



San Bernardino Community College District
POLICIES & PROCEDURES ADVISORY
COMMITTEE (PPAC)
November 14, 2022
3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

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

I. Welcome & Introductions

Kristina Hannon & Jose Torres, Co-Chairs

II. Approval of Minutes

- A. Confirmation of Quorum
- B. October 10, 2022

III. Level 1 | Info Only

(approval of items for BOT 1st Read and constituent FYI with notification to Chancellor's Council)

- 2712 Conflict of Interest
- 3225 Institutional Effectiveness
- 7700 Whistleblower Protection

IV. Level 2 | Minor Review

(approval of items for constituent review and anticipated feedback of no changes or minor edits)

- No Items

V. Level 2 | Constituent Feedback

(no action required; constituent review, if any, is presented for information; items will be sent to BOT for 1st Read with notification to Chancellor's Council)

Classified

- 2350 Speakers (comment only - SBVC Academic Senate doesn't agree with changes)
- 5030 Fees (no feedback received)

VI. Level 3 | Extensive Review

(approval of items to be sent to constituent groups for review and 10+1 Academic Senate process)

- 4020 Program, Curriculum & Course Development (subject to 10+1)

VII. Level 3 | Constituent & Academic Senate Feedback

No Items

VIII. BOT 2nd Read & Final Approval

(no action required; item attached only if changes were made by BOT during 1st Read)

- 2220 Committees of the Board
- 2345 Public Participation at Board
- 2720 Communications Among Board Members
- 2725 Board Member Compensation
- 6305 Reserves
- 6370 Contracts - Personal Services

IX. Future Agenda Items

- A. Updated 2022-23 Review Schedule
- B. Any PPAC Member requests for the next agenda?

X. Next Meeting Date & Adjournment

The next meeting is scheduled for Monday, December 12, 2022, at 3 p.m.



Policies & Procedures Advisory Committee
Meeting Minutes – October 10, 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

Acting as proxy for Jose Torres, Larry Strong opened the meeting at approximately 3:05 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from September 12, 2022

Kelly Goodrich advised committee members of two errors in the minutes:

- *Under III.D., item 2712 Academic Employees was erroneously omitted from the list of items approved for a Level 1 review; and should be added back.*
- *The header on pages 2-3 should reflect the correct meeting date of September 12, 2022, and not May 9, 2022.*

Brandi Bailes made a motion to approve the minutes with the changes outlined. Davena Burns-Peters seconded the motion which was then approved by a majority vote.

III. Level 1 | Info Only

- 2220 Committees of the Board
- 2345 Public Participation at Board Meetings
- 2350 Speakers
- 2720 Communications Among Board Members
- 2725 Board Member Compensation
- 5030 Fees
- 6370 Contracts

Committee members considered approval of the list of P&P recommendations as Level 1 review, which would result in a November BOT 1st Read and constituent FYI with a notification to Chancellor's Council.

Kevin Palkki made a motion to approve these items in bulk for a Level 1 review. Cassie Thomas seconded the motion. Discussion ensued, and members voiced concern with the changes recommended for P&P 2350 Speakers reducing the timeframe for members of the public to address the BOT.

- *Davena commented that, although the amount of time reduction appears small, the change is a statement about public voice and input, which would be negatively perceived as reducing the opportunity for representation.*

- *Cassie agreed that this change will be perceived as a reaction to comments made during recent BOT actions. Stephanie Lewis and Ryan Bartlett also voiced agreement.*

Kevin amended his motion to remove P&P 2350 Speakers from the list of items and approve the other items as Level 1 review, and Stephanie seconded the amended motion.

- *Dyami Ruiz-Martinez confirmed that student representatives do have a vote at PPAC and voiced his agreement with the previous comments about reducing the opportunity to address the BOT.*
- *Brandi asked for further information regarding the actual cost of the TB test in relation to the change in P&P 5030 for Fees.*
- *It was pointed out that P&P 6370 Contracts was not presented with the meeting materials. However, after viewing the legal reference change only onscreen, members agreed to keep on it the list of those under consideration for Level 1 review.*
- *Dynami asked for clarification of the change in cost for the TB skin test.*
- *Cassie commented that she had reached out to a fellow classified member of the Student Health team and informed PPAC members that while the cost of the test doesn't fluctuate much, it was going up to \$15, which is why they are asking for the change to "At cost."*
- *Brandi suggested that all changes to 5030 Student Fees go as Level 2 so that the students can provide feedback prior to BOT 1st Read and raise awareness of the changes.*

The amended motion was put to vote and was not approved. Brandi made a new motion to approve:

*2220 Committees of the Board,
 2345 Public Participation at Board Meetings,
 2720 Communications Among Board Members,
 2725 Board Member Compensation, and
 6370 Contracts*

as a Level 1 review; and

*2350 Speakers, and
 5030 Fees*

as a Level 2 review. Cassie seconded the motion, which was approved by a majority vote.

