



San Bernardino Community College District
 POLICIES & PROCEDURES ADVISORY
 COMMITTEE (PPAC)
 November 13, 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. October 9, 2023

III. Items Continued from Last Month

- A. **Level 3 - Input from Academic Senate Final Review**
 - o 2410 Board Policies and Administrative Procedures

IV. Brand New Items

- A. **Approval of Items for Level 3 Review**
 - o 4222 Remedial Coursework
 - o 5030 Fees
 - o 5011 Admission and Concurrent Enrollment of High School and Other Young Students
 - o 5700 Intercollegiate Athletics

V. Where Are They Now?

- A. o 2023-24 Annual Review List
- B. November 9 BOT Agenda - First Read
 - o 3560 Alcoholic Beverages (reflecting changes from previous PPAC meeting)
 - o 5070 Attendance Accounting
 - o 5700 Intercollegiate Athletics
- C. November 9 BOT Agenda - Final Read & Approval
 - 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

VI. See You Next Time

The next PPAC meeting is scheduled for Monday, December 11, 2023, at 3:00 p.m.



Policies & Procedures Advisory Committee
Meeting Minutes – October 9, 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 3:10 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from September 18, 2023

Brandi Bailes made a motion to approve the minutes, which Davena Burns-Peters seconded. The motion passed by a majority vote.

III. Items Continued from Last Month

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

- 2410 Board Policies and Administrative Procedures

No feedback was received prior to this meeting. Davena shared that while this recommendation did not make it to the SBVC Academic Senate agenda, she felt the legal update is of such a minor nature that there will be no issues submitting it on her next agenda as a final approval. She will reach out if there are any concerns with her constituents. This item was approved by consensus to move through the process.

B. Level 3 – Input from Academic Senate Final Review

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

Feedback received prior to this meeting is that the SBVC Academic Senate reviewed them and had no concern with the recommendations moving to the next step in the process.

Regarding 5050 Student Success & Support Program, Brandi advised that the CHC Academic Senate was okay with the Legal Update change in the recommendation, however, AP 5050 still contains language pertaining to the student education plan which is now out of date. Chapter Lead Nohemy Ornelas, who was attending the meeting, advised that she would reach out to the Counseling Chairs and Vice Presidents to address this issue.

(It should be noted that subsequent to the meeting, it was decided that the process would be better served if the outdated student plan language was addressed prior to moving the Recommendation forward. A revised Recommendation will appear after this additional review is complete.)

Regarding 5070 Attendance Accounting, Brandi requested that “he/she/they” be changed to “~~he/she~~ the student”. This will be updated on the recommendation. The committee voted by consensus to move the recommendations through the process.

IV. Brand New Items

- A. Approval of Recommendations for Level 1 Review
- 3560 Alcoholic Beverages

This recommendation reflects a request for review and documents that the review was completed and the P&P found to be in order. The Level 1 Review was approved by consensus.

V. Where are They Now?

A. October 19 BOT Agenda – First Read

- 2330 Quorum and Voting
- 2340 Agendas
- 2365 Recording
- 2712 Conflict of Interest Code
- 3300 Public Records
- 3410 Nondiscrimination
- 4010 Academic Calendar
- 5013 Students in the Military
- 6250 Budget Management
- 6400 Financial Audits
- 6800 Occupational Safety

B. October 19 BOT Agenda – Final Approval

- 2210 Officers
- 2725 Board Member Compensation

There was no discussion or concerns with the items appearing on the BOT agenda for October 19.

VI. The Best is Yet to Come

A. Any suggestions to improve the process?

Christopher Crew posed the use of surveys for soliciting feedback on Chapter Lead recommendations. Jose Torres reminded the committee that he and the other Chapter Leads are always willing to attend constituent group meetings to train on and support the process or provide clarification on any P&P recommendations.

B. Any topics that need to be discussed?

Ray Carlos asked that the use of surveys be part of future agenda. Nohemy mentioned she had seen a similar procedure in another college and was tasked to present on it at a future meeting.

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, November 13, at 3:00 p.m. The meeting adjourned at approximately 4:15 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.

yes	1) 50% + one of appointed voting members (not 50% of members plus vacancies).		
yes	2) One faculty member from each campus		
yes	3) Two persons from each site (CHC, SBVC, DSO)		
yes	4) Three of four constituent groups represented (faculty, classified, student, management)		
1	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
2	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>present</i>
3	Management, CHC (appointed by college president)	Keith Wurtz	<i>present</i>
4	Management, SBVC (appointed by college president)	Ray Carlos	<i>present</i>
5	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	<i>present</i>
6	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
7	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
8	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	<i>present</i>
9	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
10	ASG President or designee, SBVC	Dyami Ruiz-Martinez Nelva Ruiz-Martinez	<i>present</i>
11	Black Faculty & Staff Association	Veada Benjamin	<i>present</i>
12	Latino Faculty, Staff, & Administrators Association	Aida Gil (Proxy)	<i>present</i>
13	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
14	CSEA (appointed by CSEA President)	Cassie Thomas	<i>absent</i>
15	Management Association	Christopher Crew	<i>present</i>
16	Confidential Group	Kelly Goodrich	<i>present</i>
17	Police Officer's Association	James Quigley Angelica Arechavaleta	<i>present</i>
18	Asian Pacific Islanders Association	Rejoice Chavira	<i>present</i>

BP 2410 Board Policies and Administrative Procedures

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Reviews 2nd AS Feedback

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.

RECOMMENDATION STARTS ON NEXT PAGE

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

P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Reviews 2nd
AS Feedback

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)
- > SBVC 2nd Academic Senate Feedback There was a vote of No Support for the changes with the following feedback. The update is identified as being due to Legal Update 40 and the faculty were unable to locate the legal advisement or wording that supports the changes. They were asking if this is coming from Ed Code, from CCL, or some other location. Given the legal update, does it require the addition of the words “normally” and “in unusual circumstances” or is this language optional? If there is required language, is there other wording that would indicate more specifically circumstances that qualify as emergent or unusual, or a way to incorporate notification to the constituent groups of an upcoming change. The overall concern of the body is that the words “normally” and “in unusual circumstances” provide an avenue for many things to fall into that category and procedures being changed without following the normal processes outlined in the policy. If the language is not required, our Senate asked to strike it. Either way, they voted No Support as it stands.

