



San Bernardino Community College District  
 POLICIES & PROCEDURES ADVISORY  
 COMMITTEE (PPAC)  
 October 09, 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. September 18, 2023

### III. Items Continued from Last Month

- A. **Level 3 - Feedback from Constituent Groups & Input from Academic Senate First Review**
  - o 2410 Board Policies and Administrative Procedures
- B. **Level 3 - Input from Academic Senate Final Review**
  - o 5050 Student Success and Support Program
  - o 5070 Attendance Accounting
  - o 5700 Intercollegiate Athletics

### IV. Brand New Items

- A. **Approval of Items for Level 1 Review**
  - o 3560 Alcoholic Beverages

### V. Where Are They Now?

- A. October 19 BOT Agenda - First Read
  - 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 4010 Academic Calendar
  - o 5013 Students in the Military

- o 6250 Budget Management
- o 6400 Financial Audits
- o 6800 Occupational Safety

B. October 19 BOT Agenda - Final Read & Approval

- 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, November 13 , 2023,  
at 3:00 p.m.



## Policies & Procedures Advisory Committee Meeting Minutes – September 18, 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. The committee welcomed Cassie Thomas for the CSEA, James Quigley for the POA and Veada Benjamin representing the Black Faculty & Staff Association. Meridyth McLaren introduced herself as proxy for CHC Academic Senate representative Brandi Bailes.*

### II. Approval of Minutes

#### A. Confirmation of Quorum

*Quorum was confirmed.*

#### B. Approval of Minutes from August 25, 2023

*Keith Wurtz made a motion to approve the minutes, which James Quigley seconded. The motion passed by a majority vote with Carmen Rodriguez abstaining.*

### III. Items Continued from Last Month

#### A. Level 3 – Feedback from Constituent Groups & Input from Academic Senate First Review

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

*Committee members went over feedback on the items above and Davena Burns-Peters reported that the SBVC Academic Senate had no issues with the changes. It was clarified that at this time SBCCD does not have an AP 5700 in place. BP 5700 is being presented to capture current legal updates. Once staff has had a chance to review the legally recommended AP 5700, a recommendation will be presented to PPAC accompanied by the updated BP. Meridyth made a motion which Carmen seconded to move these items through the system as presented and discussed. This motion was passed by consensus.*

#### B. Level 3 – Input from Academic Senate Final Review

- 4010 Academic Calendar
- 5013 Students in Military

*The committee discussed feedback from the Academic Senate and Chapter Lead. Carmen made a motion which Meridyth seconded to move them through the process as presented. This motion was passed by consensus.*

#### **IV. Brand New Items**

##### **A. Approval of Recommendations for Level 1 Review**

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

##### **B. Approval of Recommendations for Level 3 Review**

- 2410 Board Policies and Administrative Procedures

*Committee members reviewed the items as presented and approved by consensus the review levels assigned.*

#### **V. Where are They Now?**

- 2210 Officers
- 2725 Board Member Compensation

*Committee members were reminded of these items, reviewed at the previous meeting, which would be appearing on the September BOT agenda for first read. There was no action.*

#### **VI. The Best is Yet to Come**

##### **A. Any suggestions to improve the process?**

*No suggestions were offered.*

##### **B. Any topics that need to be discussed?**

*Davina commented that while our current system provides adequate transparency and opportunity for constituent input, she is wondering if we have in place a means to be sure the APs are carried out. Kristina voiced her opinion that as Chapter Lead, she holds herself accountable for making sure that P&Ps are followed. Jose Torres and Nohemy Ornelas also commented and advised that any concerns should be brought to Chapter Leads for resolution.*

##### **C. Forward Momentum**

- 2023-24 Annual Review List

*There was no discussion on this item.*

## VII. See You Next Time

*The next meeting of the PPAC is scheduled for Monday, October 9, at 3:00 p.m. The meeting adjourned at approximately 4:00 p.m.*

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

<u>yes</u>	1) 50% + one of appointed voting members (not 50% of members plus vacancies).		
<u>yes</u>	2) 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 Yearyean	<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 2410 Board Policies and Administrative Procedures

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
Constituent & Initial AS

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
- 10/09/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 10/18/2023 Level 3 Second Anticipated AS Review
- 11/13/2023 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](mailto: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)



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
Constituent & Initial AS

### 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)

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



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
Constituent & Initial AS

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/6/2023
<b>Reason(s) for Review/Changes</b>			
> No Change; FYI Only (2022-23 carryover)			

**Review Level**

**Level 3**

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

- 09/05/2023 BPPAC Approval
- 09/11/2023 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](mailto: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)



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
Constituent & Initial AS

### Reason(s) for Review/Changes

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

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 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.

