



San Bernardino Community College District
POLICIES & PROCEDURES ADVISORY
COMMITTEE (PPAC)
September 18, 2023
3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

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

I. **Welcome & Introductions**

Kristina Hannon and Jose Torres, Co-Chairs

II. **Approval of Minutes**

- A. Confirmation of Quorum
- B. August 25, 2023

III. **Items Continued from Last Month**

A. **Level 3 - Feedback from Constituent Groups & Input from Academic Senate First Review**

- o 5050 Student Success & Support Program
- o 5070 Attendance Accounting
- o 5700 Intercollegiate Athletics

B. **Level 3 - Input from Academic Senate Final Review**

- o 4010 Academic Calendar
- o 5013 Students in the Military

IV. **Brand New Items**

A. **Approval of Items for Level 1 Review**

- o 2330 Quorum and Voting
- o 2340 Agendas
- o 2365 Recording
- o 2712 Conflict of Interest Code
- o 3300 Public Records
- o 3410 Nondiscrimination
- o 6250 Budget Management
- o 6400 Financial Audits
- o 6800 Occupational Safety

B. Approval of Items for Level 3 Review

- o 2410 Board Policies and Administrative Procedures

V. Where Are They Now?

- o 2210 Officers
- o 2725 Board Member Compensation

VI. The Best is Yet to Come

- A. Any suggestions to improve the process?
- B. Any topics that need to be discussed?
- C. Forward Momentum
 - o 2023-24 Annual Review List

VII. See You Next Time

The next PPAC meeting is scheduled for Monday, October 9, 2023, at 3:00 p.m.



Policies & Procedures Advisory Committee
Meeting Minutes – September 25, 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

The meeting was called to order at approximately 3:05 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from May 8, 2023

Christopher Crew made a motion to approve the minutes from May 8, which Karen Peterson seconded. The motion passed by a unanimous vote.

III. PPAC Orientation & Review

A. PPAC Annual Orientation

The committee received a refresher presentation which touched on the following:

- *The committee charge, meeting format, representation duties, and quorum.*
- *The nature of Board Policies and Administrative Procedures and SBCCD's process for approving them.*
- *The new BOT Policies & Procedures Ad Hoc Committee, which acts as Lead for non-10+1 Chapters 1 and 2 P&Ps.*

Members were encouraged to share this information with constituent groups and to reach out to the committee co-chairs to facilitate a training, if it would be helpful.

B. 2023-08-21 Annual Review List

Committee members reviewed the review list for 2023-24 and discussed the steps for processing. This list, which will also be presented to the BOT in October, is a living document which will be updated throughout the year to track the process. The information is available as and Excel file for those members that feel it would be helpful.

C. Recommendations, Tracking & Teams

The committee went over the new recommendation format which contains the approval steps and revised formatting. Feedback on the process and forms is always welcome.

D. Level 1 Review (Carryover from 2022-23)

1. 2210 Officers
2. 2725 Board Member Compensation

These two items, which started the process in 2022-23, were briefly reviewed and will appear on the September BOT agenda as a first read.

E. Level 3 Review - Initial AS Review

1. 5050 Student Success and Support Program
2. 5070 Attendance Accounting
3. 5700 Intercollegiate Athletics

These three recommendations are coming to the committee for the first time as a Level 3 review. PPAC members will be asked to share with their constituent groups, and Academic Senate Presidents will be requested to start their review process.

F. Level 3 Review - Second AS Review

1. 4010 Academic Calendar
2. 5013 Students in the Military

These two recommendations went through most of the process in 2022-23 and the Academic Senates are now being asked to finalize their review with the hope that any final feedback can be part of the September PPAC agenda and sent to the October BOT for first read.

IV. Future Topics

There were no specific items added to the agenda for next month, however, Ernest Guillén mentioned a potential problem with out-of-date guidelines/materials for conferences and refreshments. Ernest was invited to email Jose as Chapter Lead for Business & Fiscal P&Ps so this can be addressed and resolved.

V. Next Meeting Date & Adjournment

The meeting adjourned at approximately 4:15 p.m. The next meeting is scheduled for Monday, September 11 at 3:00 p.m.

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

<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	Ernest Guillen (Proxy)	<i>present</i>
2	CSEA (appointed by CSEA President)	Cassie Thomas	<i>present</i>
3	Management Association	Christopher Crew	<i>present</i>
4	ASG President or designee, SBVC	Dyami Ruiz-Martinez Nelva Ruiz-Martinez	<i>present</i>
5	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
6	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
7	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
8	Management, CHC (appointed by college president)	Keith Wurtz	<i>present</i>
9	Confidential Group	Kelly Goodrich	<i>present</i>
10	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>present</i>
11	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
12	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	
13	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyeen	<i>present</i>
14	Management, SBVC (appointed by college president)	Ray Carlos	
15	Asian Pacific Islanders Association	Rejoice Chavira	
16	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
17	Black Faculty & Staff Association	Stephanie Lewis	
18	Police Officer's Association	Vacant	

BP 5050 Student Success and Support Program

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2022	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

- > Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Review Level**Level 3****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

08/25/2023 PPAC Approves Review Level
 09/06/2023 Level 3 First Anticipated AS Review
 09/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 09/20/2023 Level 3 Second Anticipated AS Review
 10/16/2023 PPAC Reviews Second AS Feedback
 11/09/2023 BOT First Reading
 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 5050 Student Success and Support Program (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*Level 3 PPAC
Reviews Constituent*

Reason(s) for Review/Changes

> Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Review Process Comments:

> No feedback received prior to meeting.

Student Success for San Bernardino Community College District students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student’s self-established educational goals including completing a specific course, program, career and/or technical education to maximize the skills necessary to become a better person, worker, and/or citizen. Student Success is not merely an outcome, but also a process. It’s a journey that encompasses multiple levels of achievement and milestones such as the abilities to: analyze, synthesize, and evaluate information; effectively communicate with others; achieve proficiency in various disciplines; collaboratively work in culturally diverse settings; be leaders who see projects through to completion; be responsible decision makers who are self-motivated; be active civic participants; and be ethical individuals who are committed to their families, communities, and others.

The Board’s commitment to Student Success is to ensure the availability of resources for the colleges to achieve the goals and objectives as stated in their college planning documents.

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. ~~Optional: The Board expects the Student Success and Support Programs to specifically identify and close opportunity gaps that impact student success and improve the District’s commitment to diversity, equity, and inclusion to better support student success.~~ The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements.

The Chancellor is responsible for establishing procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

References:

Education Code Sections 78210 et seq.;

Title 5 Sections 55500 et seq.

ACCJC Accreditation Standard II.C.2.

End of Recommendation for BP 5050 Student Success and Support Program

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 5050 Student Success and Support Program

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2022	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

- > Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

08/25/2023 PPAC Approves Review Level
 09/06/2023 Level 3 First Anticipated AS Review
 09/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 09/20/2023 Level 3 Second Anticipated AS Review
 10/16/2023 PPAC Reviews Second AS Feedback
 11/09/2023 BOT First Reading
 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5050 Student Success and Support Program (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Reason(s) for Review/Changes

> Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Review Process Comments:

> No feedback reviewed prior to PPAC meeting

~~(Replaces current SBCCD-AP-5050)~~

The District shall provide Student Success and Support Program services to students to further equality of educational opportunity and academic success. The Student Success and Support Programs shall identify and close opportunity gaps that impact student success and improve the District's commitment to diversity, equity, and inclusion to better support student success.

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- identify an education and career goal;
- identify a course of study;
- be assessed to determine appropriate course placement;
- complete orientation;
- participate in the development of the student educational plan;
- complete a student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal.

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters.
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - Administration of approved AB705 assessment instruments to determine student competency in computational and language skills.
 - Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses.
 - Evaluation of student study and learning skills.
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5050 Student Success and Support Program (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

teach English as a second language; and ~~disabled~~-student accessibility services.

- Advisement concerning course selection.
- Follow-up services, and required advisement or counseling for students who are enrolled in basic skills courses, who have not declared an educational objective as required, or who are on academic probation.
- an ongoing institutional research program to determine the effectiveness of Student Success and Support Programs, services, and processes.
- faculty and staff training to assist with implementation of Student Success and Support Program requirements.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

The District shall:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
- Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
- Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

- ~~From current SBCCD AP 5050 titled Matriculation~~

~~Matriculation is a process that brings a district college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements.~~

~~A. The student's responsibilities under this agreement include:~~

- ~~1. the expression of at least a broad educational intent upon enrollment;~~
- ~~2. the declaration of a specific educational objective after completion of 15 semester units of degree applicable credit coursework;~~
- ~~3. diligence in class attendance and completion of assigned coursework;~~
- ~~4. the completion of courses and maintenance of progress toward an educational goal, according to standards established by the college, the district, and the state.~~

~~B. The responsibilities of a district college under this agreement will entail providing appropriate matriculation services that shall include:~~

- ~~1. the processing of applications for admission in a timely manner;~~
- ~~2. orientation and pre-orientation services designed to provide, on a timely basis, needed information~~

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5050 Student Success and Support Program (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

~~about instructional programs, course prerequisites, student services, college regulations, and student rights and responsibilities;~~

- ~~3. assessment of students to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives and to evaluate study and learning skills. Multiple assessment measures may include State approved tests, prior academic history, work experience, personal responsibilities/circumstances, maturation, desire and determination.~~
- ~~4. counseling and advising to assist students in interpreting test results, and in developing and updating their educational plans; referral of students to:

 - ~~a. support services which may be available including, but not limited to, counseling/advising, transfer services, financial aid, campus employment placement services, extended opportunity programs & services; campus child care services, tutorial services and disabled student programs and services; and~~
 - ~~b. specialized curriculum offerings including, but not limited to, pre-collegiate basic skills courses and programs in English as a second language;~~~~
- ~~5. a follow-up system to detect and correct early signs of academic difficulty, and to ensure the academic progress of each student;~~
- ~~6. an ongoing institutional research program to determine the effectiveness of matriculation programs, services, and procedures;~~
- ~~7. faculty and staff training to help them implement matriculation requirements.~~

~~NOTE: Please confirm that the following language SBCCD AP 5050 reflects current practice and is still legally accurate.~~

~~C. EXEMPTIONS~~

~~Although all students are given the opportunity to participate, each college has elected to exempt certain students from orientation, assessment and counseling/advisement (Title 5 Section 55532(a)). Exempted students are identified and informed through the matriculation process. Exemption criteria are outlined in the Matriculation Plan for each college.~~

~~D. PREREQUISITES AND ENROLLMENT LIMITATIONS~~

- ~~1. All courses shall be open for enrollment to any student who has been admitted to a district college except that students may be required to meet necessary and valid prerequisites. Additionally, a college may also limit enrollment in a course based on health and safety considerations, facility limitations, faculty workload, availability of qualified instructors, funding limitations, constraints of regional planning or legal requirements imposed by status, regulations or contracts (Title 5 Section 58106(a)).~~
- ~~2. Prerequisites for a course shall be clearly related to course content and must be valid as being necessary for success in such course. Prerequisites shall be developed and established in full compliance with Title V 5 Regulations, Section 58106. Violations, waivers and appeals will be addressed and resolved through the established District Grievance Policy.~~
- ~~3. Each college will have a matriculation plan which clearly addresses each of the matriculation mandates. Compliance with these requirements will be monitored by the State Chancellor's Office as stipulated by the Seymour-Campbell Matriculation Act.~~
- ~~4. By this statement, the Board acknowledges the intent of the Seymour-Campbell Matriculation Act and~~

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5050 Student Success and Support Program (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*Level 3 PPAC
Reviews Constituent*

~~agrees to implement its regulations to the extent possible and as appropriate.~~

References:

Education Code Sections 78210 et seq.;
Title 5, Sections 55500 et seq.
ACCJC Accreditation Standard II.C.2

End of Recommendation for AP 5050 Student Success and Support Program

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5070 Attendance Accounting

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	4/25/2023	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

> Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/25/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/11/2023 **Level 3 PPAC Reviews Constituent & Initial AS Feedback**
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/16/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5070 Attendance Accounting (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Reason(s) for Review/Changes

> Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.