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

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Reviews 2nd AS Feedback

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			
<ul style="list-style-type: none"> > No Change; FYI Only (2022-23 carryover) 			

Review Level

Level 3

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

- 09/06/2023 BPPAC Approval
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Action Requested

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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:
PPAC Reviews 2nd
AS Feedback

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:
PPAC Reviews 2nd
AS Feedback

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

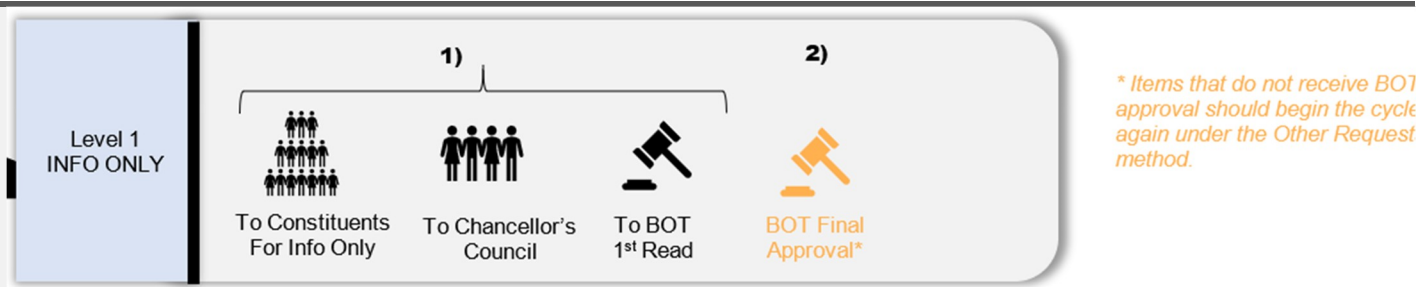
- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:
 - Reviewed with no changes.
 - Reviewed with only minor clerical edits or legal reference changes.
 - Chapter 2 Board of Trustees P&Ps that do not fall under 10+1.
- All items 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)



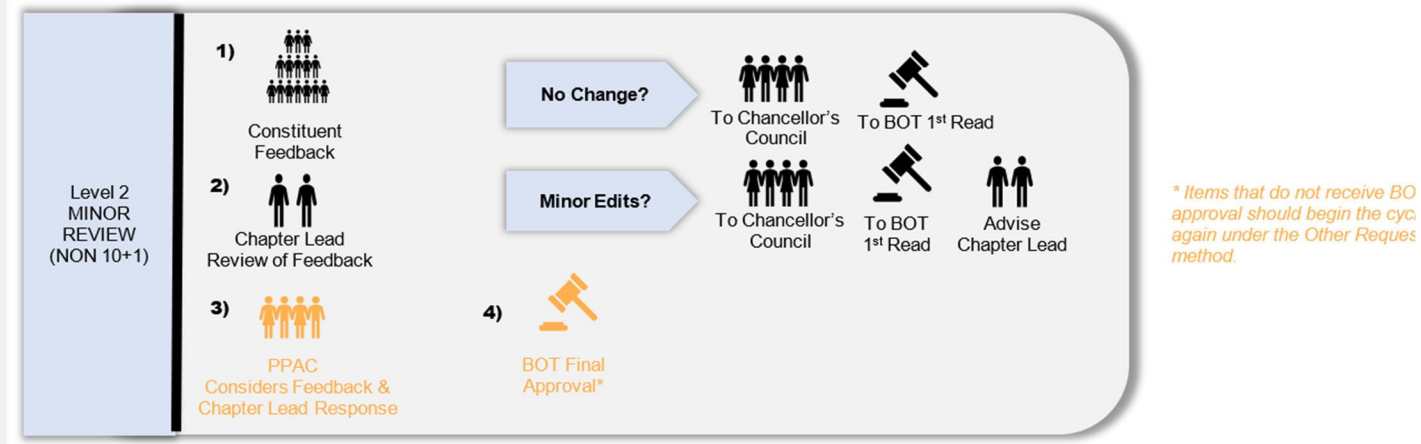
P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Reviews 2nd
AS Feedback



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.



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:
PPAC Reviews 2nd
AS Feedback

C. Level 3 | Extensive Review

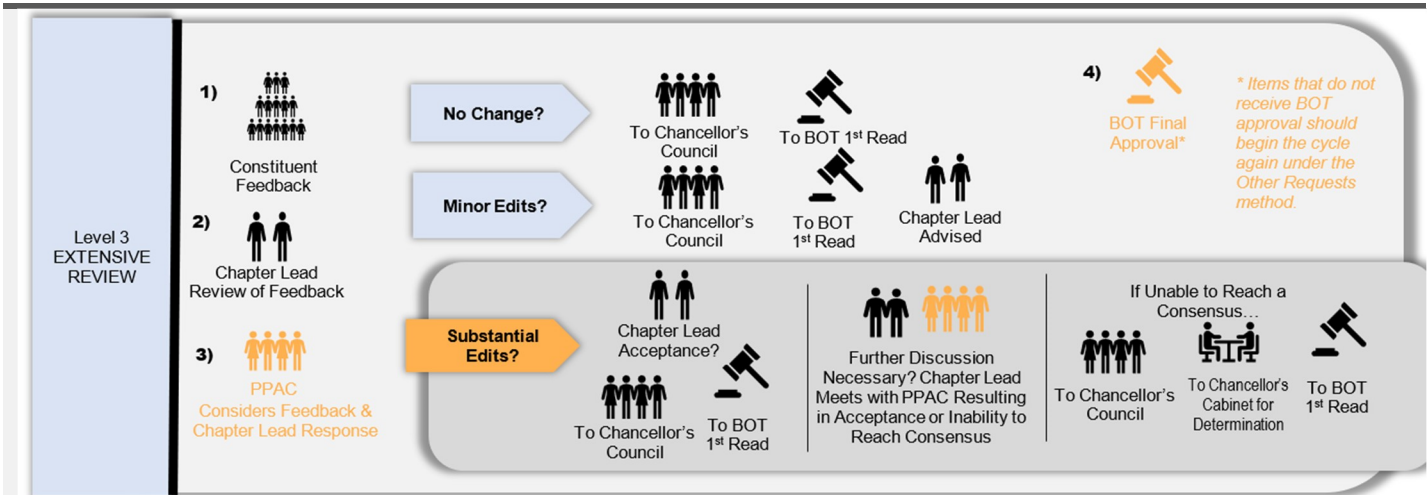
- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps with substantial changes and/or subject to 10+1
 - New P&Ps that are controversial, complex and/or subject to 10+1
- If consensus cannot be achieved 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:
PPAC Reviews 2nd
AS Feedback



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)