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



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
Constituent & Initial AS

3. Notify Chapter Leads responsible for review.

### C. Other Requests

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

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

## II. CHAPTER LEAD REVIEW & RECOMMENDATION

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

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

## III. CONSTITUENT FEEDBACK TO FINAL APPROVAL

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

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

### A. Level 1 | Info Only

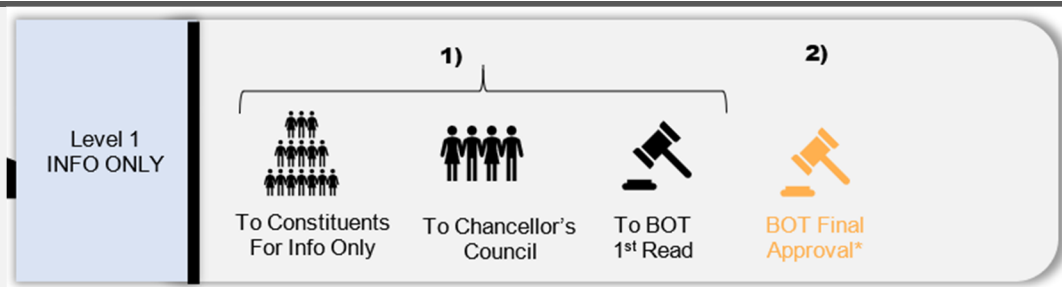
- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:
  - Reviewed with no changes.
  - Reviewed with only minor clerical edits or legal reference changes.
  - Chapter 2 Board of Trustees P&Ps that do not fall under 10+1.
- All items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

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



P&P Chapter Lead Recommendation  
San Bernardino Community College District

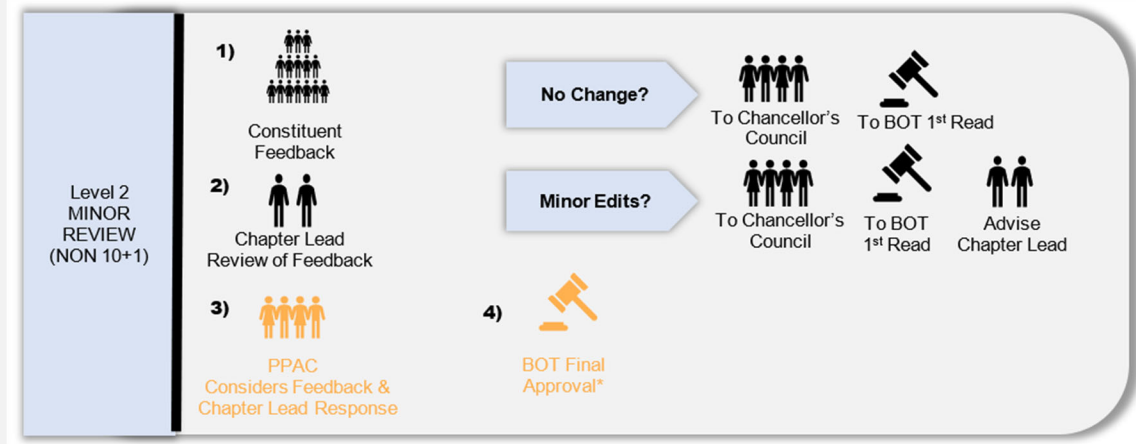
**Current Step:**  
Level 3 PPAC Reviews  
Constituent & Initial AS



\* 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 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 cyc. again under the Other Reques method.

