



San Bernardino Community College District
 POLICIES & PROCEDURES ADVISORY
 COMMITTEE (PPAC)
 April 10, 2023
 3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

Policies & Procedures Advisory Committee (PPAC)
 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. Minutes of March 13, 2023

III. Approval of Chapter Recommendations for Review

Items are presented for the committee to approve the review levels assigned.

- A. Level 1 | FYI Only
 - 3310 Public Records
 - 6535 Use of District Equipment
 - 6540 Insurance
- B. Level 2 | Minor Review
 - No items
- C. Level 3 | Extensive Review
 - 4010 Academic Calendar (10+1)
 - 5013 Students in the Military (10+1)

IV. Review of Constituent Feedback

Any constituent feedback received is reviewed. Items will progress through the process as indicated, unless committee votes otherwise.

- A. Level 2 Constituent Feedback
 - No items
- B. Level 3 Constituent Feedback (Rounds 1 or 2)
 - No items

V. BOT Approval Status - April 13, 2023

These items are for information only.

A. First Read

- 4020 Program Curriculum & Course Development
- 5035 Withholding of Student Records

Second Read & Final Approval

- 3420 Equal Employment Opportunity
- 3430 Prohibition of Harassment
- 3433 Prohibition of Sexual Harassment Under Title IX
- 3434 Responding to Harassment Based on Sex Under Title IX
- 3435 Discrimination and Harassment Resolution Procedures
- 5030 Fees (corrected from 3/9/2023 BOT First Read)
- 6320 Investments

VI. Future Topics

A. Committee Self-Evaluation

B. Annual Review List

VII. Next Meeting Date & Adjournment

The next meeting is scheduled for Monday, May 8, 2023, at 3 p.m.



Policies & Procedures Advisory Committee
Meeting Minutes – February 13, 2023, 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 opened the meeting at approximately 3:12 p.m. No introductions were necessary.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from February 13, 2023

Keith Wurtz made a motion to approve the minutes from February 13, which Christopher Crew seconded. The motion passed by a unanimous vote.

III. Approval of New Items for Level 1 | Info Only Review

- 2725 Board Member Compensation

Jose reviewed the changes for the committee members. The committee decided to approve this item for a Level 1 only by consensus.

IV. Review of Level 2 | Constituent Feedback

- 5030 Fees (Annual Review in Response to State Guidance)

Members reviewed the proposed changes. Nathan Yearyean mentioned that language previously approved for removal under A. Associated Student Discount Sticker regarding the charge of \$4, was still in the material presented at today's meeting. It is likely that today's materials did not reflect the change because they may have been prepared before the edit was incorporated into the final BOT document.

It was also suggested that there be a correction in spacing under M. Library Fines to move the \$0.25 for reserve books to the next line. This formatting change will be incorporated into the anticipated BOT Final Approval version going to the April Board.

(Post Meeting Update: Staff confirmed that the change adopted by PPAC and the BOT relating to the deletion of this charge is reflected in the current online version. It will be included in the 2nd Read and Final Approval going to the April Board, along with the formatting of M. Library Fines.)

Committee members had a brief conversation about voting "by consensus" and were comfortable with the process.

V. Level 3 | Constituent Feedback

- 4020 Program Curriculum & Course Development

Committee members discussed the following feedback.

2023-03-13 HR Dept Feedback | Purple – Feedback received from HR team to use current SBCCD acronym while the various new acronyms are being reviewed and discussed for possible adoption through the DEIA Committee.

- DEIA – Diversity, Equity, Inclusion, and Anti-Racism (Current Acronym)
- DEIAA – Diversity, Equity, Inclusion, Anti-Racism, and Accessibility
- IDEAA – Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (Used by Academic Senate for California Community Colleges)
- IDEAAA – Inclusion, Diversity, Equity, Anti-Racism, Accessibility, and Accountability

Third Round of SBVC Academic Senate Feedback | Brown – Per 3/10/2023 Email from Davena, removal of term “Discipline/Instructional” because discipline and instructional were exclusive of non-instructional faculty (counselors) who do participate in the curriculum process, though at a lesser rate than instructional faculty. The Senate felt the term faculty was inclusive and sufficient.