Review Process Comments:

> No feedback received prior to meeting.

(Replaces current SBCCD-BP 5070)

NOTE: This policy is unique to SBCCD.

- ~~From current SBCCD-BP 5070 titled Attendance~~

~~Student attendance will be recorded in accordance with the regulations in Title 5 and the Budget and Accounting manual regarding attendance accounting.~~

The District shall ensure that procedures are in place to document and retain all course enrollment, attendance, and disenrollment information. Procedures for implementation of this policy shall be maintained in the Admissions and Records Office and shall be reviewed annually and updated as necessary to reflect changes in state enrollment, attendance, and disenrollment reporting procedures.

References:

Ed. Code § 71020, 76300, 84040, 84040.5, and 84040.6;

Title 5, Sections 58000 et seq.

End of Recommendation for BP 5070 Attendance Accounting

AP 5070 Attendance Accounting

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	4/25/2023	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

> Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/25/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/16/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5070 Attendance Accounting (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Reason(s) for Review/Changes

> Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.

Review Process Comments:

> No feedback received prior to meeting

Pursuant to Education Code Section 58000, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Attendance accounting requirements are administered by the appropriate District offices and include the following areas:

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
- Selection of a single primary term length for credit courses
- Reporting of FTES during the "first period" (between July 1 and December 31), the "second period" (between July 1 and April 15), and "third period" (between July and June 30).
- Compliance with census procedures prescribed by the State Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
- Preparation of census day procedure tabulations
- Preparation of actual student contact hours of attendance procedure tabulations
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information.
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she /they served.
- Maintenance of the colleges in the District for at least 175 days during the fiscal year.
- Modification of account procedures in response to emergency condition as prescribed by the state Chancellors Office.

The Office of Research, Planning & Institutional Effectiveness shall verify compliance with prescribed State procedures for reporting attendance according to valid census dates and FTES calculations for all classes.

Attendance is reported on the Apportionment Form CCFS-320 and Apprenticeship Form CCFS-321.

References:

Education Code Sections 84500-84501;
Title 5 Sections 58000 et seq.

End of Recommendation for AP 5070 Attendance Accounting

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 5700 Intercollegiate Athletics

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	10/20/2022	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this policy to add language regarding transgender student athletes. This Service also added legal citations to the Education Code regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation (Education Code Section 67456, as amended by Senate Bill 26) and reference to the California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/25/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/18/2023 **Level 3 PPAC Reviews Constituent & Initial AS Feedback**
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/16/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 5700 Intercollegiate Athletics (10+1)

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this policy to add language regarding transgender student athletes. This Service also added legal citations to the Education Code regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation (Education Code Section 67456, as amended by Senate Bill 26) and reference to the California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)

Review Process Comments:

- > SBVC AS Feedback: Pending report from Davena.
- > CHC AS Feedback: Feedback from Brandi in green below (reviewd and approved by Chapter Lead)

(Replaces current SBCCD BP 5700)

- ~~From current SBCCD BP 5700 titled Athletics~~

The District shall maintain an organized program for ~~men and women students~~ in intercollegiate athletics. The District will offer opportunities ~~to participate equally on male or female athletic teams for participation in athletics equally to male, and female, and transgender students~~ consistent with ~~their gender identity~~, state and federal law, ~~and California Community College Athletic Association standards.~~

The Chancellor shall assure that the athletics program complies with state ~~and federal~~ law, the California Community College Athletic Association (CCCAA) Constitution, ~~Bylaws~~, and Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

References:

Education Code Sections ~~78223~~, 66271.6, 66271.8, ~~and~~ 67360, ~~and~~ 78223 et seq
20 U.S. Code Sections 1681 et seq.;

ACCJC Accreditation Standard II.C.4
[California Community College Athletic Association \(CCCAA\) Constitution and CCCAA Bylaws](#)

End of Recommendation for BP 5700 Intercollegiate Athletics

AP 5700 Intercollegiate Athletics

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	10/20/2022	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

> FYI Only to Support approval of Legal Update 39 changes on BP; Chapter Lead advised that this AP will be more thoroughly reviewed at a later date for adoption.

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 08/25/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/18/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/16/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5700 Intercollegiate Athletics (10+1)

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews Constituent

Reason(s) for Review/Changes

- > > FYI Only to Support approval of Legal Update 39 changes on BP; Chapter Lead advised that this AP will be more thoroughly reviewed at a later date for adoption. Review Process Comments:
- > No feedback received prior to meeting

NOTE: *This procedure is **legally advised**. Local practice may be inserted here. Rules for participation in intercollegiate athletics should be developed in accordance with Education Code Sections 67360 et seq. and BP 5700, which states that the District shall comply with rules and regulations adopted by voluntary associations, one of whose purposes is to govern intercollegiate athletics (e.g. the California Community College Athletic Association (CCCAA)).*

The authority for developing, implementing, and monitoring these procedures should be stated, and should reference appropriate assistance required from the Academic Senate.

Athletic Drug Testing **NOTE: Athletic Drug Testing is not mandated.** *If the District wishes to consider such a procedure, it may contact the League for sample language.*

Name, Image, Likeness, and Athletic Reputation

Prospective Student Athlete: The District will not provide a prospective student athlete with compensation in relation to the athlete's name, image, likeness, or athletic reputation.

Student Athletes: The District will not prevent a student participating in intercollegiate athletics from either earning compensation as a result of the use of the student athlete's name, image, likeness, or athletic reputation, or from obtaining professional representation by duly licensed athletic agents or attorneys. However, a student athlete may not enter into a contract that provides compensation to the student athlete for their name, image, likeness, or athletic reputation if the contract conflicts with a provision of the student athlete's team contract.

A student who enters into a contract providing compensation for use of the student's name, image, likeness, or athletic reputation must disclose the contract to [**Official to be designated by District, e.g. athletic director/dean**]. If the District determines that a conflict between the student athlete's contract and the student athlete's team contract, the [**Official to be designated by District, e.g. athletic director/dean**] will disclose the conflict to the student or student's legal representative, if any, and identify the contractual provisions that conflict.

Any team contract entered into, modified or renewed on or after September 1, 2021 will not prevent a student athlete from using their name, image, likeness, or athletic reputation for a commercial purpose when the athlete is not engaged in official team activities.

A student athlete's scholarship eligibility will not be impacted as a result of the student earning compensation for their name, image, likeness, or athletic reputation.

The District will not revoke a student-athlete's scholarship that provides the student-athlete with the cost of attendance as a result of the student athlete earning compensation or obtaining legal representation in accordance with state law.

References:

Education Code Sections 66271.6, 66271.8, and 67360 et seq., 67456, and 78223;
20 U.S. Code Sections 1681 et seq.
ACCJC Accreditation Standard II.C.4
Community College Athletic Association (CCCAA) Constitution and CCCAA Bylaws

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5700 Intercollegiate Athletics (10+1)

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*Level 3 PPAC
Reviews Constituent*

End of Recommendation for AP 5700 Intercollegiate Athletics

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 4010 Academic Calendar

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews 2nd AS

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/1/2023	Recommendation Received	4/1/2023

Reason(s) for Review/Changes
> Minor Clerical Edit (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 04/10/2023 PPAC Approves Review Level
- 04/19/2023 Level 3 First Anticipated AS Review
- 05/08/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 05/17/2023 Level 3 Second Anticipated AS Review
- 09/11/2023 PPAC Reviews Second AS Feedback
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 4010 Academic Calendar (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*Level 3 Anticipated
AS Final Review*

Reason(s) for Review/Changes

- > Minor Clerical Edit (2022-23 carryover)
- > **SBVC AS Feedback:** SBVC AS approved the changes to AP 4010 on 5/17/2023.
- > **CHC AS Feedback:** No feedback on this recommendation.

~~(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)

End of Recommendation for BP 4010 Academic Calendar

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 4010 Academic Calendar (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated
AS Final Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/1/2023	Recommendation Received	4/1/2023

Reason(s) for Review/Changes

> Legal Update 39: The Service updated this procedure to add optional language regarding designating Juneteenth as a district holiday. The Service also clarified optional language in this procedure. (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 04/10/2023 PPAC Approves Review Level
- 04/19/2023 Level 3 First Anticipated AS Review
- 05/08/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/09/2023 PPAC Reviews Second AS Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 4010 Academic Calendar (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated
AS Final Review

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this procedure to add optional language regarding designating Juneteenth as a district holiday. The Service also clarified optional language in this procedure. (2022-23 carryover)
- > SBVC AS Feedback: SBVC AS approved the changes to AP 4010 on 5/17/2023.
- > CHC AS Feedback: In green below

~~(Replaces current SBCCD BP 4010)~~

The traditional academic calendar is composed of at least ~~170-175~~ 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 ~~District~~district-wide ~~sub~~committee meets to coordinate the academic calendar for the District. The deliberations from this ~~sub~~committee will be ~~shared with the Academic Senates for both colleges before they are reported to District Assembly~~the Institutional Effectiveness Advisory Committee. ~~where The IEAC will review the Academic Senate a recommendations and make a recommendation will be made to the Chancellor's Council and Chancellor~~ for Board ~~A~~action on any calendar.