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)



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
Constituent & Initial AS

### C. Level 3 | Extensive Review

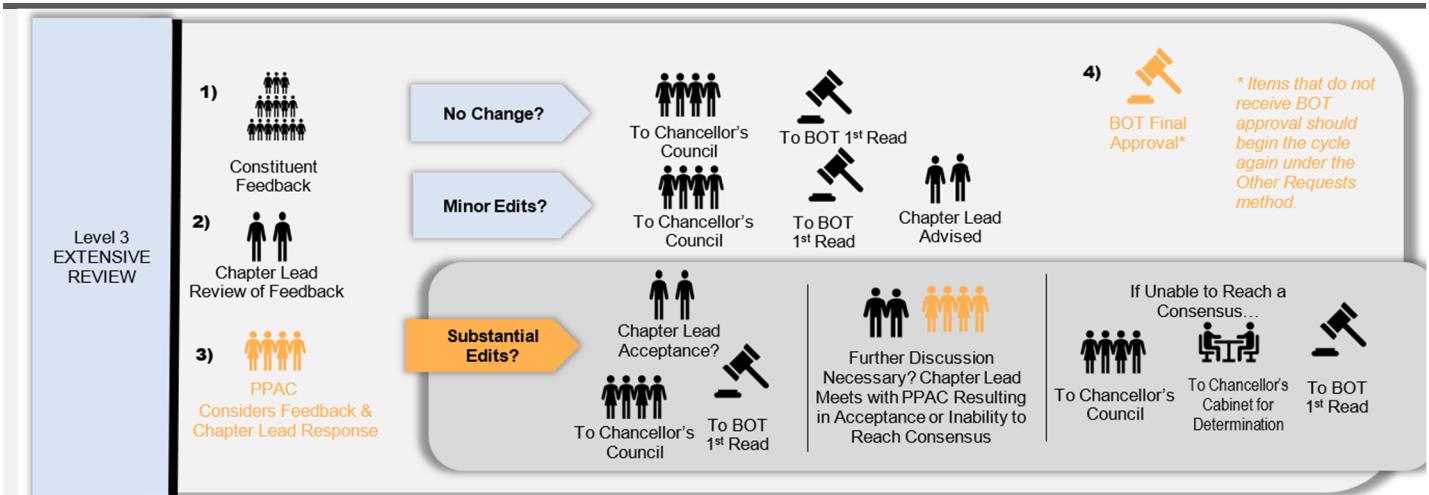
- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
  - Existing P&Ps with substantial changes and/or subject to 10+1
  - New P&Ps that are controversial, complex and/or subject to 10+1
- If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor's Council will be informed, and the issue referred to Chancellor's Cabinet to make a determination.
- All items deemed appropriately placed in *Level 3 | Extensive Review* by PPAC members begin the following review process. Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.
  1. PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
  2. Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
  3. At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes*, *Minor Edits*, or *Substantial Edits*.
    - a. **No Changes:** Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
    - b. **Minor Edits:** When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.
    - c. **Substantial Edits:** Any substantial edits will be forwarded to the Chapter Leads to be reviewed for operational applicability and feasibility.
      - i. *Chapter Lead Acceptance of Edits* results in P&Ps being forwarded to Chancellor's Council and scheduled for BOT first read.
      - ii. For *Edits Requiring Further Discussion*, Chapter Leads are invited to attend PPAC meeting to discuss, resulting in acceptance or failure to reach consensus.
      - iii. When *Consensus Cannot be Reached on Edits*, Chancellor's Council will be informed, and P&Ps referred to Chancellor's Cabinet for a determination, which will then be scheduled for BOT first read.
  4. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
  5. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.

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



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
Constituent & Initial AS



## DEFINITIONS

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

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

**AP:** Administrative Procedure(s)

**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)

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)