IV. Level 2 | Constituent Feedback

- **6305 Reserves (with minor edits from constituent feedback)**

PPAC members reviewed this item, which reflects constituent feedback. Davena and Brandi both reported that the Academic Senates support this item. There was no concern with the highlighted language.

V. Updates

A. P&Ps Currently on BOT Agenda for 1st Read

PPAC viewed items that were previously approved and would appear on this month's BOT agenda. This item is for information only and reflects items moving through the process.

Davena clarified that the only change for 7210 Academic Employees was to the BP to reflect the name change of Disabled Student Programs and Services to Student Accessibility Services. The extensive changes made to AP 7210 last year were already Board approved.

B. 2022-23 P&P Review List as of October 2022

This list will be updated to track PPAC activity and presented as part of the meeting materials each month. It will also be posted on line, as indicated in AP 2410. There was no discussion about this item.

VI. Future Topics

Davena and Brandi suggested including information on the recommendations that would allow their constituents to better understand the process and why they might see a P&P change in the Board agenda that hadn't previously been on their radar.

Staff will try to implement these suggestions for further clarity and the PPAC will improve and refine the process going forward.

VII. Next Meeting Date & Adjournment

The meeting adjourned shortly after 4 p.m. The next meeting is scheduled for November 14, 2022, at 3 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) One faculty member from each campus		
<u>yes</u>	3) Two persons from each site (CHC, SBVC, DSO)		
<u>yes</u>	4) Three of four constituent groups represented (faculty, classified, student, management)		
1	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	<i>present</i>
2	Latino Faculty, Staff, & Administrators Association	Ernest Guillen	<i>present</i>
3	CSEA (appointed by CSEA President)	Cassie Thomas	<i>present</i>
4	Management Association	Christopher Crew	<i>absent</i>
5	ASG President or designee, SBVC	Dyami Ruiz-Martinez	<i>present</i>
6	ASG President or designee, CHC	Enggie Ocampo	<i>absent</i>
7	Executive Vice Chancellor, Co-Chair	Larry Strong	<i>present</i>
8	Management, CHC (appointed by college president)	Keith Wurtz	<i>present</i>
9	Confidential Group	Kelly Goodrich	<i>present</i>
10	Classified, CHC (appointed by Classified Senate President)	Kevin Palkki	<i>present</i>
11	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>absent</i>
12	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
13	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	<i>present</i>
14	Management, SBVC (appointed by college president)	Ray Carlos	<i>absent</i>
15	Asian Pacific Islanders Association	Rejoice Chavira	<i>present</i>
16	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
17	Police Officer's Association		<i>n/a</i>
18	Black Faculty & Staff Association	Stephanie Lewis	<i>present</i>

Not Yet

CHAPTER LEAD RECOMMENDATION
BP 2712 Conflict of Interest Code

Reason for Changes

Other Request – California Fair Political Practices Commission request to clarify/correct a position disclosure category and correct a clerical error on one of position titles. Note, this item was recently reviewed to update DSPS to SAS. These changes are being treated as a new request.

(For more info on SBCCD’s process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Review Level: 1 Info Only	Review Level Approved by PPAC: 11/14/2022	BOT 1st Read: 12/9/2022	BOT 2nd Read: 1/12/2023
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BP 2712 Conflict of Interest Code
 No BP

AP 2712 Conflict of Interest Code
 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
Executive Vice Chancellor	1, 2
General Counsel	1, 2
Business Manager	1, 2
Director, Facilities Planning, Emergency Management & Construction	1, 2
Associate Deans	2
Associate Director of Energy, Sustainability & Safety Administration	2
Campus Project Manager	2
Chief Technology Officer	2
College President, CHC	2
College President, SBVC	2

CHAPTER LEAD RECOMMENDATION

BP 2712 Conflict of Interest Code**AP 2712 Conflict of Interest Code**

With Changes Redlined

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, SAS	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
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

CHAPTER LEAD RECOMMENDATION

BP 2712 Conflict of Interest Code**AP 2712 Conflict of Interest Code****With Changes Redlined****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.