Holidays, ~~which~~ include:

New Year's Day (January 1)
 Dr. Martin Luther King, Jr. Day (~~t~~Third Monday in January)
 Lincoln Day (February 12 or see ~~N~~note below)
 Washington Day (~~T~~Third Monday in February)
 Memorial Day (~~L~~ast Monday in May)
Juneteenth (June 19)
 Independence Day (July 4)
 Labor Day (~~F~~irst Monday in September)
 Veterans Day (November 11)
 Thanksgiving Day (~~f~~Fourth Thursday in November)
 Christmas Day (December 25)

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

AP 4010 Academic Calendar (10+1)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*Level 3 Anticipated
AS Final Review*

End of Recommendation for AP 4010 Academic Calendar

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5013 Students in the Military (no matching BP exists)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews 2nd AS

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	1/31/2024	Recommendation Received	4/1/2023

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this procedure 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) (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 04/10/2023 PPAC Approves Review Level
- 04/19/2023 Level 3 First Anticipated AS Review
- 05/08/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 05/17/2023 Level 3 Second Anticipated AS Review
- 09/11/2023 PPAC Reviews Second AS Feedback
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 5013 Students in the Military (10+1)(no matching BP exists)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews 2nd AS

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residency 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) (2022-23 carryover)
- > SBVC AS Feedback: SBVC AS approved the changes to AP 4010 on 5/17/2023.
- > CHC AS Feedback: Feedback in green.

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~~ the student 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 lives 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 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)

AP 5013 Students in the Military (10+1)(no matching BP exists)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 PPAC
Reviews 2nd AS

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 for AP 5013 Students in the Military

BP 2330 Quorum and Voting

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to clarify voting requirements related to the sale or lease of surplus real property.

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/19/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 2330 Quorum and Voting

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to clarify voting requirements related to the sale or lease of surplus real property.

Review Process Comments:

(Replaces current SBCCD-BP 2130)

Four Board members, other than the Student Trustees, shall constitute a quorum for the transaction of business. The Board of Trustees shall act by majority vote of all voting members of the Board. In the event of a minimum quorum, all four Board members must vote in favor of motions to pass motions.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-third majority of all members of the Board:

1. Resolution of intention to sell or lease District real property, which is not or will not be needed by the District for school classroom buildings (except where a unanimous vote is required);
2. Resolution of intention to dedicate or convey an easement;
3. Resolution authorizing and directing the execution and delivery of a deed;
4. Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
5. Resolution providing for the transfer from the reserve for contingencies to any expenditure classification;
6. Resolution to condemn real property;
7. Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a unanimous vote of all members of the Board:

- A. Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- B. Resolution authorizing lease of District property under a lease for the production of gas.
- C. Any authorization to change an existing construction contract.

References:

Education Code Sections 15266, 72000 subdivision (d)(3), 81310 et seq, [81360](#), 81365, 81511, and 81432;
Government Code Sections 53094 and 54950 et seq.;
Code of Civil Procedure Section 1245.240

End of Recommendation for BP 2330 Quorum and Voting

AP 2330 Quorum and Voting

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023

Reason(s) for Review/Changes
> Minor Clerical Edit

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/19/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 2330 Quorum and Voting

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Minor Clerical Edit

Review Process Comments:

~~From current SBCCD BP 2130 titled Quorum/Majority~~

Meeting Dismissed for Lack of a Quorum

Parliamentary procedures for conducting a meeting adjourned for lack of a quorum shall include:

1. Call to order by the Chairperson for the meeting;
2. Recitation of Pledge of Allegiance to the American Flag;
3. Roll call by the Chairperson;
4. Declaration of adjournment by the Chairperson for lack of a quorum.

A record of the permanent minutes of this meeting shall be recorded in the permanent files of the District and will include:

1. The time the meeting was convened;
2. Names of members of the Board of Trustees, administrators, and guests in attendance;
3. The time the meeting was adjourned for lack of a quorum.

References:

Education Code Sections 72000(d)(3), 81310 et seq, [81360](#), 81365, 81432, and 81511;
Government Code Sections 53094 and 54950 et seq.;
Code of Civil Procedure Section 1245.240

End of Recommendation for AP 2330 Quorum and Voting

BP 2340 Agendas

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.
- > Legal Update 40: The Service updated this policy to reflect amended Brown Act provisions on public requests for agenda materials (2022-23 carryover)

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/19/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 2340 Agendas

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.
- > Legal Update 40: The Service updated this policy to reflect amended Brown Act provisions on public requests for agenda materials (2022-23 carryover)

Review Process Comments:

An agenda shall be posted adjacent to the place of meeting as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

1. a majority decides there is an "emergency situation" as defined for emergency meetings;
2. two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
3. an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board of Trustees.

[If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email.](#) The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Agendas shall be developed by the Chancellor in consultation with the Officers of the Board.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor, although the District may defer a request to a later date. (See Education Code Section 72121.5 and Administrative Procedure 2340). The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

For consideration, items from members of the public must be submitted and received by the Office of the Chancellor two weeks prior to the Board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 2340 Agendas

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

References:

Education Code Sections 72121 and 72121.5;
Government Code Sections [6250.7920.000](#) et seq. and 54954 et seq

End of Recommendation for BP 2340 Agendas

AP 2340 Agendas

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023

Reason(s) for Review/Changes

> Chapter Lead: To remove repetitive language from the AP.

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/19/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 2340 Agendas

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Chapter Lead: To remove repetitive language from the AP.

Review Process Comments:

(Replaces current SBCCD AP 2120)

The agenda for the Board of Trustees Meetings is the official document under which business is transacted. The official agenda shall be posted on the District website and on the front door of the District ~~A~~administration ~~B~~building, ~~C~~campus ~~A~~administration ~~B~~buildings, and District ~~e~~Education ~~c~~Centers, or adjacent to the place of the meeting, at least 72 hours prior to each Regular Meeting and 24 hours prior to each Special Meeting of the Board. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board Meeting and in the Board Room prior to the start of each meeting.

~~Agenda Development (The duplicate language below is being removed as it is already contained in the BP.)~~

~~The agenda is prepared by the Chancellor in consultation with the Officers of the Board.~~

~~Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor, although the District may defer a request to a later date. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.~~

~~Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.~~

References:

Education Code Section 72121

End of Recommendation for AP 2340 Agendas

BP 2365 Recording

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to add a citation to and to reflect recent reorganization and renumbering of the California Public Records Act.

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/19/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 2365 Recording

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to add a citation to and to reflect recent reorganization and renumbering of the California Public Records Act.

Review Process Comments:

(Replaces current SBCCD BP 2150)

Any audio or video recording of an open and public Board of Trustees Meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections [6250](#) [7920.000](#) et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video recording device or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the Chair of the Board to stop.

References:

Education Code Section 72121(a);
Government Code Sections [6250](#) [7920.000](#) et seq, 54953.5 and 54953.6

End of Recommendation for BP 2365 Recording

AP 2365 Recording

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023

Reason(s) for Review/Changes

> To match changes to BP from Legal Update 42

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/19/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 2365 Recording

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

Reason(s) for Review/Changes

> To match changes to BP from Legal Update 42
Review Process Comments:

Recordings are available for inspection by the public in the Chancellor's Office within 30 days of the Board meeting. Copies of recordings can be obtained through written request to the Chancellor's Office. Recordings are provided upon payment of a fee covering the current direct cost of duplication.

Any individual may, at their own expense, record the proceedings of a Board meeting. Persons desiring to record the meeting are encouraged to inform the Chancellor's Office in advance. Such recording may not constitute a persistent disruption of the proceedings.

References:

Government Code Sections [6250](#) [7920.000](#), 54953.5, and 54953.6

End of Recommendation for AP 2365 Recording

AP 2712 Conflict of Interest Code (no matching BP exists)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	9/6/2023

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to update the gift limit and to revise the disclosure categories.

Review Level

Level 1

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 2712 Conflict of Interest Code (no matching BP exists)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to update the gift limit and to revise the disclosure categories.

Review Process Comments:

(Replaces current SBCCD AP 2260)

The Political Reform Act (Government Code Section ~~81000~~ 87200, 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	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

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 2712 Conflict of Interest Code (no matching BP exists)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

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.

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 2712 Conflict of Interest Code (no matching BP exists)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

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

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

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

APPENDIX B**DISCLOSURE CATEGORIES**

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

- 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.
- 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 require approval of the FPPC prior to board approval.

End of Recommendation for AP 2712 Conflict of Interest Code

BP 3300 Public Records

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/5/2023

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 3300 Public Records

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.

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 [7920.000](#) ~~6250~~, et seq.

End of Recommendation for BP 3300 Public Records

AP 3300 Public Records

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/5/2023

Reason(s) for Review/Changes
> FYI Only

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 3300 Public Records

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

Reason(s) for Review/Changes

> FYI Only

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.

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 Chancellor or designee will determine whether the records can be produced and will communicate the determination to the member of the public requesting the record(s).

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)

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 3300 Public Records

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

- 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)

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 for AP 3300 Public Records

BP 3410 Nondiscrimination

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	9/6/2023

Reason(s) for Review/Changes

- > Legal Update 41: The Service updated this policy to include “ethnicity” as a protected class consistent with the legal references cited in the policy.
- > Legal Update 42: The Service updated this policy to add antidiscrimination provisions related to a person’s use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.

Review Level

Level 2

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Levels 2 & 3 to Constituents for Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

BP 3410 Nondiscrimination

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

- > Legal Update 41: The Service updated this policy to include “ethnicity” as a protected class consistent with the legal references cited in the policy.
- > Legal Update 42: The Service updated this policy to add antidiscrimination provisions related to a person’s use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.

Review Process Comments:

~~(Replaces current SBCCD BP 3410)~~

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because ~~he/she~~ he/she/they is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District shall not discriminate against a person in hiring, termination, or any term or condition of employment or otherwise penalize a person based upon the person’s use of cannabis off the job and away from the workplace unless permitted by California law.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because ~~he/she~~ he/she/they is perceived to have one or more of the foregoing characteristics, or because of ~~his/her~~ him/her/their association with a person or group with one or more of these actual or perceived characteristics.

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Labor Code Section 1197.5;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.;

Title 2 Sections 10500 et seq.;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)

End of Recommendation for BP 3410 Nondiscrimination

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 3410 Nondiscrimination

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	9/6/2023

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to add antidiscrimination provisions related to a person’s use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.

Review Level

Level 2

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Levels 2 & 3 to Constituents for Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 3410 Nondiscrimination

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to add antidiscrimination provisions related to a person's use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.