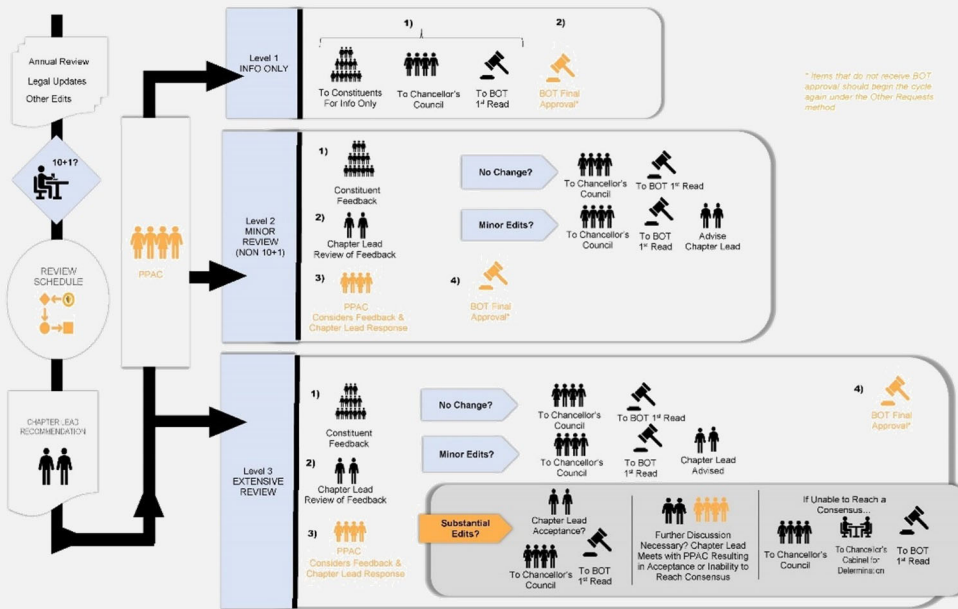
P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Reviews 2nd
AS Feedback

- 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>.

AP 4222 Remedial Coursework (no matching BP exists)

11/06/23



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:
N Ornelas	8/7/2023	Recommendation Received	11/1/2023

Reason(s) for Review/Changes

- > 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.

Review Level

Level 3

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

- 11/13/2023 PPAC Approves Review Level
- 11/15/2023 Level 3 First Anticipated AS Review
- 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 12/20/2023 Level 3 Second Anticipated AS Review
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 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**.
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RECOMMENDATION STARTS ON NEXT PAGE

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11/06/23



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San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this procedure to 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.

Review Process Comments:

(Replaces current SBCCD AP 4222)

A. Course Definition

Remedial coursework refers to non - degree, pre - collegiate, basic skills offered for college credit to include reading, writing, computation, learning skills, study skills, and English as a Second Language designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses. A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

B. Remedial English or Mathematics Coursework

~~No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to success in transfer-level coursework in English and mathematics. The District may require a student may be required to enroll in additional concurrent support, including additional language support for English as a Second Language students, during the same semester term that they take a transfer-level English or mathematics course, but only if the college determines the support will increase their the student's likelihood of passing the transfer-level English or mathematics course. The college shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low or noncredit support options.~~

C. Limits

~~A student enrolled in remedial coursework as identified above shall not receive credit for more than 30 units of such coursework earned in this District. Remedial coursework earned in another District shall not be counted toward the 30-unit limit. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.~~

The District shall maximize the probability that a student will enter and complete transfer-level coursework in English and mathematics within a one-year timeframe of the student's initial attempt in the discipline. For a student with a declared academic goal, the transfer-level coursework shall satisfy the English and mathematics courses course requirements of the intended certificate or associate degree, or a requirement for transfer within the intended major, within a one-year timeframe of their initial attempt in the discipline.

The District shall not recommend or require students to enroll in pretransfer-level English or mathematics coursework unless the student is highly unlikely to succeed in a transfer-level English or mathematics course based on their high school grade point average and coursework and the enrollment in pretransfer-level coursework will improve the student's probability of completing transfer-level coursework in English and mathematics within a one-year timeframe or, for credit English as a Second Language course students, completing transfer-level coursework in English within a three-year timeframe.

The District shall use, in the placement and enrollment of students into English and mathematics courses, one or more of the following measures: high school coursework, high school grades, and high school grade point average. When using multiple measures, the District shall apply multiple measures in the placement and enrollment of all students in such a manner that all of the following occur: (1) low performance on one measure shall be offset by a higher performance on another measure; (2) multiple measures shall be used to increase a student's placement recommendation and shall not be used to lower it; (3) any one measure may demonstrate a student's preparedness for transfer-level coursework; (4) the multiple measures placement

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AP 4222 Remedial Coursework (10+1)(no matching BP exists)

11/06/23



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PPAC Approves Review Level

shall not require students to repeat coursework that they successfully completed in high school or college or for which they demonstrated competency through other methods of credit for prior learning; and (5) the multiple measures placement gives students access to a transfer-level course that will satisfy a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major.

If the District places and enrolls students into transfer-level mathematics or English coursework that does not satisfy a requirement for the student's intended certificate or associate degree, or a requirement for transfer within the intended major, the college shall determine that (1) the student is highly unlikely to succeed in a transfer-level English or mathematics course that satisfies a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major and (2) the enrollment will improve the student's probability of completing transfer-level mathematics or English coursework that satisfies a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major, within a one-year timeframe.

D.—Exemptions

All remedial courses taken by students enrolled in English as a Second Language courses and students identified by the District for learning disabled programs are exempted from the limitations imposed above.

E.D. _____ Waivers

A student who shows significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may apply for a waiver of the 30-unit limit through the college petitions process. A waiver shall be subject to the following conditions:

1. A student must have been continuously enrolled and have completed at least 24 units of remedial coursework with a grade of C or better.
2. A petition for waiver must have the recommendation of a college counselor.
3. Additional remedial coursework shall be specified in a course list prepared by a college counselor.
4. Additional coursework shall be limited to two additional courses above the 30-unit limit not to exceed eight units.
5. Any coursework approved through the waiver process shall be completed within the semester that immediately follows the reaching of the 30-unit limit.
6. A grade of P (pass) constitutes satisfactory progress.

F.E. _____ Academic Probation, Dismissal

A student enrolled in remedial coursework is subject to the District standards for academic probation and/or dismissal. In addition, a student who does not attain full eligibility status for college-level work within the 30-unit limit described above shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses. Students enrolled in remedial coursework shall be notified of unsuccessful progress through the regular college counseling and advising process.

G.F. _____ Reinstatement

A student may, upon successful completion of appropriate remedial coursework elsewhere, or upon demonstration of skills levels that will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework by filing a petition with the Vice-President of Student Services.