END OF RECOMMENDATION

P&P 3225 INSTITUTIONAL EFFECTIVENESS

Reason for Changes

Legal Update 38– The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

(For more info on SBCCD’s process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Review Level: 1 Info Only	Review Level Approved by PPAC: 11/14/2022	BOT 1st Read: 12/09/2022	BOT 2nd Read: 01/12/2023
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BP 3225 INSTITUTIONAL EFFECTIVENESS

With Changes Redlined

~~(NEW POLICY)~~

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; (4) diversity, equity and inclusion; and ~~(4)~~(5) programmatic compliance with state and federal guidelines.

The Chancellor shall ensure that the specified institutional effectiveness goals are established and shall inform the Board about the status of goal setting, implementation, and assessment of the District's institutional effectiveness.

References:

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

AP 3225 INSTITUTIONAL EFFECTIVENESS

With Changes Redlined

~~(NEW PROCEDURE)~~

As specified in BP 3225, each college in the District is required to collaboratively develop, adopt, and publicly post measurable goals that addresses all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; (4) diversity, equity, and inclusion; and ~~(5)~~(4) programmatic compliance with state and federal guidelines. The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

References:

Education Code Sections 78210 et seq. and 84754.6;
ACCJC Accreditation Standards I.B.5 – 9

END OF RECOMMENDATION

CHAPTER LEAD RECOMMENDATION
P&P 7700 Whistleblower Protection

Reason for Changes

Legal Update 38 – The Service updated this procedure to remove contact information for the State Personnel Board. Also contains formatting change to remove bolding.

(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Review Level:
1 | Info Only

Review Level Approved by PPAC:
11/14/2022

BOT 1st Read:
12/9/2022

BOT 2nd Read:
1/12/2023

BP 7700 Whistleblower Protection
No Changes Recommended (FYI Only)

The Chancellor shall establish administrative procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or board policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

1. retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;
2. retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order: or
3. directly or indirectly use or attempt to use the official authority or influence of his/her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever reasonable action *whatever action* may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

References:

Education Code Sections 87160-87164;
Labor Code Section 1102.5;
Government Code Section 53296,;
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S. Code 218C)

AP 7700 Whistleblower Protection
With Changes Redlined

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the District in the investigation will be protected from retaliation.

CHAPTER LEAD RECOMMENDATION
P&P 7700 Whistleblower Protection

AP 7700 Whistleblower Protection
With Changes Redlined

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activities involve a College President, the report should be made directly to the Chancellor.

When the alleged unlawful activities involve the Chancellor, the report should be made directly to the President of the Board of Trustees. When the alleged unlawful activity involves the Board of Trustees or one of its members, the report should be made to the Chancellor who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed. Additionally, allegations of suspected unlawful activity may be reported through the District compliance hotline by following instructions listed on the District website. The Lighthouse compliance hotline is the most common and preferred method of submitting allegations of suspected unlawful activities.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as is reasonably possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make a reasonable attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the College President where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is District-wide. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to ~~conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.~~ conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be:

- a. warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and
- b. advised that if he/she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

CHAPTER LEAD RECOMMENDATION
P&P 7700 Whistleblower Protection

AP 7700 Whistleblower Protection
With Changes Redlined

Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation. A district employee or applicant whose family member makes a protected disclosure is also protected from retaliation.

Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their College President, the Chancellor, or the Chancellor's designee. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the College President or Chancellor, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the State Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. ~~The State Personnel Board hotline is (916) 653-1403.~~

Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

References:

Education Code Sections 87160-87164;
 Government Code Section 53296;
 Labor Code Section 1102.5;
 Private Attorney General Act of 2004 (Labor Code Section 2698);
 Affordable Care Act (29 U.S.C. 218C)

END OF RECOMMENDATION

P&P 2350 SPEAKERS

Reason for Changes (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Requested by the Chancellor on behalf of the BOT to revise the timeframe for speakers addressing the Board.

Review Level:

2 | Minor Edit (Non 10+1)

Review Level Approved by PPAC:

10/10/2022

Constituent Review:

Due 10/31/2022

PPAC Info Item:

11/14/2022

BOT 1st Reading:

12/9/2022

BOT 2nd Reading & Approval:

1/12/2023

BP 2350 SPEAKERS**With Changes Redlined**

(Replaces current SBCCD BP 2140)

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Any member of the public who wishes to address the Board on any matter on the agenda of a regular Board meeting or on the notice for a special Board meeting is limited to ~~five~~3 minutes per person and ~~20~~12 minutes per agenda topic unless the time limit is extended by a majority vote of the Board.