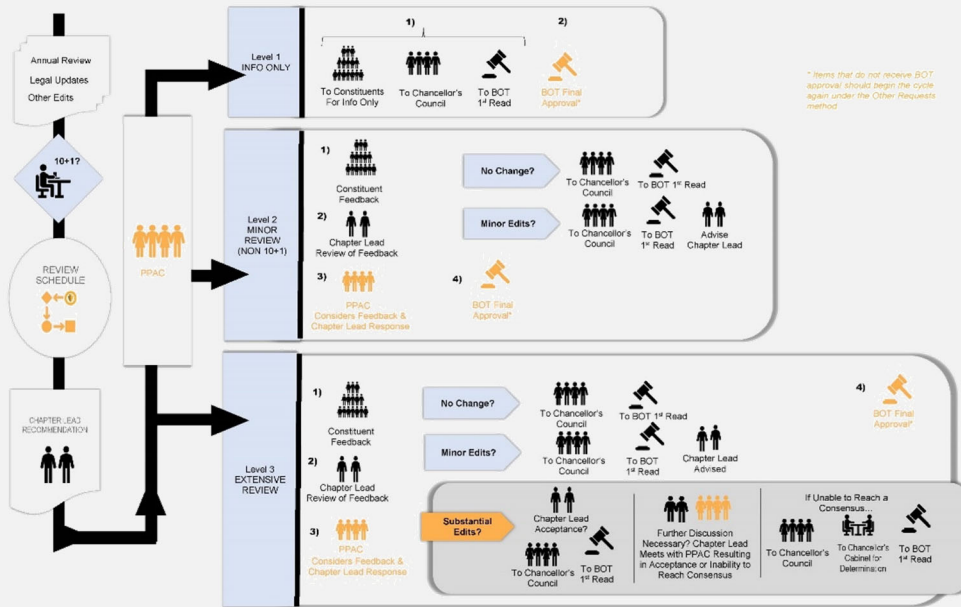
P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
Constituent & Initial AS

- Chapter 5: Student Services | Chancellor's Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 6: Business & Fiscal Services | Executive Vice Chancellor (Lead) and Vice Presidents of Administrative Services
- Chapter 7: Human Resources | Vice Chancellor of Human Resources and Police Services (Lead)

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

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



**References:**

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

**End of Recommendation for AP 2410 Board Policies and Administrative Procedures**

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**

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

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
- 09/18/2023 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](mailto:kgoodric@sbccd.edu).

RECOMMENDATION STARTS ON NEXT PAGE

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

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

**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:

- [Davena Burns-Peters reported SBVC Academic Senate approval on 9/20/2023](#)

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**



## AP 5050 Student Success and Support Program

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2022	Recommendation Received	7/31/2023
<b>Reason(s) for Review/Changes</b>			
> 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
- 09/18/2023 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](mailto: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 5050 Student Success and Support Program (10+1)

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

### 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:

- Davena Burns-Peters reported SBVC Academic Senate approval on 9/20/2023

~~(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 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.

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)

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

- 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 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~~~~

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)

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

~~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 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**

**BP 5070 Attendance Accounting**

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

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: BP 5070 updated in connection with adoption of AP.

**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
- 10/09/2023 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](mailto:kgoodric@sbccd.edu).

RECOMMENDATION STARTS ON NEXT PAGE

**BP 5070 Attendance Accounting (10+1)**

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

**Reason(s) for Review/Changes**

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

Review Process Comments:

- [Davena Burns-Peters reported SBVC Academic Senate approval on 9/20/2023](#)

~~(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

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

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
- 09/18/2023 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](mailto:kgoodric@sbccd.edu).

RECOMMENDATION STARTS ON NEXT PAGE

**AP 5070 Attendance Accounting (10+1)**

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

**Reason(s) for Review/Changes**

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

Review Process Comments:

- [Davena Burns-Peters reported SBVC Academic Senate approval on 9/20/2023](#)

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**



**BP 5700 Intercollegiate Athletics (no matching AP)**

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

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
- 10/09/2023 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](mailto: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)**

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews  
2nd AS Feedback

**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:

- [Davena Burns-Peters reported SBVC Academic Senate approval on 9/20/2023](#)

*(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 (CCCCA) 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 \(CCCCA\) Constitution and CCAA Bylaws](#)

**End of Recommendation for BP 5700 Intercollegiate Athletics (currently no matching AP)**

# BP 3560 Alcoholic Beverages

10/06/23



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	10/2/2023	Recommendation Received	10/6/2023

**Reason(s) for Review/Changes**

> Review requested by Board Executive Committee.