Review Process Comments:

Education Programs

The District shall provide access to its services, classes and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she/they is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic employees, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;

Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements ([formerly II.B.2.c](#))

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, immigration status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. [The District shall not discriminate against a person in hiring, termination, or any term or condition of employment or otherwise penalize a person based upon the person's use of cannabis off the job and away from the workplace unless permitted under Government Code Section 12954.](#)

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

Nondiscrimination References for Employment:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.;

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 3410 Nondiscrimination

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

Government Code Sections 11135 et seq. and 12940 et seq.
[Title 2 Sections 10500 et seq.;](#)
[Labor Code Section 1197.5](#)

End of Recommendation for AP 3410 Nondiscrimination

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 6250 Budget Management

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/5/2023

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to align to a recommendation regarding unrestricted budget reserves.

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 6250 Budget Management

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to align to a recommendation regarding unrestricted budget reserves.

(Replaces current SBCCD BP 6250)

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The unrestricted general reserves shall be no less than the prudent reserve defined by the State Chancellor’s Office ~~and Board Budget Priorities~~ as specified in AP 6305 Reserves.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District’s reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

References: Title 5 Sections 58307 and 58308

End of Recommendation for BP 6250 Budget Management

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 6250 Budget Management

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/5/2023

Reason(s) for Review/Changes
> Minor Clerical Edit

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 6250 Budget Management

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

> Minor Clerical Edit

(Replaces current SBCCD AP 6250)

Title 5 requires that budget management conforms to the following minimum standards:

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Board of Trustees.
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.
- Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.
- Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

References:

Title 5 Sections 58305, 58307, and 58308

End of Recommendation for AP 6250 Budget Management

BP 6400 Financial Audits

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/5/2023

Reason(s) for Review/Changes
> Minor Clerical Edit

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 6400 Financial Audits

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

Reason(s) for Review/Changes

> Minor Clerical Edit

(Replaces current SBCCD-BP 6400)

There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the Title 5 regulations. The Chancellor shall assure that an annual outside audit is completed. The Chancellor shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit.

Reference:

Education Code Section 84040(b)
ACCJC Accreditation Standard III.D.7

End of Recommendation for BP 6400 Financial Audits

AP 6400 Financial Audits

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/5/2023

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 6400 Financial Audits

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

(Replaces current SBCCD-AP-6400)

On or before April 1 of the fiscal year, the Board of Trustees shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for no more than three years. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- a summary of audit exceptions and management recommendations.

The District shall file an Audit reports for the preceding fiscal year must be presented to the Board and submitted to with the California Community Colleges State Chancellor's Office, and with other agencies specified in the Chancellor's Contracted District Audit Manual, for the preceding fiscal year no later than December 31, unless this date is extended by the California Community Colleges Chancellor's Office.

References:

Education Code Sections 84040(b), 84040.5, and 81644; Title 5 Section 59102; ACCJC Accreditation Standard III.D.7

End of Recommendation for AP 6400 Financial Audits

BP 6800 Occupational Safety

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/5/2023

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to clarify legal citations.

Review Level

Level 1

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are shown in red.
3. Legal changes are shown in blue and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 6800 Occupational Safety

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to clarify legal citations.

(Replaces current SBCCD-BP 6800)

The Chancellor shall establish administrative procedures to ensure the safety of employees and students on District owned or operated property, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable Occupational Health and Safety Administration (OSHA) regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.

References:

[Government Code Section 7597.1;](#)

49 Code of Federal Regulations, Parts 40 and 655;

Title 8 Section 3203;

29 Code of Federal Regulations, [Parts](#) 1910.101 et seq.;

[Health & Safety Code Section 104420](#)

End of Recommendation for BP 6800 Occupational Safety

AP 6800 Occupational Safety

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/5/2023

Reason(s) for Review/Changes
> Minor Clerical Edit

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/11/2023 PPAC Approves Review Level
- 09/12/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 6800 Occupational Safety

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Minor Clerical Edit

(Replaces current SBCCD AP 6800)

Definitions

Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.

Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college community.

Emergencies

Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 and then notifying law enforcement.

Equipment and Sanitation

Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment. Complaints related to health safety, sanitation and working conditions shall be forwarded to Police and Safety Services for review and recommendation.

Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or Police and Safety Services. The supervisor shall immediately notify Police and Safety Services about any acts or threats of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence or any other behavior which deliberately hurts or harms another person at the college to their immediate supervisor and the District Police Department or local law enforcement. Such reports will be promptly and thoroughly investigated.

Employee Crisis Assistance Team

An Employee Crisis Assistance Team is established to provide regular training and advice to individuals and departments. Training activities may include, but not be limited to, skill development in conflict resolution, communication, anger management and early identification of unsafe working conditions in the workplace.

Team advising activities may include individual consultations, peer mediation, conflict resolution services and referral to outside sources.

Immediately upon notification of an act of violence or threat of violence involving an employee, the team member

AP 6800 Occupational Safety

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

notified will initiate Employee Crisis Assistance Team procedures as stated below.

In the event of an act or threat of violence, the team will investigate the incident and forward the results of the completed investigation to the Chief of Police and Safety Services for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

The team will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

Restraining Orders/Court Orders

An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to the District Police Department or local law enforcement. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the District Police Department or local law enforcement, ensure they are aware of it, and that they have a copy of the restraining order on file.

INJURY AND ILLNESS PREVENTION PROGRAM

The District will institute and administer a comprehensive occupational Injury and Illness Prevention Program (IIPP) for all employees. The goal of the program is to prevent accidents, to reduce personal injury and occupational illness, and to comply with all safety and health standards.

A. Responsibility

The Executive Director, Facilities Planning/Administrative Services, is responsible for district-wide coordination of the program. The College President is responsible for administration of the program on campus. Each supervisor is responsible for implementing the IIPP in his/her work area. A copy of the IIPP shall be available from each supervisor. Questions regarding the program should be directed to one's supervisor, the College President, or the Executive Director, Facilities Planning/ Administrative Services.

B. Employee Compliance

1. Employees who follow safe work practices will have this fact documented on their performance reviews. Employees who are unaware of correct safety and health procedures will be trained or retrained as necessary.
2. Willful violations of safe work practices may result in disciplinary action.

C. Communication

1. Matters concerning occupational safety and health will be communicated to employees by written documentation, staff meetings, formal and informal training and posting. Communication from employees to supervisors about unsafe or unhealthy conditions is encouraged and may be verbal or written, as the employee chooses. The employee may use the "Report of Safety Hazard" form and remain anonymous.
2. NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS, OR POTENTIAL HAZARDS, OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.
3. The results of the investigation of any employee safety suggestion or report of hazard will be reported to all employees affected by the hazards or posted on appropriate bulletin boards.

D. Inspections

1. Each supervisor and/or safety representative will conduct an inspection to identify unsafe work conditions and practices:
 - a. At least once each quarter in all work areas; and
 - b. Whenever new substances, processes, procedures, or equipment are introduced into the

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 6800 Occupational Safety

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

workplace that represent a new occupational safety and health hazard; and

c. Whenever the supervisor is made aware of a new or previously unrecognized hazard.

2. The "Hazard Checklist" or "Hazard Assessment" form shall be used to document inspections.

E. Injury and Illness Investigation

Occupational injuries and illness will be investigated in accordance with established procedures and documented.

F. Correction of Unsafe or Unhealthy Conditions

1. Whenever an unsafe or unhealthy condition, practice, or procedure is observed or reported, the supervisor will take appropriate corrective measures in a timely manner based upon the severity of the hazard. Employees will be informed of the hazard and interim protective measures taken until the hazard is corrected.
2. Employees may not enter an imminent hazard area, without appropriate equipment, training, and the prior specific approval of the supervisor.

G. Training

1. The program administrator shall assure that supervisors receive training on safety and health hazards to which employees under their immediate direction and control may be exposed.
2. Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.
3. This training is provided:
 - a. To all employees and those given new assignments for which training has not previously been received. The "Employee Safety Checklist" should be used to document this training;
 - b. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard; and
 - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
4. When a supervisor is unable to provide the required training, he/she should request such training be given to the employee by others by notifying the program administrator. The "Request for Training" form should be used.

H. Record Keeping

1. The supervisor shall keep records of inspections, including the name of the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for three years.
2. The supervisor shall also keep documentation of safety and health training attended by each employee, including employee name, training dates, type(s) of training and training providers. This documentation shall be maintained for three years.

References:

[California Occupational Safety and Health Administration \(Cal/OSHA\)](#);
Labor Code Sections 6300 et seq;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 6800 Occupational Safety

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

Penal Code Section 273.6

End of Recommendation for AP 6800 Occupational Safety

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 2410 Board Policies and Administrative Procedures

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023

Reason(s) for Review/Changes

- > Legal Update 40: The Service updated this policy to clarify that in unusual circumstances the governing board may adopt changes at the same meeting at which they are introduced. (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/20/2023 Level 3 First Anticipated AS Review
- 10/16/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 10/18/2023 Level 3 Second Anticipated AS Review
- 11/20/2023 PPAC Reviews Second AS Feedback
- 12/08/2023 BOT First Reading
- 01/11/2024 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 2410 Board Policies and Administrative Procedures (10+1)

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> Legal Update 40: The Service updated this policy to clarify that in unusual circumstances the governing board may adopt changes at the same meeting at which they are introduced. (2022-23 carryover)

Review Process Comments:

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

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

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced.

The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

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

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

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

Reference:

Education Code Section 70902

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

End of Recommendation for BP 2410 Board Policies and Administrative Procedures

AP 2410 Board Policies and Administrative Procedures

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023

Reason(s) for Review/Changes
> No Change; FYI Only (2022-23 carryover)

Review Level

Level 3

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/20/2023 Level 3 First Anticipated AS Review
- 10/16/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 10/18/2023 Level 3 Second Anticipated AS Review
- 11/20/2023 PPAC Reviews Second AS Feedback
- 12/08/2023 BOT First Reading
- 01/11/2024 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are shown in red.
3. Legal changes are shown in blue and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 2410 Board Policies and Administrative Procedures (10+1)

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

Reason(s) for Review/Changes

> **No Change; FYI Only (2022-23 carryover)**

Review Process Comments:

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

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

I. STARTING POINT

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

A. Annual Review

The Board will receive a list annually and prioritize the policies that need to be reviewed. Prior to the start of each academic year, the Chancellor's designee will take the necessary steps to initiate review of 10% of SBCCD's P&Ps, including:

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

B. Legal Updates

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

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 2410 Board Policies and Administrative Procedures (10+1)

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

familiarity with industry best practices. Legal updates do not need Board review prior to going through the process.