The Board acknowledges that the Brown Act, Government Code Section 54954.3, requires that every agenda for regular meetings, but not every notice for special meetings, shall provide an opportunity for members of the public to directly address the Board on items of interest to the public that are not on the agenda.

A member of the public who wishes to address the Board on an item not on the agenda, but related to the business of the District, is limited to five minutes unless a majority of the Board votes to extend the time limit. The total time for members of the public to speak on the same or a substantially similar subject shall be limited to twenty minutes unless a majority of the Board votes to extend the time limit. Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters.

P&P 2350 SPEAKERS

BP 2350 SPEAKERS
With Changes Redlined

Members of the public desiring to address the Board shall complete and submit a Public Comment card.

As a matter of law, members of the Board may not discuss or respond to public comments unless the matters are properly noticed for discussion or action in Open Session.

References:

Education Code Section 72121.5; Government Code Sections 54950 et seq.

AP 2350 SPEAKERS
No AP

END OF RECOMMENDATION

P&P 5030 Fees

Reason for Changes (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Request from Dr. Elaine Akers of SBVC and Dr. Hannah Sandy of CHC:

- The cost of TB testing solutions is variable. The SBCCD Student Health Supplemental Fee document currently lists TB tests at \$10.00 which does not cover our current cost. Please list TB skin tests as "At cost". At cost will allow us to adjust the fee as the price of test solution fluctuates.
- We no longer charge for two step TB skin tests as a package in our pricing. Each individual skin test is charged the same fee. Please list these tests as one item: "TB skin test and clearance".

Review Level: 2 Minor Edit (Non 10+1)	Review Level Approved by PPAC: 10/10/2022	Constituent Review: Due 10/31/2022	PPAC Info Item: 11/14/2022
BOT 1st Read: 12/9/2022	BOT 2nd Read: 1/12/2023		

BP 5030 Fees

FYI Only – No Changes Recommended

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes).

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee (see AP 5030).

To encourage ride sharing, a student may certify in writing at the time of payment of the fee that he/she regularly has two or more passengers commuting with him/her.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

P&P 5030 Fees**BP 5030 Fees**

FYI Only – No Changes Recommended

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

References:

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

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

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Standard I.C.6

AP 5030 Fees

With Changes Redlined

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
As prescribed by state law.

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined**

- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than non immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined**

- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined**

- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

- A. Associated Students Discount Sticker
 - \$9.50 - CHC
 - \$7.50 - SBVC
 - \$4.00 - Replacement for lost card
- B. Breakage/Lost Property Fee
 - Replacement cost of item(s) broken or lost
- C. Campus Center Fee
 - \$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee
 - As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.
- E. Catalog
 - \$6.00 - purchased on campus
- F. Credit by Examination
 - \$20.00 plus class unit fee
- G. Document Fee Handling
 - \$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;
 - minimum charge of 1 hour
 - \$0.15 per side copy cost
 - Fees must be paid prior to document release
- H. Enrollment Fee
 - \$46.00/unit
- I. Insufficient Funds Check
 - \$15.00
- J. International Student Application
 - \$25.00 (nonrefundable)

P&P 5030 Fees**AP 5030 Fees**

With Changes Redlined

- K. Key Deposit/Replacement
\$15.00 plus cost of rekeying if needed (metal/electronic key)
- L. Learning Center Reproduction Fees, SBVC
\$0.20 - Laser printout: text, black and white printer
\$0.50 - Laser printout: graphics, black and white printer (over ½ page)
\$1.00 - Laser printout: graphics and/or text, color
\$2.00 - Scan text or graphics to disk, per scan
- M. Library Fines – SBVC/CHC
\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value
\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value
\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
\$2.00 - replacement for lost library card
- N. Parking Permit Fees
\$108.00 - annual permit
\$42.00 - one semester (\$20 BOGG student)
\$24.00 - summer session
\$3.00 - daily
- O. Parking Violation Fees
\$ 50.00 - illegal parking
\$ 50.00 - decal violation
\$275.00 - handicap violation
- P. Refund Processing Charge
A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.
- Q. Replacement – Diploma/Certificate
\$10.00
- R. Student Health and Accident Insurance
\$23.00 - per semester (includes \$1.50 accident insurance)
\$20.00 - summer session (includes \$1.50 accident insurance)
\$1.50 - accident insurance only
- S. Student Representation
\$2.00

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined****T. Supplemental Health Services Fee**~~At Cost~~ ~~\$10.00~~ - TB skin test (one-step test)~~\$10.00 - TB skin test (two-step test)~~