H.G. _____ College Catalog

The SBVC and the CHC catalogs include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Reference:

[Education Code Section 78213;](#)

AP 4222 Remedial Coursework (10+1)(no matching BP exists)

11/06/23



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Title 5 Section 55035
ACCJC Accreditation Standard II.A.4

End of Recommendation for AP 4222 Remedial Coursework

BP 5030 Fees

11/06/23



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	8/7/2023	Recommendation Received	11/1/2023

Reason(s) for Review/Changes
> Clerical update of legal reference and pronouns

Review Level

Level 2

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

- 11/13/2023 PPAC Approves Review Level
- 11/14/2023 Levels 2 & 3 to Constituents for Feedback
- 01/11/2024 BOT First Reading
- 02/08/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

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BP 5030 Fees

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Reason(s) for Review/Changes

> Clerical update of legal reference and pronouns

Review Process Comments:

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

Enrollment Fee (Education Code Section 76300)

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

Baccalaureate Degree Pilot Program Fees (Title 5 Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

Course Auditing Fees (Education Code Section 76370)

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

Parking Fee (Education Code Section 76360)

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

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

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

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

Physical Education Facilities (Education Code Section 76395)

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

Student Representation Fee (Education Code Section 76060.5)

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

Student Transportation Costs (Education Code Section 76361)

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

Transcript Fees (Education Code Section 76223)

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

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BP 5030 Fees

11/06/23



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San Bernardino Community College District

Current Step:
PPAC Approves Review Level

International Students Application Processing Fee (Education Code Section 76142)

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

Fee Refunds

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

References:

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

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

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

ACCJC Accreditation Standard I.C.6

End of Recommendation for BP 5030 Fees

AP 5030 Fees

11/06/23



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	8/7/2023	Recommendation Received	11/1/2023

Reason(s) for Review/Changes

- > 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.
- > VPI Wurtz: Addition of fee for upper division coursework

Review Level

Level 2

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

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2. Staff recommended changes are **shown in red**.
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RECOMMENDATION STARTS ON NEXT PAGE

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AP 5030 Fees

11/06/23



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

- > 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.
- > VPI Wurtz: Addition of fee for upper division coursework

Review Process Comments:

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- [Baccalaureate degree pilot program fees \(Title 5 Section 58520\)](#)

As prescribed by state law.

- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize ~~his/her/their~~ immigration status, or will file an application as soon as ~~he/she-they-is are~~ eligible to do so.
- [A nonresident student who enrolls in a credit English as a Second Language \(ESL\) course at the district and who is any of the following:](#)
 - [A recent immigrant, as defined in 8 U.S. Code Section 1101\(a\)\(15\);](#)
 - [A recent refugee, as defined in 8 U.S. Code Section 1101\(a\)\(42\); or](#)
 - [A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.](#)

[This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.](#)

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AP 5030 Fees

11/06/23



P&P Chapter Lead Recommendation
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Current Step:
PPAC Approves Review Level

- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)

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AP 5030 Fees

11/06/23



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San Bernardino Community College District

Current Step:
PPAC Approves Review Level

- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

- A. Associated Students Discount Sticker
\$9.50 - CHC
\$7.50 – SBVC
- B. Breakage/Lost Property Fee
Replacement cost of item(s) broken or lost
- C. Campus Center Fee
\$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee
As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.
- E. Catalog
\$6.00 - purchased on campus

F.—Credit by Examination

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AP 5030 Fees

11/06/23



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Current Step:
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~~\$20.00 plus class unit fee~~

~~G. Document Fee Handling~~

~~\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;
minimum charge of 1 hour
\$0.15 per side copy cost
Fees must be paid prior to document release~~

H.F. Enrollment Fee

\$46.00/unit

I.G. Upper Division Coursework Fee

\$84/unit

J.H. Insufficient Funds Check

\$15.00

K.I. International Student Application

\$25.00 (nonrefundable)

L.J. Key Deposit/Replacement

\$15.00 plus cost of rekeying if needed (metal/electronic key)

M.K. Learning Center Reproduction Fees, SBVC

\$0.20 - Laser printout: text, black and white printer
\$0.50 - Laser printout: graphics, black and white printer (over ½ page)
\$1.00 - Laser printout: graphics and/or text, color
\$2.00 - Scan text or graphics to disk, per scan

N.L. Library Fines – SBVC/CHC

\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value
\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value
\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
\$2.00 - replacement for lost library card

O.M. Parking Permit Fees

\$45.00 - one semester (\$25 Promise Grant students)
\$24.00 - summer session
\$3.00 - daily

~~P. Parking Violation Fees~~

~~\$ 50.00 – illegal parking
\$ 50.00 – decal violation
\$275.00 – handicap violation~~

~~Q. Refund Processing Charge~~

~~A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.~~

~~R. Replacement – Diploma/Certificate~~

~~\$10.00~~

S.N. Student Health and Accident Insurance

\$26.00 - per semester (includes \$1.50 accident insurance)
\$22.00 - summer session (includes \$1.50 accident insurance)
\$1.50 - accident insurance only

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AP 5030 Fees

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Current Step:
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T.O. Student Representation
\$2.00

U.P. Supplemental Health Services Fee
At cost - TB skin test (one-step test)
At cost - All Vaccines
\$25.00 - Physical Exams
\$50.00 - DMV Physical Exams
At cost - Prescription medications
At cost - In-house Lab Tests
At cost - Lab Test sent to external lab
At cost - Optional Medical Procedures
At cost - Optional Medical Supplies
~~\$ 8.00 - Vision screening (Titmus vision tester)~~
\$ 2.00 per item - Duplication of medical records
~~\$10.00 - Hearing Screening (Audiometer)~~
At cost - Birth Control Pills

~~V. Testing Fees~~
~~At cost - Paramedic National Registry Testing~~
~~\$ 25.00 - Retest per skill~~
~~\$ 10.00 - CPR card~~
~~Repeat course from Career Tech Department~~
~~0.5 units - \$12.00~~
~~1.0 units - \$23.00~~
~~2.0 units - \$46.00~~
~~3.0 units - \$70.00~~

W.Q. Transcripts/Verification
No cost - First two transcripts
\$10.00 - Additional transcripts
\$20.00 - Immediate requests for transcripts
\$5.00 plus cost - Online transcripts

X.R. Transportation Fee
Students registering for Spring or Fall semester to pay:
\$9.00 for 6 or more credits/semester
\$8.00 for less than 6 credits/semester
\$6.00 for 6 or more credits/summer
\$5.00 for less than 6 credits/summer

Y.S. Crafton Hills College Recreation Fee
Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:
\$8.00 per semester

Fee Refunds

- A. Designated Fees
This regulation covers the following fees:
1. Enrollment fee
 2. Nonresident tuition
 3. Parking fee
 4. Health fee
 5. Accident Insurance fee

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AP 5030 Fees

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Current Step:
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6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

B. Conditions

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

C. Military Service Exception

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

D. Refund Schedule

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

1. Fees collected in error
Fees collected in error will be refunded in their entirety.
2. Class canceled by the college
If a class is canceled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.
3. Withdrawal from the College
 - a. Enrollment Fee/Nonresident Tuition
If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.
 - b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.
In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.
4. Unit Reduction
If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.
5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

~~E. Refund Processing Fee~~

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

Waiver of Fees

The District will waive campus fees for students participating in the California Virtual Campus (CVC). Students attending online courses through the California Community Colleges online course exchange will be responsible for the tuition of courses.