## Review Level

### Level 1

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

- 10/03/2023 BPPAC Approval
- 10/09/2023 PPAC Approves Review Level
- 10/10/2023 Level 1 to Constituents for Information Only
- 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](mailto: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 3560 Alcoholic Beverages

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
PPAC Approves Review  
Level

## Reason(s) for Review/Changes

*Click for CCLC Legal Update Info*

- > Review requested by Board Executive Committee.
- > Review Process Comments:
  - At the request of the Board Executive Committee, the Board Policies & Procedures Ad Hoc Committee reviewed the P&P and determined that it is legally compliant and fulfills the needs of SBCCD. It is being moved through the process with **no recommended changes**.

The Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

### References:

Business and Professions Code Section 25608 ;  
34 Code of Federal Regulations Part 668.46 subdivision (b)

**End of Recommendation for BP 3560 Alcoholic Beverages**

# AP 3560 Alcoholic Beverages (10+1)

10/06/23



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	10/2/2023	Recommendation Received	10/6/2023
<b>Reason(s) for Review/Changes</b>			
> Review requested by BOT			

## Review Level

**Level 1**

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

- 10/03/2023 BPPAC Approval
- 10/09/2023 PPAC Approves Review Level
- 10/10/2023 Level 1 to Constituents for Information Only
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

## Action Requested

As Chapter Lead, you are being requested to facilitate review of this P&P in light of the reason(s) listed above.

1. Staff recommended changes should be **shown in red**.
2. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
3. You are encouraged to collaborate with appropriate constituent groups.
4. All P&Ps designated 10+1 should be coordinated with the Academic Senate.
5. **Email completed review document with your changes and comments to [kgoodric@sbccd.edu](mailto: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 3560 Alcoholic Beverages

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
PPAC Approves Review  
Level

### Reason(s) for Review/Changes

> Review requested by Board Executive Committee.

> Review Process Comments:

- At the request of the Board Executive Committee, the Board Policies & Procedures Ad Hoc Committee reviewed the P&P and determined that it is legally compliant and fulfills the needs of SBCCD. It is being moved through the process with **no recommended changes**.

The possession, sale or furnishing of alcohol on campus is governed by California state law and these procedures and controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the District Police Department. The campus has been designated "drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the District Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized by the governing board to acquire, possess, use, sell, or consume it.
- A student at least 18 years of age tastes, but does not swallow or consume, an alcoholic beverage for educational purposes as part of the instruction in a hotel management, culinary arts, or enology or brewing degree program, and the alcoholic beverage remains in the control of the instructor.
- The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverage is wine produced by a bonded winery owned or operated as part of an instructional program in viticulture and enology.
- The alcoholic beverage is wine that is for use during an event sponsored by the District, or an organization operated for the benefit of the District, in connection with the District's instructional program in viticulture or enology.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

**AP 3560 Alcoholic Beverages**

10/06/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
*PPAC Approves Review  
Level*

- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District, or an organization operated for the benefit of the District, at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.
- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of a community college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.

As the population of San Bernardino and Riverside Counties is greater than 250,000, no alcoholic beverage is allowed at any professional minor league baseball game played on the District's athletic facilities.

**References:**

Business and Professions Code Sections 24045.4, 24045.6, 25608, 25658 and 25668;