At cost - All Vaccines

\$25.00 - Physical Exams

\$50.00 - DMV Physical Exams

At cost - Prescription medications

At cost - In-house Lab Tests

At cost - Lab Test sent to external lab

At cost - Optional Medical Procedures

At cost - Optional Medical Supplies

\$ 8.00 - Vision screening (Titmus vision tester)

\$ 2.00 per item - Duplication of medical records

\$10.00 - Hearing Screening (Audiometer)

At cost - Birth Control Pills

U. Testing Fees

At cost - Paramedic National Registry Testing

\$ 25.00 - Retest per skill

\$ 10.00 - CPR card

Repeat course from Career Tech Department

0.5 units - \$12.00

1.0 units - \$23.00

2.0 units - \$46.00

3.0 units - \$70.00

V. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

W. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

X. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

\$8.00 per semester

P&P 5030 Fees**AP 5030 Fees**

With Changes Redlined

Fee Refunds**A. Designated Fees**

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

B. Conditions

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

1. Fees collected in error
Fees collected in error will be refunded in their entirety.
2. Class canceled by the college
If a class is canceled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.
3. Withdrawal from the College
 - a. Enrollment Fee/Nonresident Tuition
If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.
 - b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.
In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined****4. Unit Reduction**

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for canceled classes or overpayment.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5

Title 5 Sections 51012, 58520, and 58629

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Standard I.C.6

END OF RECOMMENDATION

P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)**Reason for Changes**

Legal Update 38 | The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Review Level:

3 | Extensive Review (Subject to 10+1)

Review Level Approved by PPAC:

11/14/2022

Constituent Review Anticipated:

12/31/2022

BP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT**With Changes Redlined**

(Replaces current SBCCD BP 4020)

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for career and technical education programs.

The Board encourages the development and offering of programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

All new programs and program discontinuances shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish procedures:

- which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.
- to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.
- for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)**BP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT****With Changes Redlined****References:**

Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; 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; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards II.A and II.A.9

AP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT**With Changes Redlined***(Replaces current SB Replaces current SBCCD AP 4020)*

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations

The District shall develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.; 34 Code of Federal Regulations Part 600.2; ACCJC Accreditation Standard II.A;

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.

END OF RECOMMENDATION

2022-2023 Policy and Procedure Review List

BP/AP Number	Title	10+1?	Reason for Review	Review Start Date	Chapter Lead Response Requested	Time Under Review	Nature of Recommendation Changes	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status
BP 1200	District Mission Statement		Legal Update 38	9/13/2022	9/27/2022	14	No Change							Complete
BP 2220	Committees of the Board		Legal Update 38	9/13/2022	9/27/2022	14	Minor Edits/BOT	Level 1	10/10/2022		11/10/2022	12/9/2022	12/16/2022	
BP 2310	Regular Meetings of the Board		Legal Updates 39 and 40	11/15/2022	11/29/2022	14								
BP 2340	Agendas		Legal Update 40	11/15/2022	11/29/2022	14								
AP 2340	Agendas		No Change; FYI Only	11/15/2022	11/29/2022	14								
BP 2345	Public Participation at Board Meetings		Legal Update 38	9/13/2022	9/27/2022	14	Minor Edits/BOT	Level 1	10/10/2022		11/10/2022	12/9/2022	12/16/2022	
BP 2350	Speakers		Directed by Chancellor	9/11/2022	9/25/2022	14	Minor Edits/BOT	Level 2	10/10/2022	11/14/2022	12/9/2022	1/12/2023	1/19/2023	
BP 2410	Board Policies and Administrative Procedures	10+1	Legal Update 40	11/15/2022	11/29/2022	14								
AP 2410	Board Policies and Administrative Procedures	10+1	No Change; FYI Only	11/15/2022	11/29/2022	14								
BP 2435	Evaluation of the Chancellor		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
AP 2435	Evaluation of the Chancellor		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
BP 2510	Participation In Local Decision-Making	10+1	Academic Senate Request	9/13/2022	10/31/2022	48								
AP 2510	Participation In Local Decision-Making	10+1	Academic Senate Request	9/13/2022	10/31/2022	48								
AP 2712	Conflict of Interest Code		DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits	Level 1	9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
AP 2712	Conflict of Interest Code		Notice from FPPC	11/3/2022	11/3/2022	0	Minor Edits	Level 1	11/14/2022		12/9/2022	1/12/2023	1/19/2023	
BP 2720	Communications Among Board Members		Legal Update 38	9/13/2022	9/27/2022	14	Minor Edits	Level 1	10/10/2022		11/10/2022	12/9/2022	12/16/2022	
BP 2725	Board Member Compensation		To reflect Resolution #2022-07-14-ROT-01	9/11/2022	9/25/2022	14	Minor Edits/BOT	Level 1	10/10/2022		11/10/2022	12/9/2022	12/16/2022	
BP 2745	Board Self-Evaluation		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
BP 3225	Institutional Effectiveness		Legal Update 38	9/13/2022	10/31/2022	48	Minor Edits	Level 1	11/14/2022		12/9/2022	1/12/2023	1/19/2023	
AP 3225	Institutional Effectiveness		Legal Update 38	9/13/2022	10/31/2022	48	Minor Edits	Level 1	11/14/2022		12/9/2022	1/12/2023	1/19/2023	
BP 3300	Public Records		No Change; FYI Only	10/20/2022	10/31/2022	11								
AP 3300	Public Records		Legal Update 39	10/20/2022	10/31/2022	11								
BP 3420	Equal Employment Opportunity		Legal Updates 38 and 39	10/20/2022	10/31/2022	11								
BP 3420	Equal Employment Opportunity		Legal Update 39	10/20/2022	10/31/2022	11								
BP 3430	Prohibition of Harassment		Legal Update 40	10/20/2022	10/31/2022	11								
AP 3430	Prohibition of Harassment		Legal Update 40	10/20/2022	10/31/2022	11								
BP 3433	Prohibition of Sexual Harassment under Title IX		Legal Update 40	10/20/2022	10/31/2022	11								
AP 3433	Prohibition of Sexual Harassment Under Title IX		No Change; FYI Only	10/20/2022	10/31/2022	11								