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

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AP 5030 Fees

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5
Title 5 Sections 51012, 58520, and 58629
California Community College Chancellor's Office (CCCCO) Student Fee Handbook
ACCJC Accreditation Standard I.C.6

End of Recommendation for AP 5030 Fees

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AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students *(no matching BP exists)*

11/06/23



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:
N Ornelas	8/7/2023	Recommendation Received	11/1/2023

Reason(s) for Review/Changes

- > 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.

Review Level

Level 3

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

- 11/13/2023 PPAC Approves Review Level
- 11/15/2023 Level 3 First Anticipated AS Review
- 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 12/20/2023 Level 3 Second Anticipated AS Review
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 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.
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5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to 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.

Review Process Comments:

Eligibility for Admissions

SBCCD authorizes the admission of K-12 students who can benefit from advanced scholastic or vocational work to take credit courses as special part-time students or special full-time students. The District may also admit K-12 students to take noncredit and community education classes. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

The student's K-12 school of attendance maintains the right to grant course credit for courses taken at SBCCD. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, unless a legal exemption applies, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

To be considered for admittance as a special summer part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Definitions:

Special Part-Time or Full-Time Student: Any minor student (any elementary, secondary or homeschooled student) who attends community college courses during Fall or Spring Semesters and Summer Session(s) and meets certain eligibility standards. A special part-time student takes fewer than 12 units and a special full-time student takes 12 units or more. Dual enrollment students (see below) are a subset of special part-time or full-time students.

Dual Enrollment and Concurrent Enrollment Student: For purposes of this administrative procedure, the terms dual enrollment student and concurrent enrollment student are used interchangeably.

Special Summer Part-Time or Full-Time Students: To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. All special part-time and full-time students shall receive credit for the community college courses completed in the same manner as regularly enrolled community college students.

Admission Process: -Admission is subject to seat availability and locally approved college policies for ~~concurrent-dual~~ enrollment. High school transcripts, grade point average (GPA) and Social Security numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment.

The student must submit:

- District application for admission;
- written and signed parental or guardian consent; When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

- Written and signed approval of his/her/their principal (*NOTE: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.*)
- Demonstration that the student is capable of profiting from instruction.
- ~~High school transcripts and Social Security Numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment~~
- The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.

~~To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.~~

~~Admission is subject to seat availability and locally approved college policies for concurrent enrollment. The student must submit:~~

- ~~college application for admission;~~
- ~~written and signed parental or guardian consent; When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing.~~
- ~~written and signed acknowledgment of his/her principal. (NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.);~~
- ~~demonstration that the student is capable of profiting from instruction;~~
- ~~written approval of the governing board of the school district of attendance.~~
~~High school transcripts and Social Security Numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment~~
- ~~The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.~~

~~To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.~~

~~The student must submit:~~

- ~~college application for admission;~~
- ~~written and signed parental or guardian consent; When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing.~~ written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance; (*NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.*)
- ~~demonstration that the student has adequate preparation in the disciplines to be studied.~~
~~The director of admissions and records or designee has the authority to make the final decision whether a student can benefit from instruction.~~

~~All required documents shall be sent to the office of admissions and records at the college campus.~~

High School Students:

For students attending high school, the director of admissions and records or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the director of admissions and records or designee shall be final. This determination may be

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

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Current Step:
PPAC Approves Review Level

done by one or more of the following options:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with discipline faculty as needed;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Middle and Lower School Students:

For students attending middle and lower schools, the determination shall be made by director of admissions and records or designee. The school must provide transcripts and a letter signed by the principal indicating how in his/her opinion the student can benefit from instruction. The director of admissions and records or designee will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the director of admissions and records or designee shall be final. Once a decision has been made, the student, his/her/[their](#) parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria one or more of the following options:

- a review of the materials submitted by the student;
- meeting with the student and his/her/[their](#) parent or guardian;
- consultation with discipline faculty as needed;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

~~Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.~~

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

College and Career Access Pathways (CCAP)

The governing board had adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

The district may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

The CCAP partnership agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department before the start of the CCAP partnership, and shall:

- Outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
- Establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- Identify a point of contact for the participating community college district and school district partner.
- Certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011.
- Certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- Certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- Include a certification by the participating community college district of all of the following:
 - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
 - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- Certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- Specify both of the following:
 - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates
- Certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:

- Developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- Improving high school graduation rates; or
- Helping high school pupils achieve college and career readiness.

The district will not enter into a CCAP partnership with a school district within the service area of another community

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The district may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001.

The district may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The district may allow a special part-time student to participate in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

- The units constitute no more than four community college courses per term;
- The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

The governing board of the district exempts special part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Section 76140)
- Transcript fees (Education Code Section 76223)
- Course enrollment fees (Education Code Section 76300)
- Apprenticeship course fees (Education Code Section 76350)
- Child development center fees (Education Code Section 79121)

The district shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

For each CCAP partnership agreement entered into pursuant to this section, the district shall report annually to the office of the Chancellor of the California Community Colleges, the Legislature, the Director of Finance, and the Superintendent all of the following information:

- The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1)(no matching BP exists)

11/06/23

Current Step:
PPAC Approves Review Level



P&P Chapter Lead Recommendation
San Bernardino Community College District

- The total number of full-time equivalent students generated by CCAP partnership community college district participants.

References:

Education Code Sections 48800, 48800.5, 76001, 76002, and 76004

Approved: 6/9/16

END OF RECOMMENDATION

BP 5700 Intercollegiate Athletics-2

11/06/23



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:
N Ornelas	9/13/2023	Recommendation Received	11/1/2023

Reason(s) for Review/Changes
> Second 2023-24 Review - FYI Only in support of the review of AP 5700.

Review Level

Level 3

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

- 11/13/2023 PPAC Approves Review Level
- 11/15/2023 Level 3 First Anticipated AS Review
- 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 12/20/2023 Level 3 Second Anticipated AS Review
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 BOT Final Approval

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RECOMMENDATION STARTS ON NEXT PAGE

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BP 5700 Intercollegiate Athletics-2 (10+1)

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Reason(s) for Review/Changes

> Second 2023-24 Review - FYI Only in support of the review of AP 5700.

Review Process Comments:

The District shall maintain an organized program for students in intercollegiate athletics. The District will offer opportunities to participate equally on male or female athletic teams 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 (CCCCAA) Constitution, Bylaws, and Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

References:

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

End of Recommendation for BP 5700 Intercollegiate Athletics-2

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

AP 5700 Intercollegiate Athletics-2

11/06/23



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:
N Ornelas	9/13/2023	Recommendation Received	11/1/2023

Reason(s) for Review/Changes

> 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.