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

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

C. Other Requests

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

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

II. CHAPTER LEAD REVIEW & RECOMMENDATION

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

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

III. CONSTITUENT FEEDBACK TO FINAL APPROVAL

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

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

A. Level 1 | Info Only

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 2410 Board Policies and Administrative Procedures (10+1)

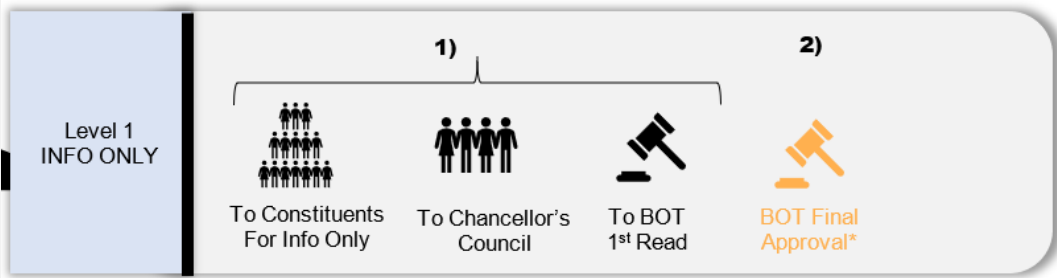
09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:
 - Reviewed with no changes.
 - Reviewed with only minor clerical edits or legal reference changes.
 - Chapter 2 Board of Trustees P&Ps that do not fall under 10+1.
- All items deemed appropriately placed in *Level 1* by PPAC members are:
 1. Simultaneously forwarded to constituent groups for information only, forwarded to Chancellor’s Council, and scheduled for BOT first read.
 2. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
 3. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



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

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

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

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 2410 Board Policies and Administrative Procedures (10+1)

09/14/23

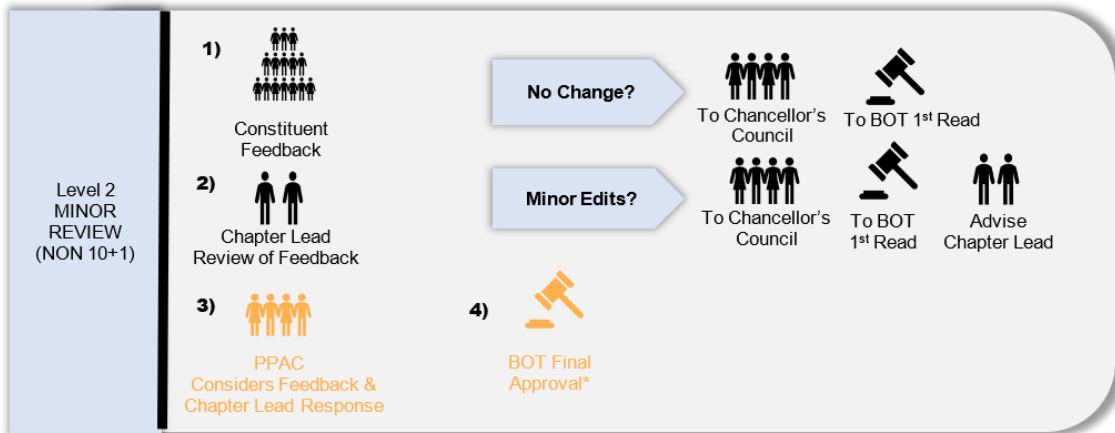


P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

Review.

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



** Items that do not receive BO approval should begin the cycle again under the Other Reques method.*

C. Level 3 | Extensive Review

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps with substantial changes and/or subject to 10+1
 - New P&Ps that are controversial, complex and/or subject to 10+1
- If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor’s Council will be informed, and the issue referred to Chancellor’s Cabinet to make a determination.
- All items deemed appropriately placed in *Level 3 | Extensive Review* by PPAC members begin the following review process. Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.
 1. PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
 2. Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
 3. At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes*, *Minor Edits*, or *Substantial Edits*.
 - a. No Changes: Items with no changes are forwarded to Chancellor’s Council and scheduled for BOT first read.
 - b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor’s Council and scheduled for BOT first read.
 - c. Substantial Edits: Any substantial edits will be forwarded to the Chapter Leads to be reviewed for

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 2410 Board Policies and Administrative Procedures (10+1)

09/14/23

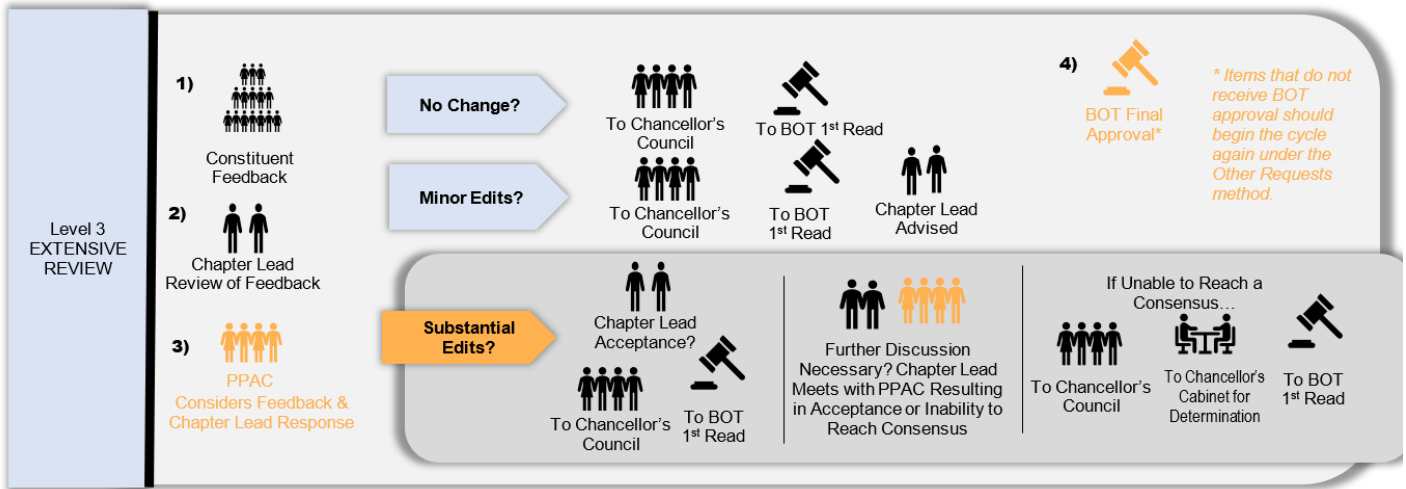


P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

operational applicability and feasibility.

- i. *Chapter Lead Acceptance of Edits* results in P&Ps being forwarded to Chancellor’s Council and scheduled for BOT first read.
 - ii. For *Edits Requiring Further Discussion*, Chapter Leads are invited to attend PPAC meeting to discuss, resulting in acceptance or failure to reach consensus.
 - iii. When *Consensus Cannot be Reached on Edits*, Chancellor’s Council will be informed, and P&Ps referred to Chancellor’s Cabinet for a determination, which will then be scheduled for BOT first read.
4. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
5. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



DEFINITIONS

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

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

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 2410 Board Policies and Administrative Procedures (10+1)

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves
Review Level

academic senate.

AP: Administrative Procedure(s)

BOT: Board of Trustees

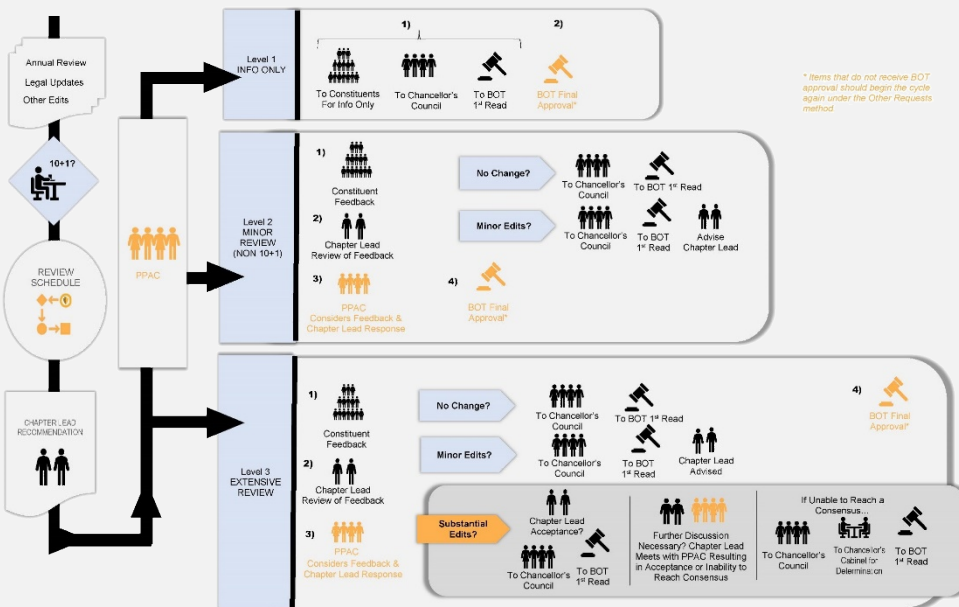
BP: Board Policy(ies)

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

- Chapter 1: The District | BOT, Chancellor (Lead)
- Chapter 2: Board of Trustees | BOT, Chancellor (Lead)
- Chapter 3: General Institution | Chancellor (Lead) and Chancellor’s Cabinet
- Chapter 4: Academic Affairs | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 5: Student Services | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 6: Business & Fiscal Services | Executive Vice Chancellor (Lead) and Vice Presidents of Administrative Services
- Chapter 7: Human Resources | Vice Chancellor of Human Resources and Police Services (Lead)

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

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



Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD’s process, visit <https://sbccd.edu/ap2410>.

AP 2410 Board Policies and Administrative Procedures (10+1)

09/14/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
*PPAC Approves
Review Level*

References:

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

End of Recommendation for AP 2410 Board Policies and Administrative Procedures

BP 2210 Officers (no matching AP exists)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	2/6/2023	Recommendation Received	2/6/2023
Reason(s) for Review/Changes			
> BOT requested change to during the January 2023 Board Retreat			

Review Level

Level 1

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 08/02/2023 BPPAC Approval
- 02/13/2023 PPAC Approves Review Level
- 02/14/2023 Level 1 to Constituents for Information Only
- 09/14/2023 BOT First Reading
- 10/19/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are shown in red.
3. Legal changes are shown in blue and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 2210 Officers *(no matching AP exists)*

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Reason(s) for Review/Changes

> BOT requested change to during the January 2023 Board Retreat

(Replaces current SBCCD BP 2100)

At the annual organizational meeting (See BP 2305 titled Annual Organizational Meeting), the Board of Trustees shall elect officers from among its members. The terms of officers shall be for one year, beginning the following January 1 through December 31.