2022-2023 Policy and Procedure Review List

BP AP Number	Title	10+1?	Reason for Review	Review Start Date	Chapter Lead Response Requested	Time Under Review	Nature of Recommendation Changes	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status
AP 3434	Responding to Harassment Based on Sex Under Title IX		Legal Updates 38 and 39	10/20/2022	10/31/2022	11								
AP 3435	Discrimination and Harassment Resolution Procedures		Legal Updates 38 and 40	10/20/2022	10/31/2022	11								
BP 3550	Drug Free Environment and Drug Prevention Program		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
AP 3550	Drug Free Environment and Drug Prevention Program		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
BP 3725	Information and Communications Technology Accessibility & Acceptable Use		Legal Update 38	9/13/2022	10/31/2022	48								
AP 3725	Information and Communications Technology Accessibility & Acceptable Use		Legal Update 38	9/13/2022	10/31/2022	48								
BP 4010	Academic Calendar	10+1	Minor Clerical Edit	10/20/2022	10/31/2022	11								
AP 4010	Academic Calendar	10+1	Previous Edits for Juneteenth and Legal Update 39	10/20/2022	10/31/2022	11								
BP 4020	Program, Curriculum, and Course Development	10+1	Legal Update 38	9/13/2022	10/31/2022	48	Minor	Level 3	11/14/2022					
AP 4020	Program, Curriculum, and Course Development	10+1	Legal Update 38	9/13/2022	10/31/2022	48	Minor	Level 3	11/14/2022					
BP 4100	Graduation Requirements for Degrees and Certificates	10+1	Legal Update 40	11/15/2022	11/29/2022	14								
AP 4100	Graduation Requirements for Degrees and Certificates	10+1	Legal Update 40	11/15/2022	11/29/2022	14								
BP 4105	Distance Education	10+1	Legal Update 39	10/20/2022	10/31/2022	11								
AP 4105	Distance Education	10+1	Legal Update 39	10/20/2022	10/31/2022	11								
BP 4106	Nursing Programs	10+1	Legal Update 38	9/13/2022	9/27/2022	14	No Change							Complete
AP 4106	Nursing Programs	10+1	Legal Update 38	9/13/2022	9/27/2022	14	No Change							Complete
BP 4230	Grading and Academic Record Symbols	10+1	Legal Update 39	10/20/2022	10/31/2022	11								
AP 4230	Grading and Academic Record Symbols	10+1	Legal Update 39	10/20/2022	10/31/2022	11								
BP 4235	Credit for Prior Learning	10+1	Legal Update 39	10/20/2022	10/31/2022	11								
AP 4235	Credit for Prior Learning	10+1	Legal Update 39	10/20/2022	10/31/2022	11								
AP 4236	Advanced Placement Credit (Legally Required)	10+1	Legal Update 39	10/20/2022	10/31/2022	11								
BP 4250	Probation, Dismissal, and Readmission	10+1	Legal Update 38	9/13/2022	9/27/2022	14	No Change							Complete
AP 4250	Probation, Dismissal, and Readmission	10+1	Legal Update 38	9/13/2022	9/27/2022	14	No Change							Complete
AP 5013	Students in the Military	10+1	Legal Update 39	11/15/2022	11/29/2022	14								
BP 5015	Residence Determination	10+1	Legal Updates 38 and 39	10/20/2022	10/31/2022	11								
AP 5015	Residence Determination	10+1	Legal Updates 38 and 39	10/20/2022	10/31/2022	11								
BP 5020	Nonresident Tuition		Legal Update 38	9/13/2022	9/27/2022	14	No Change							Complete
AP 5020	Nonresident Tuition		Legal Update 38	9/13/2022	9/27/2022	14	No Change							Complete