Review Level

Level 3

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

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AP 5700 Intercollegiate Athletics-2 (10+1)

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Reason(s) for Review/Changes

> 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.

Review Process Comments:

The District is a member of the California Community College Athletic Association (CCCAA) and is governed by the rules of the CCCAA constitution and bylaws. The college will provide an athletics program and physical education curriculum based on the most recent constitution and bylaws of CCCAA and conference(s) in which the District is a member. SBCCD complies with any local, state, and federal athletic reporting requirements.

The Athletics Department is committed to student-athlete academic success and shall monitor and track student-athlete academic performance. The Athletics Department is committed to nondiscrimination and providing equitable opportunities, benefits, and resources to all students. This commitment promotes an atmosphere that is free from harassment or discrimination within all athletic program activities and classes. SBCCD adheres to Board Policy 3410, Nondiscrimination.

Academic Programs

Changes to the Intercollegiate Athletics program curriculum will follow the procedures outlined in Board Policy 4021 Establishing, Modifying, or Discontinuing Programs. Athletic programmatic procedures are contained in the Athletics Department Staff Handbook and information is located in the Athletics Director's Office.

Name, Image, Likeness, and Athletic Reputation

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

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

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

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

AP 5700 Intercollegiate Athletics-2 (10+1)

11/06/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

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

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

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

References:

Education Code Sections 66271.6, 66271.8, 67360 et seq., 67456, and 78223;

20 U.S. Code Sections 1681 et seq.;

ACCJC Accreditation Standard II.C.4;

Community College Athletic Association (CCCAA) Constitution and CCCAA Bylaws

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
2023-2024 ANNUAL POLICIES PROCEDURES REVIEW LIST (Tentative)

Links	Title	No Matching BP or AP Exists	References	Point Person	Reason for Review	Review Level Assigned	Point Person Notified	BPPAC Reviewed	Anticipated Receipt of Recommendation	Recommendation Received	PPAC Approves Review Level	Level 1 To Constituents FY1	Level 2 To Constituents for Feedback	Level 2 PPAC Review/Constituent Feedback	Level 3 To Constituents for Feedback	Level 3 First Anticipated AS Review	Level 3 PPAC Review/Constituent & Initial AS Feedback	Level 3 Anticipated AS Final Review	Level 3 PPAC Review 2nd AS Feedback	BOT 1st Reading	BOT Final Approval	Current Step Date	Current Step	Days Under Review	Days from Start of Review to BOT Approval	Total Days from Point Person Assigned to BOT Final Approval	Posted Online
1100	BP1100 BP 1100 The San Bernardino Community College	(no matching AP exists)	Legally Required	J Torres																							
1200	BP1200 BP 1200 District Mission Statement	(no matching AP exists)	Legally Required	J Torres																							
2010	BP2010 BP 2010 Board Membership	(no matching AP exists)	Legally Required	J Torres																							
2015	BP2015 BP 2015 Student Trustees	(no matching AP exists)	Legally Required	J Torres																							
2100	BP2100 BP 2100 Board Elections	(no matching AP exists)	Legally Required	J Torres																							
2105	BP2105 BP 2105 Election of Student Trustees	(no matching AP exists)	Legally Required	J Torres																							
2105	AP2105 AP 2105 Election of Student Trustees	(no matching AP exists)	Legally Required	J Torres																							
2110	BP2110 BP 2110 Vacancies on the Board	(no matching AP exists)	Legally Required	J Torres																							
2110	AP2110 AP 2110 Vacancies on the Board	(no matching AP exists)	Legally Advised	J Torres																							
2130	BP2130 BP 2130 Term Limits	(no matching AP exists)	Legally Required	J Torres																							
2200	BP2200 BP 2200 Board Duties and Responsibilities	(no matching AP exists)	Good Practice/Optional	J Torres																							
2210	BP2210 BP 2210 Officers	(no matching AP exists)	Legally Required	J Torres																							
2220	BP2220 BP 2220 Committees of the Board	(no matching AP exists)	Legally Required	J Torres																							
2300	BP2300 BP 2300 Annual Organizational Meeting	(no matching AP exists)	Legally Required	J Torres																							
2310	BP2310 BP 2310 Regular Meetings of the Board	(no matching AP exists)	Legally Required	J Torres																							
2315	BP2315 BP 2315 Closed Sessions	(no matching AP exists)	Legally Required	J Torres																							
2320	BP2320 BP 2320 Special and Emergency Meetings	(no matching AP exists)	Legally Required	J Torres																							
2320	AP2320 AP 2320 Special and Emergency Meetings	(no matching AP exists)	Legally Required	J Torres																							
2325	New AP 2325 Teleconferenced Meetings	(no matching BP exists)	Good Practice/Optional	J Torres																							
2330	BP2330 BP 2330 Ours and Voting	(no matching AP exists)	Legally Required	J Torres																							
2330	AP2330 AP 2330 Ours and Voting	(no matching AP exists)	Legally Required	J Torres																							
2340	BP2340 BP 2340 Agendas	(no matching AP exists)	Good Practice/Optional	J Torres																							
2340	AP2340 AP 2340 Agendas	(no matching AP exists)	Legally Advised	J Torres																							
2345	BP2345 BP 2345 Public Participation at Board Meetings	(no matching AP exists)	Legally Required	J Torres																							
2350	BP2350 BP 2350 Speakers	(no matching AP exists)	Legally Required	J Torres																							
2350	AP2350 AP 2350 Speakers	(no matching AP exists)	Legally Required	J Torres																							
2360	BP2360 BP 2360 Minutes	(no matching AP exists)	Legally Required	J Torres																							
2365	BP2365 BP 2365 Recording	(no matching AP exists)	Legally Required	J Torres																							
2365	AP2365 AP 2365 Recording	(no matching AP exists)	Legally Advised	J Torres																							
2410	BP2410 BP 2410 Board Policies and Administrative Procedures	(no matching AP exists)	Good Practice/Optional	J Torres																							
2410	AP2410 AP 2410 Board Policies and Administrative Procedures	(no matching AP exists)	Good Practice/Optional	J Torres																							
2430	BP2430 BP 2430 Delegation of Authority by the Chancellor	(no matching AP exists)	Good Practice/Optional	J Torres																							
2431	BP2431 BP 2431 Chancellor Selection	(no matching AP exists)	Legally Required	K Hanson																							
2431	AP2431 AP 2431 Chancellor Selection	(no matching AP exists)	Legally Required	K Hanson																							
2432	BP2432 BP 2432 Chancellor Succession	(no matching AP exists)	Good Practice/Optional	J Torres																							
2432	AP2432 AP 2432 Chancellor Succession	(no matching AP exists)	Good Practice/Optional	K Hanson																							
2435	AP2435 AP 2435 Evaluation of the Chancellor	(no matching AP exists)	Good Practice/Optional	K Hanson																							
2510	BP2510 BP 2510 Participation in Local Decision-Making	(no matching AP exists)	Legally Advised	J Torres																							
2510	AP2510 AP 2510 Participation in Local Decision-Making	(no matching AP exists)	Legally Advised	J Torres																							
2610	BP2610 BP 2610 Presentation of Initial Collective Bargaining Proposals	(no matching AP exists)	Legally Required	K Hanson																							
2610	AP2610 AP 2610 Presentation of Initial Collective Bargaining Proposals	(no matching AP exists)	Legally Required	K Hanson																							
2710	BP2710 BP 2710 Conflict of Interest	(no matching AP exists)	Legally Advised	K Hanson																							
2710	AP2710 AP 2710 Conflict of Interest	(no matching AP exists)	Legally Required	K Hanson																							
2712	AP2712 AP 2712 Conflict of Interest Code	(no matching BP exists)	Legally Advised	K Hanson																							
2714	BP2714 BP 2714 Distribution of Tickets or Passes	(no matching AP exists)	Legally Required	J Torres																							
2714	AP2714 AP 2714 Distribution of Tickets or Passes	(no matching AP exists)	Legally Required	J Torres																							
2715	BP2715 BP 2715 Code of Ethics/Standards of Practice	(no matching AP exists)	Legally Required	K Hanson																							
2715	AP2715 AP 2715 Code of Ethics/Standards of Practice	(no matching AP exists)	Legally Required	K Hanson																							
2717	BP2717 BP 2717 Personal Use of Public Resources	(no matching AP exists)	Legally Required	K Hanson																							
2720	BP2720 BP 2720 Communications Among Board Members	(no matching AP exists)	Legally Required	J Torres																							
2720	AP2720 AP 2720 Communications Among Board Members	(no matching AP exists)	Good Practice/Optional	J Torres																							
2725	BP2725 BP 2725 Board Member Health Benefits	(no matching AP exists)	Legally Required	K Hanson																							
2725	AP2725 AP 2725 Board Member Health Benefits	(no matching AP exists)	Legally Required	K Hanson																							
2725	BP2725 BP 2725 Board Member Travel	(no matching AP exists)	Good Practice/Optional	J Torres																							
2725	AP2725 AP 2725 Board Member Travel	(no matching AP exists)	Legally Required	K Hanson																							
2740	BP2740 BP 2740 Board Education	(no matching AP exists)	Legally Required	K Hanson																							
2745	BP2745 BP 2745 Board Self-Evaluation	(no matching AP exists)	Legally Required	K Hanson																							
2745	AP2745 AP 2745 Board Self-Evaluation	(no matching AP exists)	Legally Required	K Hanson																							
2750	BP2750 BP 2750 Board Member Absence from the State	(no matching AP exists)	Legally Advised	K Hanson																							
3000	BP3000 BP 3000 Institutional Code of Ethics	(no matching AP exists)	Legally Required	J Torres																							
3000	AP3000 AP 3000 Institutional Code of Ethics	(no matching AP exists)	Legally Required	J Torres																							
3100	BP3100 BP 3100 Organizational Structure	(no matching AP exists)	Legally Required	J Torres																							
3200	BP3200 BP 3200 Accreditation	(no matching AP exists)	Legally Required	N Omas																							
3200	AP3200 AP 3200 Accreditation	(no matching AP exists)	Legally Required	N Omas																							
3220	BP3220 BP 3220 Institutional Effectiveness	(no matching AP exists)	Legally Advised	N Omas																							
3220	AP3220 AP 3220 Institutional Effectiveness	(no matching AP exists)	Legally Advised	N Omas																							
3225	BP3225 BP 3225 Institutional Planning	(no matching AP exists)	Legally Required	N Omas	</																						