Kristina Hannon addressed the group and advised that that the various acronyms are a topic of consideration by the Diversity, Equity, & Inclusion Advisory Committee at its meeting tomorrow. Following some discussion, Davena made a motion that Keith seconded to adopt P&P 4020 reflecting the current District acronym of “DEIA,” and, further, to adopt any change in that acronym made by the DEIA Committee across all P&Ps without the need to re-vote on each individual P&P. This motion was unanimously passed.

- 5035 Program Curriculum & Course Development

The only feedback for this P&P was that the SBVC Academic Senate voted to support it as it stands, with no further changes recommended. Christopher made a motion to approve this item on to the BOT for first read, which Carmen seconded. The motion was unanimously approved.

VI. Updates

The committee reviewed the list of P&Ps that went to BOT for first read on March 9. There was no discussion. There were no items to be final approved by the BOT in March.

VII. Future Topics

A. Annual Review List

Committee members looked briefly at the list of P&Ps marked for review during 2022-23. Jose mentioned that the chapter leads and staff will be working to get these processed and out to the PPAC for the next agenda. Davena cautioned that the SBVC Academic Senate will be meeting only three more times this year – 4/5, 4/19, and 5/3.

B. CCCCCO Memo ESS 23-10 Emergency Withdrawal and Pass/No Pass

- P&P 4232 Pass/No Pass
- P&P 5075 Course Adds, Drops, and Withdrawals

Kelly Goodrich reported that based on a request from Ray Carlos regarding notification from the CCCCCO of recent litigation, staff reached out to CCLC. The reply from The League is that if changes to the P&Ps are necessary, they will be addressed in a future Legal Update.

VIII. Next Meeting Date & Adjournment

The meeting adjourned at approximately 3:33 p.m. The next meeting is scheduled for April 10, 2023, 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	Latino Faculty, Staff, & Administrators Association	Carmen Rodriguez	<i>present</i>
2	CSEA (appointed by CSEA President)	Cassie Thomas	<i>absent</i>
3	Management Association	Christopher Crew	<i>present</i>
4	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
5	ASG President or designee, SBVC	Dyami Ruiz-Martinez Nelva Ruiz-Martinez	<i>present</i>
6	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
7	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
8	Management, CHC (appointed by college president)	Keith Wurtz	<i>absent</i>
9	Confidential Group	Kelly Goodrich	<i>present</i>
10	Classified, CHC (appointed by Classified Senate President)	Kevin Palkki	<i>absent</i>
11	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>absent</i>
12	Faculty, CHC (appointed by Academic Senate President)	Natalie Lopez	<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>present</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	Vacant	<i>n/a</i>
18	Black Faculty & Staff Association	Stephanie Lewis	<i>absent</i>

P&P 3300 PUBLIC RECORDS

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

- Legal Update 39 – The Service updated the AP to add legally recommended language and citations to Penal Code Sections 832.7 and 832.8 for districts with police departments, regarding the disclosure of certain peace officer or custodial officer personnel records under the California Public Records Acts.
- Chapter Lead – Minor clerical edits to improve flow and readability.

Review Level:
1 | FYI Only

Review Level Approved by PPAC:
4/10/2023

BOT 1st Reading:
5/11/2023

BOT 2nd Reading & Approval:
6/8/2023

BP 3300 PUBLIC RECORDS

Changes Redlined

~~From current SBCCD BP 3300 titled Public Records~~

The Chancellor shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

References:

Government Code Sections 6250, et seq.

AP 3300 PUBLIC RECORDS

With Changes Redlined

~~(Replaces current SBCCD AP 3300)~~

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Chancellor's Office.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor or designee may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

~~Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.~~

[Moved from here to improve readability.]

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, the ~~Business Manager~~Chancellor or designee will determine whether ~~or not~~ the records can be produced and will communicate the determination to the member of the public requesting the record(s).