34 Code of Federal Regulations Part 668.46 subdivision (b)

**End of Recommendation for AP 3560 Alcoholic Beverages**

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
BP 2210 Officers		> BOT requested change to during the January 2023 Board Retreat	Level 1		4/1/2023	10/19/2023	BOT Final Approval	9/14/2023	10/19/2023
AP 2325 Teleconferenced 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	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
AP 2330 Quorum and Voting		> Minor Clerical Edit	Level 1		9/12/2023	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
BP 2340 Agendas		> 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)	Level 1		9/12/2023	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
AP 2340 Agendas		> Chapter Lead: To remove repetitive language from the AP.	Level 1		9/12/2023	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
BP 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	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
AP 2365 Recording		> To match changes to BP from Legal Update 42	Level 1		9/12/2023	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
BP 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	10/9/2023	Level 3 PPAC Reviews Constituent & Initial AS Feedback	12/8/2023	1/11/2024
AP 2410 Board Policies and Administrative Procedures	10+1	> No Change; FYI Only (2022-23 carryover)	Level 3		9/12/2023	10/9/2023	Level 3 PPAC Reviews Constituent & Initial AS Feedback	12/8/2023	1/11/2024
BP 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 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		> Legal Update 42: The Service updated this procedure to update the gift limit and to revise the disclosure categories.	Level 1		9/6/2023	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
BP 2725 Board Member Compensation		> Chapter Lead: To create efficiency in annual BOT compensation process (2022-23 carryover)	Level 1		4/1/2023	10/19/2023	BOT Final Approval	9/14/2023	10/19/2023
BP 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	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
AP 3300 Public Records		> FYI Only	Level 1		9/6/2023	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
BP 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. > 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 1		9/6/2023	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
AP 3410 Nondiscrimination		> 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 1		9/6/2023	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
BP 3420 Equal Employment Opportunity		> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	Level 2	11/1/2023		11/1/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 3420 Equal Employment Opportunity		> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	Level 2	11/1/2023		11/1/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 3433 Prohibition of Sexual Harassment under Title IX		> FYI Only	Level 2	1/4/2024		1/4/2024	Recommendation Requested	4/11/2024	5/9/2024
AP 3433 Prohibition of Sexual Harassment under Title IX		> 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 3434 Responding to Harassment Based on Sex under Title IX		> 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. > 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
AP 3435 Discrimination and Harassment Resolution Procedures		> 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
BP 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
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 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



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 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 3560 Alcoholic Beverages		> Review requested by Board Executive Committee.	Level 1		10/6/2023	10/9/2023	PPAC Approves Review Level	11/9/2023	12/8/2023
AP 3560 Alcoholic Beverages		> Review requested by Board Executive Committee.	Level 1		10/6/2023	10/9/2023	PPAC Approves Review Level	11/9/2023	12/8/2023
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) > Moving language from below legal reference into the body of the AP.	Level 2	11/1/2023		11/1/2023	Recommendation Requested	1/11/2024	2/8/2024
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	11/1/2023		11/1/2023	Recommendation Requested	1/11/2024	2/8/2024
BP 4010 Academic Calendar	10+1	> Minor Clerical Edit (2022-23 carryover)	Level 3		4/1/2023	10/19/2023	BOT 1st Reading	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	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
BP 4020 Program, Curriculum, and Course Development	10+1	> FYI Only	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 4100 Graduation Requirements for Degrees and Certificates	10+1	> Minor Clerical Edit	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 4105 Distance Education	10+1	> Legal Update 39 & Academic Senate Request (2022-23 carryover)	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 4225 Course Repetition	10+1	> Minor Clerical Edit	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 4232 Pass/No Pass	10+1	> Minor Clerical Edit	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024

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 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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 4250 Probation, Dismissal, and Readmission	10+1	> Minor Clerical Update	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5012 International Students	10+1	> SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted.	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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		4/1/2023	10/19/2023	BOT 1st Reading	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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5035 Withholding of Student Records	10+1	> FYI Only	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024

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
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	10/9/2023	Level 3 PPAC Reviews 2nd AS Feedback	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	10/9/2023	Level 3 PPAC Reviews 2nd AS Feedback	11/9/2023	12/8/2023
BP 5055 Enrollment Priorities	10+1	> FYI Only	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5070 Attendance Accounting	10+1	> Chapter Lead: BP 5070 updated in connection with adoption of AP.	Level 3		7/31/2023	10/9/2023	Level 3 PPAC Reviews 2nd AS Feedback	11/9/2023	12/8/2023
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	10/9/2023	Level 3 PPAC Reviews 2nd AS Feedback	11/9/2023	12/8/2023
BP 5075 Course Adds, Drops, and Withdrawals	10+1	> Minor Clerical Edit	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5220 Shower Facilities for Homeless Students	10+1	> Chapter Lead: Good Practice AP Presented for adoption	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5300 Student Equity	10+1	> Minor Clerical Edit	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5300 Student Equity	10+1	> Legal Update 42: The Service updated this procedure to correct a reference to foundational skills.	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5410 Associated Students Elections	10+1	> Please note SBCCD has not adopted this AP; should it be adopted?	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5420 Associated Students Finance	10+1	> Minor Clerical Edit (2022-23 carryover)	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5500 Standards of Student Conduct	10+1	> Legal Update 42: The Service updated this policy to add legal citations.	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 5500 Standards of Student Conduct	10+1	> Minor Clerical Edit	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5530 Student Rights and Grievances	10+1	> Minor Clerical Edit (2022-23 carryover)	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 5700 Intercollegiate Athletics-2	10+1	> Second 2023-24 Review - FYI Only in support of the review of AP 5700.	Level 3	1/17/2024		1/17/2024	Recommendation Requested	5/9/2024	6/13/2024