2022-2023 Policy and Procedure Review List

BP AP Number	Title	10+1?	Reason for Review	Review Start Date	Chapter Lead Response Requested	Time Under Review	Nature of Recommendation Changes	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status
BP 5030	Fees (All Changes Level 2 per 10/10/2022 PPAC)		Legal Update 38	9/13/2022	9/27/2022	14	No Change FYI	Level 2	10/10/2022	11/14/2022	12/9/2022	1/12/2023	1/19/2023	
BP 5030	Fees (All Changes Level 2 per 10/10/2022 PPAC)		Annual Review	12/13/2022	12/27/2022	14								
AP 5030	Fees (All Changes Level 2 per 10/10/2022 PPAC)		Legal Update 38	9/13/2022	9/27/2022	14	Minor Edits	Level 2	10/10/2022	11/14/2022	12/9/2022	1/12/2023	1/19/2023	
AP 5030	Fees (All Changes Level 2 per 10/10/2022 PPAC)		Annual Review	12/13/2022	12/27/2022	14								
BP 5035	Withholding of Student Records	10+1	Legal Update 38	9/13/2022	10/31/2022	48								
AP 5035	Withholding of Student Records	10+1	Legal Update 38	9/13/2022	10/31/2022	48								
BP 5040	Student Records, Directory Information, and Privacy	10+1	Legal Updates 39 and 40	11/15/2022	11/29/2022	14								
AP 5040	Student Records, Directory Information, and Privacy	10+1	Legal Updates 39 and 40	11/15/2022	11/29/2022	14								
BP 5050	Student Success and Support Program	10+1	Legal Update 38	9/13/2022	10/31/2022	48								
AP 5050	Student Success and Support Program	10+1	Legal Update 38	9/13/2022	10/31/2022	48								
BP 5055	Enrollment Priorities	10+1	DSPS to SAS	9/12/2022	9/26/2022	14	No Change FYI	Level 1	9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
AP 5055	Enrollment Priorities	10+1	DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits	Level 1	9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
BP 5130	Financial Aid		DSPS to SAS	9/12/2022	9/26/2022	14	No Change FYI	Level 1	9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
AP 5130	Financial Aid		DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits	Level 1	9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
BP 5140	Disabled Student Programs and Services	10+1	DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits	Level 1	9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
AP 5140	Disabled Student Programs and Services	10+1	DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits	Level 1	9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
BP 5420	Associated Students Finance		Legal Update 40	11/15/2022	11/29/2022	14								
AP 5420	Associated Students Finance		Legal Update 40	11/15/2022	11/29/2022	14								
AP 5520	Student Discipline Procedures	10+1	Legal Updates 38 and 40	10/20/2022	10/31/2022	11								
AP 5520	Student Discipline Procedures	10+1	Legal Updates 38 and 40	10/20/2022	10/31/2022	11								
BP 5530	Student Rights and Grievances	10+1	Legal Updates 38 and 39	10/20/2022	10/31/2022	11								
AP 5530	Student Rights and Grievances	10+1	Legal Updates 38 and 39	10/20/2022	10/31/2022	11								
BP 5700	Intercollegiate Athletics	10+1	Legal Update 39	10/20/2022	10/31/2022	11								
AP 5700	Intercollegiate Athletics	10+1	Legal Update 39	10/20/2022	10/31/2022	11								
AP 6305	Reserves		CCCCO ECA Requirement	9/11/2022	9/25/2022	14	Change of Content	Level 2	9/12/2022	10/10/2022	11/10/2022	12/9/2022	12/16/2022	
BP 6320	Investments		Annual Review	2/1/2023	2/15/2023	14								
AP 6320	Investments		Annual Review	2/1/2023	2/15/2023	14								
BP 6340	Bids and Contracts		Legal Updates 38 and 39	10/20/2022	10/31/2022	11								