AP 3300 PUBLIC RECORDS**With Changes Redlined**

[Moved to here to improve readability.] Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g).)
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h)).
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- Home address, home telephone number, cellular phone number, and date of birth of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3)
- Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section 6254.3(b)).
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.
- Identification number, alphanumeric character, or other unique identifying code that a district uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in a public bidding or an audit involving the public agency. (Government Code Section 6254.3)

P&P 3300 PUBLIC RECORDS

AP 3300 PUBLIC RECORDS

With Changes Redlined

The District will comply with the provisions of Penal Code Sections 832.7 and 832.8 regarding the disclosure of specified peace officer and custodial officer personnel records when responding to Public Records Act requests.

References:

Government Code Sections 6250, et seq.

Penal Code Sections 832.7 and 832.8

END OF RECOMMENDATION

P&P 6535 USE OF DISTRICT EQUIPMENT**Reason for Changes** (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

- Chapter Lead – To address the new post-COVID working remote work options.
- To remove repetitive language from the AP.

Review Level:
1 | FYI Only**Review Level Approved by PPAC:**
4/10/2023**BOT 1st Reading:**
5/11/2023**BOT 2nd Reading & Approval:**
6/8/2023**BP 6535 USE OF DISTRICT EQUIPMENT****Changes Redlined***(Replaces current SBCCD BP 3760)*

The Board of Trustees authorizes the Chancellor to develop administrative regulations allowing for limited off-campus use of District equipment. District equipment shall not be loaned to private groups organized for profit or to any individual, except that equipment may be loaned to employees for District-related duties off-campus subject to the provisions outlined in the administrative procedures.

Reference:

Education Code Section 70902

AP 6535 USE OF DISTRICT EQUIPMENT**With Changes Redlined***(Replaces current SBCCD AP 3760)*

Each member of the District staff shall be responsible for equipment under his/her/their control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization(s).

A. Authorization

District-owned equipment shall not be removed from any District facility except with written permission of the college president, Chancellor, or designee. Authorization may be granted for the uses listed below through the "College Equipment Loan Agreement." No item of equipment shall be removed under any circumstance until the warehouse supervisor has inventoried it and assigned a property control number. Upon request or separation from the District, the person(s) must return all District issued property. If the property cannot be returned, the person(s) shall be responsible for the cost of replacement.

P&P 6535 USE OF DISTRICT EQUIPMENT**AP 6535 USE OF DISTRICT EQUIPMENT****With Changes Redlined****B. Permitted Uses**

District-owned equipment may be removed from campus, with proper authorization, for the following uses.

1. Professional/Business Use

Staff members may borrow District-owned equipment for professional use directly related to District business. In the case of computer or other electronic equipment no installation support will be provided unless the District requires such use. Upon request or separation from the District, the employee must return all District issued property. If the property cannot be returned, the employee shall be responsible for the cost of replacement.

2. Student Instructional Use

District-owned equipment such as musical instruments or photography equipment may be loaned to students as they are required as part of the instructional program. Such loan shall be limited to the term in which the student is enrolled. Upon request from the District, the student must return all District issued property. If the property cannot be returned, the student shall be responsible for the cost of replacement.

3. Community Support Use

Under special circumstances District-owned equipment may be loaned on a short-term basis in support of a special community project. Under such use the equipment shall be loaned to a specific community agency that shall supply a certificate of insurance for the equipment while under its control. Upon request from the District, the agency must return all District issued property. If the property cannot be returned, the agency shall be responsible for the cost of replacement.

C. Responsibility

Any individual who removes District-owned property assumes personal liability for repair or replacement of such equipment in the event of damage or theft.

D. Recall

Any loaned equipment is subject to recall by a college or District official at any time.

Reference:

Education Code Section 70902

ACCJC Accreditation Standards III.B.3 and III.C.4

END OF RECOMMENDATION

P&P 6540 INSURANCE

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

- Legal Update 38 – The Service updated this procedure to add a use note to clarify that an actuarial evaluation is required if a District establishes a fund for losses and payments for health and welfare benefits for its employees for its employees for the purpose of covering the deductible amount under deductible types of insurance policies, losses or payments arising from self-insurance programs, or losses or payments due to noninsured perils.
- Legal Update 40 – The Service updated this policy to delete a reference to workers' compensation insurance and reflect Education Code Section 72506.
- Minor clerical edit.