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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 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	10/9/2023	Level 3 PPAC Reviews 2nd AS Feedback	11/9/2023	12/8/2023
AP 5700 Intercollegiate Athletics-2	10+1	> Second 2023-24 Review. SBCCD does not currently have AP 5700. Chapter Lead will revised CCLC version and adapt for SBCCD and bring forward for PPAC review at a later date.	Level 3	1/17/2024		1/17/2024	Recommendation Requested	5/9/2024	6/13/2024
AP 5700 Intercollegiate Athletics	10+1	> Legal Update 39: Chapter Lead advised that this AP will be more thoroughly reviewed at a later date for adoption.	Level 3		7/31/2023	10/9/2023	Level 3 PPAC Reviews 2nd AS Feedback	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	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
AP 6250 Budget Management		> Minor Clerical Edit	Level 1		9/6/2023	10/19/2023	BOT 1st Reading	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	10/19/2023	BOT 1st Reading	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	10/19/2023	BOT 1st Reading	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	10/19/2023	BOT 1st Reading	10/19/2023	11/9/2023
AP 6800 Occupational Safety		> Minor Clerical Edit	Level 1		9/6/2023	10/19/2023	BOT 1st Reading	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	12/11/2023		12/11/2023	Recommendation Requested	4/11/2024	5/9/2024
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	12/11/2023		12/11/2023	Recommendation Requested	4/11/2024	5/9/2024
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	11/1/2023		11/1/2023	Recommendation Requested	1/11/2024	2/8/2024
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	10/10/2024	11/14/2024
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	10/10/2024	11/14/2024
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	10/10/2024	11/14/2024
AP 7210 Academic Employees	10+1	> FYI Only	Level 3	5/3/2024		5/3/2024	Recommendation Requested	10/10/2024	11/14/2024
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	10/10/2024	11/14/2024
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	5/3/2024		5/3/2024	Recommendation Requested	9/12/2024	10/10/2024

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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 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	5/3/2024		5/3/2024	Recommendation Requested	9/12/2024	10/10/2024
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	5/3/2024		5/3/2024	Recommendation Requested	9/12/2024	10/10/2024
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	12/20/2023		12/20/2023	Recommendation Requested	4/11/2024	5/9/2024
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	12/20/2023		12/20/2023	Recommendation Requested	4/11/2024	5/9/2024
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	9/12/2024	10/10/2024
AP 7340 Leaves	10+1	> FYI Only	Level 3	4/3/2024		4/3/2024	Recommendation Requested	9/12/2024	10/10/2024
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	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
AP 7360 Discipline and Dismissal - Academic Employees	10+1	> 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. > 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. > 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) > Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.	Level 3	11/1/2023		11/1/2023	Recommendation Requested	3/14/2024	4/11/2024
BP 7365 Discipline & Dismissal - Classified Employees		> Minor Clerical Edit	Level 2	11/1/2023		11/1/2023	Recommendation Requested	1/11/2024	2/8/2024
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	11/1/2023		11/1/2023	Recommendation Requested	1/11/2024	2/8/2024

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BP 7600 District Police Department		<p>&gt; 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>&gt; 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>&gt; 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>&gt; 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	11/1/2023		11/1/2023	Recommendation Requested	1/11/2024	2/8/2024
AP 7600 District Police Department		<p>&gt; 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>&gt; 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>&gt; 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>&gt; 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	11/1/2023		11/1/2023	Recommendation Requested	1/11/2024	2/8/2024