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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#	Links	Title	No Matching BP or AP Exits	References	Point Person	10-17	Reason(s) for Review	Review Level Assigned	Point Person Notified	BPPAC Reviewed	Anticipated Receipt of Recommendation	Recommendation Received	PPAC Approves Review Level	Level 1 to Constituents FY1	Level 2 to Constituents for Feedback	Level 2 PPAC Review/Constituent Feedback	Level 3 to Constituents for Feedback	Level 3 First Anticipated AS Review	Level 3 PPAC Review/Constituent & Initial AS Feedback	Level 3 Anticipated AS Final Review	Level 3 PPAC Review/2nd AS Feedback	BOT 1st Reading	BOT Final Approval	Current Step Date	Current Step	Days Under Review	Days from Start of Review to BOT Approval	Total Days from Point Person Assigned to BOT Final Approval	Posted Online						
3810	BP3810	BP 3810 Camps Against the District		Legally Required	J Torres																														
3810	BP3810	BP 3810 Camps Against the District		Good Practice/Optional	J Torres																														
3820	BP3820	BP 3820 Gifts and Donations		Legally Advised	J Torres																														
3820	BP3820	BP 3820 Gifts and Donations		Good Practice/Optional	J Torres																														
3900	BP3900	BP 3900 Speech, Time, Place, and Manner		Legally Required	K Harmon	10-1																													
3900	BP3900	BP 3900 Speech, Time, Place, Manner		Legally Advised	K Harmon	10-1																													
3915	BP3915	BP 3915 Printing		Legally Required	N Omas																														
3915	BP3915	BP 3915 Printing		Legally Required	N Omas																														
3920	BP3920	BP 3920 Electronic Mail		Legally Required	N Omas																														
3920	BP3920	BP 3920 Electronic Mail		Legally Required	N Omas																														
4000	BP4000	BP 4000 Instructional Programs	(no matching BP exits)	Legally Required	N Omas	10-1																													
4010	BP4010	BP 4010 Academic Calendar		Legally Required	N Omas	10-1	> Minor Clerical Edit (2022-23 carryover)	Level 3	08/01/2023		04/01/2023	04/10/2023					04/11/2023	04/19/2023	05/08/2023	05/17/2023	09/18/2023	10/19/2023	11/09/2023	11/09/2023			11/09/2023	11/09/2023			100				
4010	BP4010	BP 4010 Academic Calendar		Legally Advised	N Omas	10-1	> Legal Update 38: The Service updated	Level 3	08/01/2023		04/01/2023	04/10/2023					04/11/2023	04/19/2023	05/08/2023	05/17/2023	09/18/2023	10/19/2023	11/09/2023	11/09/2023			11/09/2023	11/09/2023			100				
4020	BP4020	BP 4020 Programs, Curriculum, and Course Development		Legally Required	N Omas	10-1	> FYI Only	Level 3	08/01/2023		12/11/2023	02/12/2024					02/13/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023	Recommendation Requested	91	122	311							
4020	BP4020	BP 4020 Programs, Curriculum, and Course Development		Legally Required	N Omas	10-1	> Legal Update 42: The Service updated1	Level 3	08/01/2023		12/11/2023	02/12/2024					02/13/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023	Recommendation Requested	91	122	311							
4021	BP4021	BP 4021 Program Discontinuance	(no matching BP exits)	Legally Required	N Omas	10-1																													
4022	BP4022	BP 4022 Course Approval	(no matching BP exits)	Good Practice/Optional	N Omas	10-1																													
4025	BP4025	BP 4025 Philosophy and Criteria for Associate Degree and General Education		Legally Required	N Omas	10-1																													
4025	BP4025	BP 4025 Philosophy and Criteria for Associate Degree and General Education		Legally Required	N Omas	10-1																													
4025	BP4025	BP 4025 Philosophy and Criteria for Associate Degree and General Education		Legally Required	N Omas	10-1																													
4026	BP4026	BP 4026 Philosophy and Criteria for International Education		Good Practice/Optional	N Omas	10-1																													
4030	BP4030	BP 4030 Academic Freedom		Legally Required	N Omas	10-1																													
4040	BP4040	BP 4040 Library Services		Legally Required	N Omas	10-1																													
4040	BP4040	BP 4040 Library Services		Good Practice/Optional	N Omas	10-1																													
4050	BP4050	BP 4050 Allocation		Legally Required	N Omas	10-1																													
4050	BP4050	BP 4050 Allocation		Legally Required	N Omas	10-1																													
4060	BP4060	BP 4060 Delegation of Functions Agreements		Good Practice/Optional	N Omas	10-1																													
4060	BP4060	BP 4060 Delegation of Functions Agreements		Good Practice/Optional	N Omas	10-1																													
4070	BP4070	BP 4070 Course Auditing and Auditing Fees		Legally Required	N Omas	10-1																													
4070	BP4070	BP 4070 Course Auditing and Auditing Fees		Legally Advised	N Omas	10-1																													
4070	BP4070	BP 4070 Course Auditing and Auditing Fees		Legally Advised	N Omas	10-1																													
4100	BP4100	BP 4100 Graduation Requirements for Degrees and Certificates		Legally Required	N Omas	10-1	> Minor Clerical Edit	Level 3	08/01/2023		12/11/2023	02/12/2024					02/13/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023	Recommendation Requested	91	122	311							
4100	BP4100	BP 4100 Graduation Requirements for Degrees and Certificates		Legally Required	N Omas	10-1	> Legal Update 42: The Service updated1	Level 3	08/01/2023		12/11/2023	02/12/2024					02/13/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023	Recommendation Requested	91	122	311							
4101	BP4101	BP 4101 Independent Study		Legally Required	N Omas	10-1																													
4101	BP4101	BP 4101 Independent Study		Legally Required	N Omas	10-1																													
4102	BP4102	BP 4102 Career and Technical Education Programs		Legally Required	N Omas	10-1																													
4102	BP4102	BP 4102 Career and Technical Education Programs		Legally Required	N Omas	10-1																													
4102	BP4102	BP 4102 Career and Technical Education Programs		Good Practice/Optional	N Omas	10-1																													
4102	BP4102	BP 4102 Career and Technical Education Programs		Good Practice/Optional	N Omas	10-1																													
4103	BP4103	BP 4103 Work Experience		Legally Required	N Omas	10-1																													
4103	BP4103	BP 4103 Work Experience		Legally Advised	N Omas	10-1																													
4103	BP4103	BP 4103 Work Experience		Legally Advised	N Omas	10-1																													
4105	BP4105	BP 4105 Distance Education	(no matching BP exits)	Legally Required	N Omas	10-1	> Legal Update 38 & Academic Senate Rev	Level 3	08/01/2023		12/11/2023	02/12/2024					02/13/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023	Recommendation Requested	91	122	311							
4105	BP4105	BP 4105 Distance Education		Legally Required	N Omas	10-1	> Legal Update 38: The Service updated1	Level 3	08/01/2023		12/11/2023	02/12/2024					02/13/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023	Recommendation Requested	91	122	311							
4105	BP4105	BP 4105 Distance Education		Legally Required	N Omas	10-1																													
4105	BP4105	BP 4105 Distance Education		Good Practice/Optional	N Omas	10-1																													
4200	BP4200	BP 4200 Standards of Scholarship - Delegation	(no matching BP exits)	Legally Required	N Omas	10-1																													
4200	BP4200	BP 4200 Standards of Scholarship - Delegation		Good Practice/Optional	N Omas	10-1																													
4222	BP4222	BP 4222 Remedial Coursework		Legally Required	N Omas	10-1	> Legal Update 42: The Service updated	Level 3	08/01/2023		12/11/2023	11/01/2023	11/13/2023				11/14/2023	11/15/2023	12/11/2023	12/20/2023	02/12/2024	03/14/2024	04/11/2024	11/13/2023	PPAC Approves Review Level	88	150	248							
4222	BP4222	BP 4222 Remedial Coursework		Legally Required	N Omas	10-1	> Legal Update 42: The Service updated	Level 3	08/01/2023																										