Review Level: 1 FYI Only	Review Level Approved by PPAC: 4/10/2023	BOT 1st Reading: 5/11/2023	BOT 2nd Reading & Approval: 6/8/2023
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BP 6540 INSURANCE
Changes Redlined

(Replaces current SBCCD BP 6540)

The Chancellor or designee shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board of Trustees and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/ or her office or employment. The Chancellor may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

References:

Education Code Sections 70902, 72502, 72506, and 81601 et seq.

P&P 6540 INSURANCE**AP 6540 INSURANCE**

With Changes Redlined

Pursuant to Education Code Section 81603, the District shall be a member of one or more Joint Partnership Agreements (JPA) for the purpose of providing the following coverage:

- Liability insurance protecting the District, its employees, Board of Trustee members, Foundation Board directors, and Citizens' Bond Oversight Committee members, against liability for negligence while acting within the scope of their duties.
- Property insurance protecting the District's Real Property, and Personal Property except automobiles, against loss suffered from fire, power failure, vandalism, and other sources, excepting damage caused by "acts of God" such as earthquake, flood, wear and tear, and similar causes as defined by the JPA.
- District vehicle insurance shall be provided under a General Comprehensive Liability Policy, with additional coverage as available through the JPA.
- Workers' Compensation Insurance meeting all requirements of the State of California, for all district employees.

Student health insurance shall be available to cover student injuries incurred in the course of participation in district-sponsored activities including athletics.

Independent contractors must obtain their own insurance coverage; no insurance of any kind will be provided to independent contractors by the District.

NOTE: *If a District establishes a fund for losses and payments for health and welfare benefits for its employees for the purpose of covering the deductible amount under deductible types of insurance policies, losses or payments arising from self-insurance programs, or losses or payments due to noninsured perils, the District must secure the services of an actuarial to provide an actuarial evaluation of the future annual costs of such benefits.*

NOTE: *Education Code Section 81602 specifically authorizes the District to contract for investigative, administrative and claims adjustment services. The contract may provide that the contracting firm may reject, settle, compromise and approve claims within limits and for amounts specified by the Board, including execution and issuing of checks in payment of such claims. The contract may also provide that the contracting firm may employ counsel.*

References:

Education Code Sections 70902, 72502, 72506, and 81601 et seq.

END OF RECOMMENDATION

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

- To reflect Juneteenth.
- Minor Clerical Edit

Review Level: 3 10+1	Review Level Approved by PPAC: 4/10/2023	Constituent & Academic Senate Review 1: tbd	Constituent & Academic Senate Review 2: tbd
PPAC Review & Discussion of Feedback: 5/8/2023	BOT 1st Reading: 6/11/2023	BOT 2nd Reading & Approval: 7/15/2023	

BP 4010 Academic Calendar
 With Changes Redlined

~~(Replaces current SBCCD BP 4010)~~

The Chancellor shall, in consultation with the appropriate groups, develop an annual academic calendar.

Reference:
 Education Code Section 70902(b)(12)

AP 4010 Academic Calendar
 With Changes Redlined

~~(Replaces current SBCCD BP 4010)~~

The traditional academic calendar is composed of at least 170 scheduled days of instruction and evaluation. Mandated holidays are determined by the State Chancellor's Office. The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists.

A ~~d~~ District-wide subcommittee meets to coordinate the academic calendar for the District. The deliberations from this subcommittee will be reported to ~~District Assembly~~ the Institutional Effectiveness Advisory Committee, where a recommendation will be made to the Chancellor's Council and Chancellor for Board aAction on any calendar :

~~H~~olidays, which include:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (~~Third~~ third Monday in January)
- Lincoln Day (February 12 or see ~~Note~~ note below)
- Washington Day (~~Third~~ third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (~~First~~ first Monday in September)
- Veterans Day (November 11)
- Thanksgiving Day (~~Fourth~~ fourth Thursday in November)
- Christmas Day (December 25)

P&P 4010 Academic Calendar**AP 4010 Academic Calendar**

With Changes Redlined

Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020(k) and 79020(l))

Lincoln Day is selected from the dates provided by the State Chancellor's Office.