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BP AP Number	Title	10+1?	Reason for Review	Review Start Date	Chapter Lead Response Requested	Time Under Review	Nature of Recommendation Changes	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status
AP 6340	Bids and Contracts		Legal Updates 38 and 39	10/20/2022	10/31/2022	11								
AP 6355	Job Order Contracts		Legal Update 40	11/15/2022	11/29/2022	14								
AP 6370	Contracts - Personal Services		Legal Update 38	9/13/2022	9/27/2022	14	Citation Change	Level 1	10/10/2022		11/10/2022	12/9/2022	12/16/2022	
BP 6540	Insurance		Legal Updates 38 and 40	10/20/2022	10/31/2022	11								
AP 6540	Insurance		Legal Updates 38 and 40	10/20/2022	10/31/2022	11								
BP 6620	Naming of Buildings and Other Properties		Legal Update 39	10/20/2022	10/31/2022	11								
AP 6620	Naming of Buildings and Other Properties		Legal Update 39	10/20/2022	10/31/2022	11								
BP 6750	Parking		DSPS to SAS	9/12/2022	9/26/2022	14	No Change, FYI	Level 1	9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
AP 6750	Parking		DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits	Level 1	9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
BP 7100	Commitment to Diversity		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
AP 7100	Commitment to Diversity		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
BP 7120	Recruitment and Hiring	10+1	Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
AP 7120	Recruitment and Hiring	10+1	Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
BP 7130	Compensation		Legal Updates 38 & 40	9/13/2022	10/31/2022	48	No Change							Complete
BP 7130	Compensation		Legal Updates 38 & 40	9/13/2022	10/31/2022	48	No Change							Complete
BP 7160	Professional Development	10+1	Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
AP 7160	Professional Development	10+1	Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
BP 7210	Academic Employees	10+1	DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits		9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
AP 7210	Academic Employees	10+1	DSPS to SAS	9/12/2022	9/26/2022	14	No Change, FYI		9/12/2022		10/13/2022	11/10/2022	11/11/2022	Complete
BP 7230	Classified Employees		Legal Update 40	11/15/2022	11/29/2022	14								
AP 7235	Probationary Period: Classified Employees		Legal Update 40	11/15/2022	11/29/2022	14								
AP 7237	Layoffs		Legal Update 40	11/15/2022	11/29/2022	14								
BP 7250	Educational Administrators	10+1	Legal Update 38 & Other Review	9/13/2022	11/30/2022	78								
AP 7250	Educational Administrators	10+1	Legal Update 38 & Other Review	9/13/2022	11/30/2022	78								
BP 7340	Leaves	10+1	Legal Update 40	11/15/2022	11/29/2022	14								
AP 7340	Leaves	10+1	Legal Update 40	11/15/2022	11/29/2022	14								
BP 7345	Catastrophic Leave		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
AP 7345	Catastrophic Leave		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete

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AP 7347	Paid Family Leave		Legal Update 40	11/15/2022	11/29/2022	14								
BP 7350	Resignations		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
AP 7350	Resignations		Legal Update 38	9/13/2022	10/31/2022	48	No Change							Complete
BP 7360	Discipline and Dismissal - Academic Employees	10+1	Legal Update 40	11/15/2022	11/29/2022	14								
AP 7360	Discipline and Dismissal - Academic Employees	10+1	Legal Update 40	11/15/2022	11/29/2022	14								
BP 7380	Retiree Health Benefits - Academic Employees		Legal Update 40	11/15/2022	11/29/2022	14								
AP 7380	Retiree Health Benefits: Academic Employees		Legal Update 40	11/15/2022	11/29/2022	14								
BP 7600	District Police Department		Legal Updates 38 and 40	10/20/2022	10/31/2022	11								
AP 7600	District Police Department		Legal Updates 38 and 40	10/20/2022	10/31/2022	11								
BP 7700	Whistleblower Protection		Legal Update 38	9/13/2022	10/31/2022	48	FYI Only	Level 1	11/14/2022		12/9/2022	1/12/2023	1/19/2023	
AP 7700	Whistleblower Protection		Legal Update 38	9/13/2022	10/31/2022	48	Minor Edits	Level 1	11/14/2022		12/9/2022	1/12/2023	1/19/2023	