Duties of the Chair of the Board:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on the Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members as outlined in the Board Orientation Handbook; The Chair is ultimately responsible for the orientation process of new board members and student trustees.
- Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
- Represent the Board at official events or ensure Board representation.
- The Board Chair may contact District legal counsel regarding business of the District as necessary and the Board Chair will provide a report to the Board and Chancellor.
- The Chair has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)
- The Board Chair shall establish ad hoc committees to comply with Board Policies and deadlines.
- When applicable, the Board Chair will orient the incoming Board Chair in duties and responsibilities.
- ~~The Board Chair will attend a New Board Chair Workshop hosted by the California Community College League in January.~~

Duties of the Vice Chair of the Board:

1. To perform in the absence of the Chair, all the duties of the Chair;
2. To attest the signature of the Chair or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 2210 Officers *(no matching AP exists)*

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

3. To attest to the signature of the Chair or other members of the Board on all other documents of the District when the attestation is a legal requirement.

Duties of the Clerk of the Board:

- To perform in the absence of the Chair, or the Vice Chair all the duties of the Chair;
- To attest the signature of the Chair or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
- To attest to the signature of the Chair or other members of the Board on all other documents of the District when the attestation is a legal requirement;
- To certify copies of records of the District as required.
- Monitor calendar deadlines pertinent to the Board and report them to the Board Chair and the Board.

Board Secretary

The Chancellor of the District shall serve as the Secretary to the Board.

Duties of the Secretary to the Board:

1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
2. Prepare and post the Board meeting agendas;
3. Have prepared for adoption minutes of the Board meetings;
4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;
5. Conduct the official correspondence of the Board;
6. Certify as legally required all Board actions;
7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The Board does not have an official system of rotation or officers; it elects the officers each year from among all its members.

Reference:

Education Code Section 72000

End of Recommendation for BP 2210 Officers

BP 2725 Board Member Compensation (no matching AP exists)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	2/27/2023	Recommendation Received	3/7/2023
Reason(s) for Review/Changes			
> Chapter Lead: To create efficiency in annual BOT compensation process (2022-23 carryover)			

Review Level

Level 1

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 08/02/2023 BPPAC Approval
- 03/13/2023 PPAC Approves Review Level
- 03/14/2023 Level 1 to Constituents for Information Only
- 09/14/2023 BOT First Reading
- 10/19/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are shown in red.
3. Legal changes are shown in blue and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

BP 2725 Board Member Compensation (no matching AP exists)

09/08/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Reason(s) for Review/Changes

> Chapter Lead: To create efficiency in annual BOT compensation process (2022-23 carryover)

~~(Replaces current SBCCD BP 2230)~~

Members of the Board of Trustees and student trustees who attend all Board meetings shall may receive ~~\$420 per~~ monthly stipend and the student trustee(s), \$210 per month as allowable by law. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board may, on an annual basis, increase the compensation of Board members beyond the statutory formula, in an amount not to exceed five ~~(5)~~ percent based on the present monthly rate of compensation. Any increase is subject to rejection in a referendum by a majority of the voters in the District and shall be in accordance with the procedures set forth in Education Code Section 72024.

The SBCCD Board of Trustees may consider the amount of monthly stipend annually at its June Board meeting.

Reference:

Education Code Section 72024

End of Recommendation for BP 2725 Board Member Compensation

Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
BP 2210 Officers		> BOT requested change to during the January 2023 Board Retreat	Level 1			9/14/2023	BOT 1st Reading	9/14/2023	10/19/2023
AP 2325 Telconferenced Meetings		> Legal Update 42: The Service created this optional/good practice new procedure to allow for easier reference to the Ralph M. Brown Act's requirements for public meetings by teleconference.	Level 1	10/16/2023		10/16/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 2330 Quorum and Voting		> Legal Update 42: The Service updated this policy to clarify voting requirements related to the sale or lease of surplus real property.	Level 1	9/12/2023		9/12/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 2330 Quorum and Voting		> Minor Clerical Edit	Level 1	9/12/2023		9/12/2023	Recommendation Requested	11/9/2023	12/8/2023
BP 2340 Agendas		> Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.	Level 1	9/12/2023		9/12/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 2340 Agendas		> Legal Update 40: The Service updated this policy to reflect amended Brown Act provisions on public requests for agenda materials (2022-23 carryover)	Level 1	9/12/2023		9/12/2023	Recommendation Requested	11/9/2023	12/8/2023
BP 2365 Recording		> Chapter Lead: To remove repetitive language from the AP.	Level 1	9/12/2023		9/12/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 2365 Recording		> Legal Update 42: The Service updated this policy to add a citation to and to reflect recent reorganization and renumbering of the California Public Records Act.	Level 1	9/12/2023		9/12/2023	Recommendation Requested	11/9/2023	12/8/2023
BP 2410 Board Policies and Administrative Procedures	10+1	> To match changes to BP from Legal Update 42	Level 1	9/12/2023		9/12/2023	Recommendation Requested	11/9/2023	12/8/2023
AP 2410 Board Policies and Administrative Procedures	10+1	> Legal Update 40: The Service updated this policy to clarify that in unusual circumstances the governing board may adopt changes at the same meeting at which they are introduced. (2022-23 carryover)	Level 3	9/12/2023		9/12/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 2510 Participation In Local Decision-Making	10+1	> No Change; FYI Only (2022-23 carryover)	Level 3	9/12/2023		9/12/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 2510 Participation In Local Decision-Making	10+1	> Academic Senate Request (2022-23 carryover)	Level 3	10/29/2023		10/29/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 2712 Conflict of Interest Code		> Academic Senate Request (2022-23 carryover)	Level 3	10/29/2023		10/29/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 2725 Board Member Compensation		> Legal Update 42: The Service updated this procedure to update the gift limit and to revise the disclosure categories.	Level 1		9/6/2023	9/11/2023	PPAC Approves Review Level	10/19/2023	11/9/2023
BP 3300 Public Records		> Chapter Lead: To create efficiency in annual BOT compensation process (2022-23 carryover)	Level 1		4/1/2023	9/14/2023	BOT 1st Reading	9/14/2023	10/19/2023
AP 3300 Public Records		> Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.	Level 1		9/6/2023	9/11/2023	PPAC Approves Review Level	10/19/2023	11/9/2023
BP 3410 Nondiscrimination		> FYI Only	Level 1		9/6/2023	9/11/2023	PPAC Approves Review Level	10/19/2023	11/9/2023
AP 3410 Nondiscrimination		> Legal Update 41: The Service updated this policy to include "ethnicity" as a protected class consistent with the legal references cited in the policy.	Level 2		9/6/2023	9/11/2023	PPAC Approves Review Level	11/9/2023	12/8/2023
BP 3420 Equal Employment Opportunity		> Legal Update 42: The Service updated this policy to add antidiscrimination provisions related to a person's use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.	Level 2		9/6/2023	9/11/2023	PPAC Approves Review Level	11/9/2023	12/8/2023
AP 3420 Equal Employment Opportunity		> Legal Update 42: The Service updated this procedure to add antidiscrimination provisions related to a person's use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.	Level 2		9/6/2023	9/11/2023	PPAC Approves Review Level	11/9/2023	12/8/2023
BP 3433 Prohibition of Sexual Harassment under Title IX		> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 2	10/6/2023		10/6/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 3433 Prohibition of Sexual Harassment under Title IX		> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 2	10/6/2023		10/6/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 3434 Responding to Harassment Based on Sex under Title IX		> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 2	10/6/2023		10/6/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 3434 Responding to Harassment Based on Sex under Title IX		> FYI Only	Level 2	1/4/2024		1/4/2024	Recommendation Requested	4/11/2024	5/9/2024
BP 3435 Discrimination and Harassment Resolution Procedures		> Legal Update 42: The Service updated this procedure to remove a historically offensive term found in federal law.	Level 2	1/4/2024		1/4/2024	Recommendation Requested	4/11/2024	5/9/2024
AP 3435 Discrimination and Harassment Resolution Procedures		> Legal Update 42: The Service updated this procedure to remove a historically offensive term, to align to FBI crime definitions, and to clarify that the contents of a written investigative report should not include findings or determinations of law or fact, consistent with the 2020 regulations.	Level 2	1/4/2024		1/4/2024	Recommendation Requested	4/11/2024	5/9/2024
BP 3540 Sexual and Other Assaults on Campus		> Legal Update 42: The Service updated this procedure to include required information on sexual assault and domestic violence counselors pursuant to changes in the Education Code.	Level 2	1/4/2024		1/4/2024	Recommendation Requested	4/11/2024	5/9/2024
AP 3540 Sexual and Other Assaults on Campus		> Legal Update 41: The Service updated this procedure to remove a historically offensive term, to align to FBI crime definitions, and to clarify that the contents of a written investigative report should not include findings or determinations of law or fact, consistent with the 2020 regulations.	Level 2	1/4/2024		1/4/2024	Recommendation Requested	4/11/2024	5/9/2024
BP 3540 Sexual and Other Assaults on Campus		> Legal Update 42: The Service updated this procedure to reflect the new name of the California Civil Rights Department and to align with updated Title 5 regulations.	Level 2	1/4/2024		1/4/2024	Recommendation Requested	4/11/2024	5/9/2024
AP 3540 Sexual and Other Assaults on Campus		> Legal Update 42: The Service updated this policy to apply to victims of domestic violence and to any location, expanding the application beyond a district's grounds pursuant to changes in the Education Code. The Service updated the title to align to current law.	Level 2	2/3/2024		2/3/2024	Recommendation Requested	4/11/2024	5/9/2024
BP 3540 Sexual and Other Assaults on Campus		> Legal Update 42: The Service updated this procedure to set out options for victims including information about sexual assault and domestic violence counselors pursuant to changes in the Education Code. The Service updated the title of this procedure to align to current law.	Level 2	2/3/2024		2/3/2024	Recommendation Requested	4/11/2024	5/9/2024
AP 3540 Sexual and Other Assaults on Campus		> Legal Update 42: The Service updated this procedure to set out options for victims including information about sexual assault and domestic violence counselors pursuant to changes in the Education Code. The Service updated the title of this procedure to align to current law.	Level 2	2/3/2024		2/3/2024	Recommendation Requested	4/11/2024	5/9/2024
BP 3550 Drug Free Environment and Drug Prevention Program		> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 2	1/4/2024		1/4/2024	Recommendation Requested	4/11/2024	5/9/2024
AP 3550 Drug Free Environment and Drug Prevention Program		> Legal Update 42: The Service updated this policy to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.	Level 2	11/5/2023		11/5/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 3550 Drug Free Environment and Drug Prevention Program		> Legal Update 42: The Service updated this procedure to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.	Level 2	11/5/2023		11/5/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 3550 Drug Free Environment and Drug Prevention Program		> Legal Update 42: The Service updated this procedure to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.	Level 2	11/5/2023		11/5/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 3725 Information and Communications Technology Accessibility & Acceptable Use		> Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)	Level 2	10/2/2023		10/2/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 3725 Information and Communications Technology Accessibility & Acceptable Use		> Moving language from below legal reference into the body of the AP.	Level 2	10/2/2023		10/2/2023	Recommendation Requested	12/8/2023	1/11/2024

Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
AP 3725 Information and Communications Technology Accessibility & Acceptable Use		> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations. > Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)	Level 2	10/2/2023		10/2/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 4010 Academic Calendar	10+1	> Minor Clerical Edit (2022-23 carryover)	Level 3		4/1/2023	9/11/2023	Level 3 PPAC Reviews 2nd AS Feedback	10/19/2023	11/9/2023
AP 4010 Academic Calendar	10+1	> Legal Update 39: The Service updated this procedure to add optional language regarding designating Juneteenth as a district holiday. The Service also clarified optional language in this procedure. (2022-23 carryover)	Level 3		4/1/2023	9/11/2023	Level 3 PPAC Reviews 2nd AS Feedback	10/19/2023	11/9/2023
BP 4020 Program, Curriculum, and Course Development	10+1	> FYI Only	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4020 Program, Curriculum, and Course Development	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4100 Graduation Requirements for Degrees and Certificates	10+1	> Minor Clerical Edit	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4100 Graduation Requirements for Degrees and Certificates	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations. > Legal Update 40: The Service updated this procedure to reflect new Title 5 Regulations regarding direct assessment competency-based education. (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4105 Distance Education	10+1	> Legal Update 39 & Academic Senate Request (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4105 Distance Education	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations. > Legal Update 39 & Academic Senate Request (2022-23 carryover) Updated to add "Correspondence" Education to the title to reflect new provisions added to Title 5 regarding correspondence education. The Service also added legally required language regarding correspondence education, including the definition from Title 5 regarding "correspondence education" and provisions addressing delivery of correspondence education instruction, addendums to course outlines, and eligibility of full-time status for students who participate in correspondence education. Finally, the Service added legal citations to Education Code Sections 66700 and 70901 et seq. and Title 5 Sections 55260 et seq.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4222 Remedial Coursework	10+1	> Legal Update 42: The Service updated this procedure to incorporate new requirements related to placing students in transfer-level English and mathematics within the first year of matriculation pursuant to changes in the Education Code.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4225 Course Repetition	10+1	> Minor Clerical Edit	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4225 Course Repetition	10+1	> Legal Update 42: The Service updated this procedure to update the definition of substandard grades and the circumstances under which a student can repeat courses pursuant to changes in Title 5 regulations.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4230 Grading and Academic Record Symbols	10+1	> Legal Update 39: The Service updated this policy to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol. (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4230 Grading and Academic Record Symbols	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations. > Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol for such purposes. (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4232 Pass/No Pass	10+1	> Minor Clerical Edit	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4232 Pass/No Pass	10+1	> Legal Update 42 Addendum: The Service updated this procedure to correct a typographical error and align language with the updated Title 5 regulations. > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4235 Credit for Prior Learning	10+1	> Legal Update 39: The Service updated this policy to clarify that students may earn credit for prior learning through satisfactory completion of certain examinations. (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4235 Credit for Prior Learning	10+1	> Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned by such examinations. (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024

2023-24 Policies and Procedures Annual Review List Forecast

Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
AP 4236 Advanced Placement Credit	10+1	> Legal Update 39: The Service updated this procedure to add a legal citation to Title 5 Section 55052 and clarify that if a district grants credit for satisfactory completion of Advanced Placement examination, a student's academic record will reflect such credit.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4250 Probation, Dismissal, and Readmission	10+1	> Minor Clerical Update	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4250 Probation, Dismissal, and Readmission	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 4255 Dismissal and Readmission	10+1	> SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted. > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students	10+1	> Legal Update 42: The Service updated this procedure to remove requirement that courses be certified for remedial purposes and require they be certified for pre-transfer level courses pursuant to changes in the Education Code.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5012 International Students	10+1	> SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5013 Students in the Military	10+1	> Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residency 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) (2022-23 carryover)	Level 3	10/2/2023	4/1/2023	9/11/2023	Level 3 PPAC Reviews 2nd AS Feedback	10/19/2023	11/9/2023
BP 5015 Residence Determination	10+1	> Legal Update 42: The Service updated this policy to allow specified athletes to be entitled to classification as residents tuition and fee purposes pursuant to changes in the Education Code. > Legal Update 39: The Service updated this policy to add language regarding exceptions to California residency determinations for certain students with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679) The Service also added a legal citation to the U.S. Code. (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5015 Residence Determination	10+1	> Legal Update 42: The Service updated this procedure to allow specified athletes to be entitled to classification as residents for tuition and fee purposes pursuant to changes in the Education Code. > Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residency 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) (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5020 Nonresident Tuition		> Legal Update 42: The Service updated this policy to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they meet certain requirements pursuant to changes in the Education Code.	Level 2	12/5/2023		12/5/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5020 Nonresident Tuition		> Legal Update 42: The Service updated this procedure to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they met certain requirements pursuant to changes in the Education Code.	Level 2	12/5/2023		12/5/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5030 Fees		> Clerical update of legal reference and pronouns	Level 2	12/5/2023		12/5/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5030 Fees		> Legal Update 42: The Service updated this procedure to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they met certain requirements pursuant to changes in the Education Code. > Chapter Lead: Removal of fees no longer being charged; clarification of parking violation fees.	Level 2	12/5/2023		12/5/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5035 Withholding of Student Records	10+1	> Legal Update 42: The Service updated this policy to include an additional citation to the Education Code and clarify when a district may withhold registration privileges or transcripts.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5035 Withholding of Student Records	10+1	> FYI Only	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5040 Student Records, Directory Information, and Privacy	10+1	> Legal Update 42: The Service updated this policy to state that a district will develop and implement a process for students, staff, and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code. > Legal Update 40: The Service updated this policy to add legal citations and language concerning a student's ability to request name and gender changes in the student's records. (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5040 Student Records, Directory Information, and Privacy	10+1	> Legal Update 42: The Service updated this procedure to provide a process for students to declare an affirmed name, gender, or both pursuant to changes in the Education Code. > Legal Update 40: The Service updated this procedure to add legal citations and language concerning a student's ability to request name and gender changes in the student's records. (2022-23 carryover) > Legal Update 39: The Service updated this procedure to add a legal citation to reflect an amendment to Title 10 of the U.S. Code regarding the disclosure of student information to the military for recruitment purposes. (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5050 Student Success and Support Program	10+1	> Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)	Level 3		7/31/2023	9/11/2023	PPAC Reviews Constituent & Initial AS F	11/9/2023	12/8/2023
AP 5050 Student Success and Support Program	10+1	> Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)	Level 3		7/31/2023	9/11/2023	PPAC Reviews Constituent & Initial AS F	11/9/2023	12/8/2023
BP 5055 Enrollment Priorities	10+1	> FYI Only	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5055 Enrollment Priorities	10+1	> Legal Update 42: The Service updated this procedure to include an additional category of students eligible for priority for enrollment pursuant to changes in the Education Code.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5070 Attendance Accounting	10+1	> Chapter Lead: BP 5070 updated in connection with adoption of AP.	Level 3		7/31/2023	9/11/2023	PPAC Reviews Constituent & Initial AS F	11/9/2023	12/8/2023

2023-24 Policies and Procedures Annual Review List Forecast

Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
AP 5070 Attendance Accounting	10+1	> Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.	Level 3		7/31/2023	9/11/2023	PPAC Reviews Constituent & Initial AS F	11/9/2023	12/8/2023
BP 5075 Course Adds, Drops, and Withdrawals	10+1	> Minor Clerical Edit	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5075 Course Adds, Drops and Withdrawals	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5130 Financial Aid		> Legal Update 42: The Service updated this policy to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.	Level 2	12/5/2023		12/5/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5130 Financial Aid		> Legal Update 42: The Service updated this procedure to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.	Level 2	12/5/2023		12/5/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5220 Shower Facilities for Homeless Students	10+1	> Chapter Lead: Good Practice BP being Presented for adoption	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5220 Shower Facilities for Homeless Students	10+1	> Chapter Lead: Good Practice AP Presented for adoption	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5300 Student Equity	10+1	> Minor Clerical Edit	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5300 Student Equity	10+1	> Legal Update 42: The Service updated this procedure to correct a reference to foundational skills.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5410 Associated Students Elections	10+1	> Legal Update 42: The Service updated this policy to allow a disabled student or student enrolled in a district's adult education program to serve on student government pursuant to changes in the Education Code.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5410 Associated Students Elections	10+1	> Please note SBCCD has not adopted this AP; should it be adopted?	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5420 Associated Students Finance	10+1	> Minor Clerical Edit (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5420 Associated Students Finance	10+1	> Legal Update 40: The Service updated this procedure to clarify that an academic employee who is the designated advisor of a student body organization must approve the expenditure of funds for that organization. (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5500 Standards of Student Conduct	10+1	> Legal Update 42: The Service updated this policy to add legal citations.	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5500 Standards of Student Conduct	10+1	> Minor Clerical Edit	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5520 Student Discipline Procedures	10+1	> Legal Update 40: The Service updated this procedure to reflect recent legislation that complainants or witnesses in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for violations of the student conduct policy unless the violation was egregious. (2022-23 carryover) > Legal Update 38: The Service updated this procedure to change the abbreviation AS to state "Associated Students" and to add optional language to highlight diversity, equity, and inclusion issues.(2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5530 Student Rights and Grievances	10+1	> Minor Clerical Edit (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 5530 Student Rights and Grievances	10+1	> Legal Update 39: The Service updated this procedure to address a typo. (2022-23 carryover) > Legal Update 38: The Service updated the use note for this procedure to make it legally advised in order to ensure compliance with accreditation requirements. (2022-23 carryover)	Level 3	10/2/2023		10/2/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 5700 Intercollegiate Athletics	10+1	> Legal Update 39: The Service updated this policy to add language regarding transgender student athletes. This Service also added legal citations to the Education Code regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation (Education Code Section 67456, as amended by Senate Bill 26) and reference to the California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)	Level 3		7/31/2023	9/11/2023	PPAC Reviews Constituent & Initial AS F	11/9/2023	12/8/2023
AP 5700 Intercollegiate Athletics	10+1	> Legal Update 39: This Service updated this procedure to add legally required language regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation. (Education Code Section 67456, as amended by Senate Bill 26) The Service also added a citation to California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)	Level 3		7/31/2023	9/11/2023	PPAC Reviews Constituent & Initial AS F	11/9/2023	12/8/2023
BP 6250 Budget Management		> Legal Update 42: The Service updated this policy to align to a recommendation regarding unrestricted budget reserves.	Level 1		9/6/2023	9/11/2023	PPAC Approves Review Level	10/19/2023	11/9/2023
AP 6250 Budget Management		> Minor Clerical Edit	Level 1		9/6/2023	9/11/2023	PPAC Approves Review Level	10/19/2023	11/9/2023
BP 6320 Investments		> Annual Review required by BP.	Level 2	12/5/2023		12/5/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 6320 Investments		> Annual Review required by BP.	Level 2	12/5/2023		12/5/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 6355 Job Order Contracts		> Legal Update 40: The Service updated this procedure to reflect recent amendments to the Public Contract Code that extended authorization for districts to enter into job order contracts and requirements that contractors use a workforce that involves apprenticeship occupations in the building and construction trades.	Level 2	12/5/2023		12/5/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 6400 Financial Audits		> Minor Clerical Edit	Level 1		9/6/2023	9/11/2023	PPAC Approves Review Level	10/19/2023	11/9/2023
AP 6400 Financial Audits		> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 1		9/6/2023	9/11/2023	PPAC Approves Review Level	10/19/2023	11/9/2023
BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program		> Chapter Lead: Requested changes to align with SBCCD goals and legal constraints.	Level 2	11/5/2023		11/5/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 6800 Occupational Safety		> Legal Update 42: The Service updated this policy to clarify legal citations.	Level 1		9/6/2023	9/11/2023	PPAC Approves Review Level	10/19/2023	11/9/2023
AP 6800 Occupational Safety		> Minor Clerical Edit	Level 1		9/6/2023	9/11/2023	PPAC Approves Review Level	10/19/2023	11/9/2023
BP 6910 Housing		> Legal Update 42: The Service updated this policy to identify how a district may prioritize and restrict occupancy in affordable housing, to include language regarding prioritizing affordable housing for students, and to include language regarding data collection pursuant to changes in the Education Code and Health and Safety Code. > Legal Update 41: The Service updated this policy to delete a legal reference to Education Code Sections 94110 et seq., to add a reference to Education Code Section 76010, and to remove provisions required by that section. > Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.	Level 2	10/6/2023		10/6/2023	Recommendation Requested	12/8/2023	1/11/2024