Other Holidays – The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists. (These holidays traditionally have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.)

References:

Education Code Section 79020;

Title 5 Sections 55700 et seq. and Section 58142

END OF RECOMMENDATION

P&P 5013 STUDENTS IN THE MILITARY

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

- Legal Update 39 - Updated to reflect amendments to Title 38 of the U.S. Code regarding residencies determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315)
- To update pronouns

Review Level:

3 | Extensive (10+1)

Review Level Approved by PPAC:

4/10/2023

BOT 1st Reading:

5/11/2023

BOT 2nd Reading & Approval:

6/8/2023

BP 5013 STUDENTS IN THE MILITARY

No BP

AP 5013 STUDENTS IN THE MILITARY

With Changes Redlined

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she/they is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service ~~less than three years before the date of enrollment in a course~~ commencing on or after July 1, 2015, and his/her/their dependents, regardless of the veteran's state of residence is entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he-~~or~~/she/they live(s) in California after being discharged up to the minimum time necessary to become a resident.

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California is entitled to resident classification.

An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty is entitled to resident classification.

A parent who is a federal civil service employee and his/her/their natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of

P&P 5013 STUDENTS IN THE MILITARY**AP 5013 STUDENTS IN THE MILITARY****With Changes Redlined**

at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

~~See Administrative Procedure (AP) 5075, Course Adds, Drops, and Withdrawal for additional information.~~

~~Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.~~

References:

Education Code Sections 68074, 68075, 68075.5, and 68075.7; Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620; Military and Veterans Code Section 824; 38 U.S. Code Section 3679

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>.)

Chapter Lead response to annual State guidance on student fees received January 25, 2023.

Review Level: 2 Minor Edit (Non 10+1)	Review Level Approved by PPAC: 2/13/2023	Constituent Review: Due 2/27/2023	PPAC Info Item: 3/13/2023
BOT 1st Read: 3/9/2023	BOT 2nd Read: 4/13/2023		

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.

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.

P&P 5030 Fees**BP 5030 Fees****FYI Only – No Changes Recommended****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 to 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.
- 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);

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

- 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)
- 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))

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

- 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)
- 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)

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

- 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~~ *Change from 3/9/2023 first read; removal of this language was approved by BOT on 2/9/2023.*
- 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)
- 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

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

- 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~~~~\$45.00~~ - one semester (~~\$20 BOGG~~~~\$25 Promise Grants~~ 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~~~~\$26.00~~ - per semester (includes \$1.50 accident insurance)
~~\$20.00~~~~\$20.00~~ ~~\$22.00~~ - summer session (includes \$1.50 accident insurance)
 \$1.50 - accident insurance only
- S. Student Representation
 \$2.00
- T. Supplemental Health Services Fee
 At Cost - TB skin test (one-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

Change from BOT first read on 3/9/2023 to correct clerical error and show summer session amount as \$22 and not \$20; per [CCCCO Website](#).

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined****U. Testing Fees**

At cost - Paramedic National Registry Testing

\$ 25.00 - Retest per skill

\$ 10.00 - CPR card

Repeat course from Career Tech Department

0.5 units - \$12.00

1.0 units - \$23.00

2.0 units - \$46.00

3.0 units - \$70.00

V. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

W. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

X. Crafton Hills College Recreation Fee

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

\$8.00 per semester

Fee Refunds**A. Designated Fees**

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
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.

