability for damage or theft except as provided for unit members covered by Article 20 of the SBCCD/SBCCDTA contract.

**E. Traffic Regulations**

1. Driver must obey all posted speed limits. The speed limit on all campus roads is posted.
2. The speed limit in all parking lots is a maximum of 5 miles per hour.
3. Pedestrians have the right-of-way at all times.
4. The use of skateboards, roller skates or bicycles is prohibited on the interior of District property.
5. Unless by special permit, no vehicles are permitted on inner campus walks except for emergency vehicles, or district owned vehicles performing assigned duties. The permit may specify that a guide is required to walk in front of or beside the vehicle while moving on campus.
6. Roadblocks, barriers, cones, or stanchions may be placed by District employees at any point deemed necessary for safety or convenience. Removal of these roadblocks, barriers, or stanchions is prohibited.
7. Motorcycles and other two-wheeled powered vehicles are limited to designated motorcycle parking areas. Motorcycle parking in these designated spaces does not require a permit. Mopeds may be parked in bicycle racks on

**AP 6750 Parking****Current SBCCD Version with Changes Redlined**

campus, but shall be walked when on campus walkways. Use of private powered vehicles is prohibited where pedestrian traffic is present.

**F. Parking Controls**

1. All vehicles parked on District/college parking lots or District/college roadways are required to display a current parking permit or a daily parking permit. Permits must be displayed on windshield or rear-view mirror while on campus. Daily parking permits shall be posted face up on the dashboard so as to be readable. Failure to post permits properly shall be grounds for citation.
2. Students/visitors may purchase semester parking permits on-line or daily permits from a vending machine located in various parking lots.
3. Parking permit refunds for students are subject to the provisions of the Fee Refund Policy. In order to obtain a refund, a student must take all or a portion of the decal bearing the permit number to the College Police Department at SBVC, or the Campus Business Office at CHC, within the time-lines specified in the Fee Refund Policy. Refunds are not provided to employees unless they qualify under the AQMD Ride-Sharing Incentive Program.
4. Certain parking lots and parking areas are restricted for employee "staff" parking only. Students, dependents and relatives of employees, who are not employees themselves, are prohibited from using employee lots and parking areas.
5. Parking stalls marked "visitors" are solely for visitors and may be governed by time limits. Students and employees are prohibited from parking in visitor areas.
6. Students with physical handicaps may be given special parking privileges that will be evidenced by a District handicapped permit affixed to the right side of the rear bumper or the rear-view mirror. Permits may be obtained in the ~~Disabled~~ Student Accessibility Services ~~o~~Office. It is the responsibility of DSP&S to inform the Police of any such privileges.
7. Vehicles are to be parked in properly marked stalls only. Taking up more than one parking stall is prohibited.
8. Parking is prohibited in loading zones, posted areas, along red curbing, or red lined areas.
9. Vehicles parked in prohibited areas which block the flow of traffic, emergency vehicles/equipment, driveways, roadways, or in posted "NO PARKING" zones may be towed away at the owner's expense at no responsibility to the District pursuant to current California Vehicle Code authority.
10. Vehicles parked illegally in reserved parking stalls will be cited for illegal parking.
11. Vehicles abandoned on college property for over 72 hours without college authorization from the College Administrative Services Department will be removed at owner's expense pursuant to current California Vehicle Code authority.
12. Energy Efficient Vehicles will be defined as Zero Emission Vehicles (ZEV) by the California Air Resources Board, or fuel-efficient vehicles that have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide.

**References:**

Education Code Section 76360;

Vehicle Code Section 21113

**REASON FOR REVIEW: Other Request - DSPS to SAS**

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**BP 7210 Academic Employees****Current SBCCD Version with Changes Redlined**

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

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

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

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

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

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

*References:*

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

## AP 7210 Academic Employees

### No Changes (Info Only)

#### ACADEMIC EMPLOYEES, NON-MANAGEMENT

##### HIRING OF FULL-TIME FACULTY

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

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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 and/or selection committee 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 be approved by discipline faculty and 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 and edited by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator. When no full-time faculty member is employed in the discipline, at least two full-time faculty in a reasonably related discipline will write 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.
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. The final job announcement as seen by applicants will not be posted until reviewed and approved by all parties.

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:
  1. Position Title
  2. Application Deadline or Initial Review Date
  3. 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.
  4. Minimum Qualifications: A statement including the established minimum qualifications, the appropriate valid credential(s), and the provision for equivalencies.
  5. Desirable Qualifications: Those job-related qualifications that are desirable but not essential to perform the job.
  6. Duties of the Position in accordance with the CBA: 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.
  7. 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.

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8. Closing Date, Address for Submission of Application Materials, and Deadline for Equivalency requests.
  9. 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.
  10. 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.
    - A list of sample 1st level interview questions and an explanation of the panels function and limited ability to naturally interact with the candidate.
    - An interview of finalists by the President and Academic Senate President (and additional interviewers if selected by the President) or designee
    - A list of sample 2nd level interview questions and an explanation of the interactions available at the 2nd level.
    - 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)
  11. Notice to All Candidates:
    - The requirements of the Immigration Reform and Control Act of 1987
    - Initial assignment information
    - A reasonable accommodation notice will be included in each job announcement.
  12. Statement of Equal Employment Opportunity including reference to "encouraging applications from underrepresented groups."
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."



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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 discipline faculty and 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. Extensions to the deadline will be discussed with the discipline faculty and hiring dean both before the posting and during the posting.

An email notification of the posting will be sent to the discipline faculty, Dean and/or appropriate administrator.

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. These efforts will be reviewed with the discipline faculty and hiring dean for input on increasing the hiring pool. 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 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 at least 3 faculty to serve on the selection committee.
- An Equal Opportunity Representative from the District HR-DEIA Committee 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 as the representative from the unit. 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.
- Human Resources will provide clerical/technical support and coordination.
- 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.

### Second-Level Interview Procedures

Second level interviews will be conducted on all finalist by the College President or their designee with additional interviewers of their choice, and the Academic Senate President or their designee acting in an advisory capacity. In the case of District Office, second level interviews will be conducted by the appropriate administrator. Second -level interviews will also include an EEO Representative.

### 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 ensure 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

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- 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)

Pending Revision Approval: June 9, 2022

Approved: January 11, 1990

**REASON FOR REVIEW: Other Request**

To meet eligibility criteria for 2022-23 Emergency Conditions Allowance funding per Resolution 2022-08-26-FS01 Regarding the 2022-23 COVID-19 Emergency Conditions Allowance adopted August 2022, requiring that SBCCD adopt a board policy prior to February 28, 2023, on reserves that is in alignment with Government Finance Officers Association recommendations. This criteria matches the SBCCD Budget Directives adopted by the BOT on February 10, 2022.

**BP 6300 Fiscal Management****No Change Recommended (FYI only)**

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The Chancellor shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

**References:**

Education Code Section 84040(c); Title 5 Section 58311;  
ACCJC Accreditation Standard III.D2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

**AP 6305 Reserves****Current SBCCD Version with Changes Redlined**

The final budget shall include an unappropriated reserve to ensure that the District will be in a positive cash position at the end of the fiscal year. This reserve shall be no less than the prudent reserve defined by the State Chancellor's Office.

In line with the most recent guidance from the State Chancellor's Office, SBCCD will maintain a minimum fund balance of approximately two months of expenditures in its Unrestricted General Fund as recommended by the Government Finance Officers Association, unless fund balance is utilized for specially identified one-time needs as authorized by the Board of Trustees.

**References:**

**Budget and Accounting Manual, Chapter 5; Appendix A**