2023-24 Policies and Procedures Annual Review List Forecast

Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
AP 6910 Housing		> Legal Update 42: The Service updated this procedure to identify how a district may prioritize and restrict occupancy in affordable housing and to include language regarding data collection pursuant to changes in the Education Code and Health and Safety Code. > Legal Update 41: The Service updated this procedure to delete a legal reference to Education Code Sections 94110 et seq., to add a reference to Education Code Section 76010, to remove provisions required by that section, and to update the template to align to current law.	Level 2	10/6/2023		10/6/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 7120 Recruitment and Hiring	10+1	> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	Level 3	3/4/2024		3/4/2024	Recommendation Requested	6/13/2024	7/11/2024
AP 7120 Recruitment & Hiring	10+1	> FYI Only	Level 3	3/4/2024		3/4/2024	Recommendation Requested	6/13/2024	7/11/2024
AP 7145 Personnel Files		> Legal Update 42: The Service updated this procedure to provide a process for staff and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.	Level 2	10/6/2023		10/6/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 7150 Evaluation	10+1	> Academic Senate Request at 11/14/2022 meeting to review process and timeliness (2022-23 carryover)	Level 3	5/3/2024		5/3/2024	Recommendation Requested	11/14/2024	12/12/2024
AP 7150 Evaluation	10+1	> Academic Senate Request at 11/14/2022 meeting to review process and timeliness (2022-23 carryover)	Level 3	5/3/2024		5/3/2024	Recommendation Requested	11/14/2024	12/12/2024
BP 7210 Academic Employees	10+1	> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	Level 3	5/3/2024		5/3/2024	Recommendation Requested	11/14/2024	12/12/2024
AP 7210 Academic Employees	10+1	> FYI Only	Level 3	5/3/2024		5/3/2024	Recommendation Requested	11/14/2024	12/12/2024
AP 7216 Academic Employees: Grievance Procedure for Contract Decisions	10+1	> Legal Update 41: The Service updated this procedure to clarify how a district processes grievance procedures and the requirement for the faculty union, if any, to consult with the Academic Senate regarding the faculty grievance procedure.	Level 3	5/3/2024		5/3/2024	Recommendation Requested	11/14/2024	12/12/2024
BP 7230 Classified Employees		> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations. > Legal Update 40: The Service updated this policy to reflect new legislation that shortened the probationary period and new requirements for layoff and hearing rights for classified employees. (2022-23 carryover)	Level 2	6/2/2024		6/2/2024	Recommendation Requested	10/10/2024	11/14/2024
AP 7235 Probationary Period - Classified Employees		> Legal Update 42: The Service updated this procedure to implement requirements in non-merit system districts regarding employees who do not successfully complete their probationary period pursuant to changes in the Education Code. > Legal Update 40: The Service updated this procedure to reflect recent legislation that shortened the probationary period for classified employees and to clarify this change is not applicable to collective bargaining agreements entered into before January 1, 2022.	Level 2	6/2/2024		6/2/2024	Recommendation Requested	10/10/2024	11/14/2024
AP 7237 Layoffs		> Legal Update 40: The Service updated this procedure to add legal citations regarding new requirements for layoffs and hearing rights of classified employees. (carryover from 2022-23)	Level 2	6/2/2024		6/2/2024	Recommendation Requested	10/10/2024	11/14/2024
BP 7240 Confidential Employees		> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	Level 2	1/4/2024		1/4/2024	Recommendation Requested	4/11/2024	5/9/2024
AP 7240 Confidential Employees		> FYI Only	Level 2	1/4/2024		1/4/2024	Recommendation Requested	4/11/2024	5/9/2024
BP 7250 Educational Administrators	10+1	> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations. > Legal Update 38: The Service updated this policy to add clarifying language regarding the term "vacancy" as used in this policy. (2022-23 carryover) > Other Chapter Lead review. (2022-23 carryover)	Level 3	3/4/2024		3/4/2024	Recommendation Requested	6/13/2024	7/11/2024
AP 7250 Educational Administrators	10+1	> Minor Clerical Edit	Level 3	3/4/2024		3/4/2024	Recommendation Requested	6/13/2024	7/11/2024
BP 7260 Classified Supervisors, Managers and Administrators		> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	Level 2	3/4/2024		3/4/2024	Recommendation Requested	5/9/2024	6/13/2024
AP 7260 Classified Supervisors, Managers and Administrators		> FYI Only	Level 2	3/4/2024		3/4/2024	Recommendation Requested	5/9/2024	6/13/2024
BP 7310 Nepotism		> Chapter Lead review to expand and include having financial and/or employment influence between members of the same household extending beyond the familial definitions in our existing language.	Level 2	3/19/2024		3/19/2024	Recommendation Requested	6/13/2024	7/11/2024
AP 7310 Nepotism		> Chapter Lead review to expand and include having financial and/or employment influence between members of the same household extending beyond the familial definitions in our existing language.	Level 2	3/19/2024		3/19/2024	Recommendation Requested	6/13/2024	7/11/2024
BP 7340 Leaves	10+1	> Legal Update 42: The Service updated this policy to add legal citations. > Legal Update 40: The Service updated this policy to include references to Government Code Sections 12945.2 and 12945.21. (2022-23 carryover)	Level 3	4/3/2024		4/3/2024	Recommendation Requested	10/10/2024	11/14/2024
AP 7340 Leaves	10+1	> FYI Only	Level 3	4/3/2024		4/3/2024	Recommendation Requested	10/10/2024	11/14/2024
AP 7347 Paid Family Leave		> Legal Update 40: The Service updated this procedure to reflect recent changes to the California Family Rights Act that clarified employees may take protected leave to care for a parent-in-law. (carryover from 2022-23) > Legal Update 38: The Service updated this procedure to clarify and streamline the language in this procedure. Additionally, this procedure was updated to reflect recent changes to the Paid Family Leave program, including an increase in the duration of benefits to eight weeks, and expansion of the leave to cover time off to participate in a qualifying exigency related to covered active duty or call to covered active duty for an individual's spouse, domestic partner, child or parent in the Armed Forces.	Level 2	4/3/2024		4/3/2024	Recommendation Requested	6/13/2024	7/11/2024
BP 7360 Discipline & Dismissal - Academic Employees	10+1	> Minor Clerical Edit	Level 3	10/6/2023		10/6/2023	Recommendation Requested	1/11/2024	2/8/2024

2023-24 Policies and Procedures Annual Review List Forecast

Title	10+1?	Reason(s) for Review	Review Level	Anticipated Receipt of Recommendation	Recommendation Received	Current Step Date	Current Step	BOT 1st Reading	BOT Final Approval
AP 7360 Discipline and Dismissal - Academic Employees	10+1	<p>> Legal Update 42 Addendum: The Service updated this procedure to align with updated Title 5 regulations, add legal references, move some detail from the board policy to this procedure, and ensure consistent formatting between this procedure and the BP 7600 template.</p> <p>> Legal Update 42: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment.</p> <p>> Legal Update 40: The Service updated this procedure to reflect recent clarifications to the requirements for placement on involuntary paid administrative leave. (2022-23 carryover)</p> <p>> Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.</p>	Level 3	10/6/2023		10/6/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 7365 Discipline & Dismissal - Classified Employees		> Minor Clerical Edit	Level 2	10/6/2023		10/6/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 7365 Discipline & Dismissal - Classified Employees		> Legal Update 42: The Service updated this procedure to implement requirements related to employee status during discipline proceedings pursuant to changes in the Education Code.	Level 2	10/6/2023		10/6/2023	Recommendation Requested	12/8/2023	1/11/2024
BP 7600 District Police Department		<p>> Legal Update 42 Addendum: The Service updated this policy to align with updated Title 5 regulations, make language corrections, move some detail to the accompanying procedure, and ensure consistent formatting between this policy template and the AP 7600 template.</p> <p>> Legal Update 42: The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.</p> <p>> Legal Update 40: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. (2022-23 carryover)</p> <p>> Legal Updates 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)</p>	Level 2	10/6/2023		10/6/2023	Recommendation Requested	12/8/2023	1/11/2024
AP 7600 District Police Department		<p>> Legal Update 42 Addendum: The Service updated this policy to align with updated Title 5 regulations, make language corrections, move some detail to the accompanying procedure, and ensure consistent formatting between this policy template and the AP 7600 template.</p> <p>> Legal Update 42: The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.</p> <p>> Legal Update 40: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. (2022-23 carryover)</p> <p>> Legal Updates 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)</p>	Level 2	10/6/2023		10/6/2023	Recommendation Requested	12/8/2023	1/11/2024