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

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

2022-2023 Policy and Procedure Review List

BP/AP	#	Title	Reason for Review	Review Start Date	Chapter Lead Response Requested/Received	Time Under Review	Nature of Recommendation Changes	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	Nature of Constituent Feedback	Level 3 10+1 Initial Feedback	Level 3 10+1 2nd Status	Nature of 10+1 Review Feedback	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status
BP	2510	Participation In Local Decision-Making	Academic Senate Request	9/13/2022	3/31/2023	199												Pending
AP	2510	Participation In Local Decision-Making	Academic Senate Request	9/13/2022	3/31/2023	199												Pending
AP	3300	Public Records	Legal Update 39	10/20/2022	4/1/2023	163	Minor Edits	Level 1	4/10/2023						5/11/2023	6/8/2023	6/15/2023	Pending
BP	3420	Equal Employment Opportunity	Legal Updates 38 and 39	10/20/2022	11/29/2022	40	Substantial Edits	Level 2	12/12/2022	2/13/2023					3/9/2023	4/13/2023	4/20/2023	Pending
BP	3420	Equal Employment Opportunity	Legal Update 39	10/20/2022	11/29/2022	40	Substantial Edits	Level 2	12/12/2022	2/13/2023					3/9/2023	4/13/2023	4/20/2023	Pending
BP	3430	Prohibition of Harassment	Legal Update 40	10/20/2022	11/29/2022	40	Substantial Edits	Level 2	12/12/2022	2/13/2023					3/9/2023	4/13/2023	4/20/2023	Pending
AP	3430	Prohibition of Harassment	Legal Update 40	10/20/2022	11/29/2022	40	Substantial Edits	Level 2	12/12/2022	2/13/2023					3/9/2023	4/13/2023	4/20/2023	Pending
BP	3433	Prohibition of Sexual Harassment under Title IX	Legal Update 40	10/20/2022	11/29/2022	40	Substantial Edits	Level 2	12/12/2022	2/13/2023					3/9/2023	4/13/2023	4/20/2023	Pending
AP	3433	Prohibition of Sexual Harassment Under Title IX	No Change; FYI Only	10/20/2022	11/29/2022	40	Substantial Edits	Level 2	12/12/2022	2/13/2023					3/9/2023	4/13/2023	4/20/2023	Pending
AP	3434	Responding to Harassment Based on Sex Under Title IX	Legal Updates 38 and 39	10/20/2022	11/29/2022	40	Substantial Edits	Level 2	12/12/2022	2/13/2023					3/9/2023	4/13/2023	4/20/2023	Pending
AP	3435	Discrimination and Harassment Resolution Procedures	Legal Updates 38 and 40	10/20/2022	11/29/2022	40	Substantial Edits	Level 2	12/12/2022	2/13/2023					3/9/2023	4/13/2023	4/20/2023	Pending
BP	3725	Information and Communications Technology Accessibility & Acceptable Use	Legal Update 38	9/13/2022	3/31/2023	199												Pending
AP	3725	Information and Communications Technology Accessibility & Acceptable Use	Legal Update 38	9/13/2022	3/31/2023	199												Pending
BP	4010	Academic Calendar	Minor Clerical Edit	10/20/2022	4/1/2023	163	Minor Edits	Level 3	4/10/2023			4/24/2023	5/8/2023					Pending
AP	4010	Academic Calendar	Previous Edits for Juneteenth and Legal Update 39	10/20/2022	4/1/2023	163	Minor Edits	Level 3	4/10/2023			4/24/2023	5/8/2023					Pending
BP	4020	Program, Curriculum, and Course Development	Legal Update 38	9/13/2022	11/9/2022	57	Minor	Level 3	11/14/2022	2/13/2023		2/13/2023	3/13/2023		4/13/2023	5/11/2023	5/18/2023	Pending
AP	4020	Program, Curriculum, and Course Development	Legal Update 38	9/13/2022	11/9/2022	57	Minor	Level 3	11/14/2022	2/13/2023		2/13/2023	3/13/2023		4/13/2023	5/11/2023	5/18/2023	Pending
BP	4100	Graduation Requirements for Degrees and Certificates	Legal Update 40	11/16/2022	3/31/2023	135												Pending
AP	4100	Graduation Requirements for Degrees and Certificates	Legal Update 40	11/16/2022	3/31/2023	135												Pending
BP	4105	Distance Education	Legal Update 39	10/20/2022	3/31/2023	162												Pending
AP	4105	Distance Education	Legal Update 39	10/20/2022	3/31/2023	162												Pending
BP	4230	Grading and Academic Record Symbols	Legal Update 39	10/20/2022	3/31/2023	162												Pending
AP	4230	Grading and Academic Record Symbols	Legal Update 39	10/20/2022	3/31/2023	162												Pending
BP	4235	Credit for Prior Learning	Legal Update 39	10/20/2022	3/31/2023	162												Pending
AP	4235	Credit for Prior Learning	Legal Update 39	10/20/2022	3/31/2023	162												Pending
AP	4236	Advanced Placement Credit (Legally Required)	Legal Update 39	10/20/2022	3/31/2023	162												Pending
AP	5011	Admission and Concurrent Enrollment of High School and Other Young Students	Request by campus for review	3/14/2023	3/28/2023	14												Pending
AP	5013	Students in the Military	Legal Update 39	11/16/2022	4/1/2023	136	Minor Edits	Level 3	4/10/2023			4/24/2023	5/8/2023					Pending
BP	5015	Residence Determination	Legal Updates 38 and 39	10/20/2022	3/31/2023	162												Pending
AP	5015	Residence Determination	Legal Updates 38 and 39	10/20/2022	3/31/2023	162												Pending
BP	5030	Fees (All Changes Level 2 per 10/10/2022 PPAC)	Annual Review	1/25/2023	2/6/2023	12	FYI Only	Level 2	2/13/2023	3/13/2023					3/9/2023	4/13/2023	4/20/2023	Pending
AP	5030	Fees (All Changes Level 2 per 10/10/2022 PPAC)	Annual Review	1/25/2023	2/6/2023	12	Minor Edits	Level 2	2/13/2023	3/13/2023					3/9/2023	4/13/2023	4/20/2023	Pending
BP	5035	Withholding of Student Records	Legal Update 38	9/13/2022	12/6/2022	84	Minor Edits	Level 3	12/12/2022	2/13/2023		2/13/2023	3/13/2023		4/13/2023	5/11/2023	5/18/2023	Pending
AP	5035	Withholding of Student Records	Legal Update 38	9/13/2022	12/6/2022	84	Minor Edits	Level 3	12/12/2022	2/13/2023		2/13/2023	3/12/2023		4/13/2023	5/11/2023	5/18/2023	Pending
BP	5040	Student Records, Directory Information, and Privacy	Legal Updates 39 and 40	11/16/2022	3/31/2023	135												Pending

2022-2023 Policy and Procedure Review List

BP/AP	#	Title	Reason for Review	Review Start Date	Chapter Lead Response Requested/Received	Time Under Review	Nature of Recommendation Changes	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	Nature of Constituent Feedback	Level 3 10+1 Initial Feedback	Level 3 10+1 2nd Status	Nature of 10+1 Review Feedback	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status
AP	5040	Student Records, Directory Information, and Privacy	Legal Updates 39 and 40	11/16/2022	3/31/2023	135												Pending
BP	5050	Student Success and Support Program	Legal Update 38	9/13/2022	3/31/2023	199												Pending
AP	5050	Student Success and Support Program	Legal Update 38	9/13/2022	3/31/2023	199												Pending
BP	5055	Enrollment Priorities	AB 2881	3/14/2023	3/28/2023	14												Pending
AP	5055	Enrollment Priorities	AB 2881	3/14/2023	3/28/2023	14												Pending
BP	5420	Associated Students Finance	Legal Update 40	11/16/2022	3/31/2023	135												Pending
AP	5420	Associated Students Finance	Legal Update 40	11/16/2022	3/31/2023	135												Pending
AP	5520	Student Discipline Procedures	Legal Updates 38 and 40	10/20/2022	3/31/2023	162												Pending
AP	5520	Student Discipline Procedures	Legal Updates 38 and 40	10/20/2022	3/31/2023	162												Pending
BP	5530	Student Rights and Grievances	Legal Updates 38 and 39	10/20/2022	3/31/2023	162												Pending
AP	5530	Student Rights and Grievances	Legal Updates 38 and 39	10/20/2022	3/31/2023	162												Pending
BP	5700	Intercollegiate Athletics	Legal Update 39	10/20/2022	3/31/2023	162												Pending
AP	5700	Intercollegiate Athletics	Legal Update 39	10/20/2022	3/31/2023	162												Pending
BP	6320	Investments	Annual Review	2/1/2023	2/6/2023	5	No Changes	Level 1	2/13/2023						3/9/2023	4/13/2023	4/20/2023	Pending
AP	6320	Investments	Annual Review	2/1/2023	2/6/2023	5	FYI Only	Level 1	2/13/2023						3/9/2023	4/13/2023	4/20/2023	Pending
BP	6340	Bids and Contracts	Legal Updates 38 and 39	10/20/2022	3/31/2023	162												Pending
AP	6340	Bids and Contracts	Legal Updates 38 and 39	10/20/2022	3/31/2023	162												Pending
AP	6355	Job Order Contracts	Legal Update 40	11/16/2022	3/31/2023	135												Pending
BP	6535	Use of District Equipment	HR Request to update due to new protocols brought on by remote	11/16/2022	4/1/2023	136	Minor Edits	Level 1	4/10/23									Pending
AP	6535	Use of District Equipment	HR Request to update due to new protocols brought on by remote	11/16/2022	4/1/2023	136	Minor Edits	Level 1	4/10/23									Pending
BP	6540	Insurance	Legal Updates 38 and 40	10/20/2022	4/1/2023	163	Minor Edits	Level 1	4/10/23									Pending
AP	6540	Insurance	Legal Updates 38 and 40	10/20/2022	4/1/2023	163	Minor Edits	Level 1	4/10/23									Pending
BP	7150	Evaluation	Academic Senate Request at 11/14/2022 meeting to review	11/16/2022	3/31/2023	135												Pending
AP	7150	Evaluation	Academic Senate Request at 11/14/2022 meeting to review	11/16/2022	3/31/2023	135												Pending
BP	7230	Classified Employees	Legal Update 40	11/16/2022	3/31/2023	135												Pending
AP	7235	Probationary Period: Classified Employees	Legal Update 40	11/16/2022	3/31/2023	135												Pending
AP	7237	Layoffs	Legal Update 40	11/16/2022	3/31/2023	135												Pending
BP	7250	Educational Administrators	Legal Update 38 & Other Review	9/13/2022	3/31/2023	199												Pending
AP	7250	Educational Administrators	Legal Update 38 & Other Review	9/13/2022	3/31/2023	199												Pending
BP	7340	Leaves	Legal Update 40	11/16/2022	3/31/2023	135												Pending
AP	7340	Leaves	Legal Update 40	11/16/2022	3/31/2023	135												Pending
AP	7347	Paid Family Leave	Legal Update 40	11/16/2022	3/31/2023	135												Pending
BP	7360	Discipline and Dismissal - Academic Employees	Legal Update 40	11/16/2022	3/31/2023	135												Pending
AP	7360	Discipline and Dismissal - Academic Employees	Legal Update 40	11/16/2022	3/31/2023	135												Pending
BP	7380	Retiree Health Benefits - Academic Employees	Legal Update 40	11/16/2022	3/31/2023	135												Pending
AP	7380	Retiree Health Benefits: Academic Employees	Legal Update 40	11/16/2022	3/31/2023	135												Pending

BP/AP	#	Title	Reason for Review	Review Start Date	Chapter Lead Response Requested/Received	Time Under Review	Nature of Recommendation Changes	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	Nature of Constituent Feedback	Level 3 10+1 Initial Feedback	Level 3 10+1 2nd Status	Nature of 10+1 Review Feedback	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status	
BP	7600	District Police Department	Legal Updates 38 and 40	10/20/2022	3/31/2023	162													Pending
AP	7600	District Police Department	Legal Updates 38 and 40	10/20/2022	3/31/2023	162													Pending