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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Links	Title	No Matching BP or AP Exits	References	Point Person	10-17	Reason(s) for Review	Review Level Assigned	Point Person Notified	BPPAC Reviewed	Anticipated Receipt of Recommendation	Recommendation Received	PPAC Approves Review Level	Level 1 to Constituents FYI	Level 2 to Constituents for Feedback	Level 2 PPAC Review/Constituent Feedback	Level 3 to Constituents for Feedback	Level 3 First Anticipated AS Review	Level 3 PPAC Review/Constituent & Initial AS Feedback	Level 3 Anticipated AS Final Review	Level 3 PPAC Review 2nd AS Feedback	BOT 1st Reading	BOT Final Approval	Current Step Date	Current Step	Days Under Review	Days from Start of Review to BOT Approval	Total Days from Point Person Assigned to BOT Final Approval	Posted Online				
5120	BP51 20 BP 5120 Transfer Center		Legally Required	N	Omelas	10-17																										
5120	BP51 20 BP 5120 Transfer Center		Legally Required	N	Omelas	10-17																										
5120	BP51 20 BP 5120 Financial Aid		Legally Required	J	Torres					12/05/2023		12/11/2023		12/12/2023	02/12/2024							03/14/2024	04/11/2024	10/05/2023	Recommendation Requested	91	122	248				
5120	BP51 20 BP 5120 Financial Aid		Legally Required	J	Torres		> Legal Update 42: The Service updated	Level 2	08/07/2023														03/14/2024	04/11/2024	10/05/2023	Recommendation Requested	91	122	248			
5140	BP41 40 BP 5140 Student Accessibility Services		Legally Required	N	Omelas																											
5140	BP41 40 BP 5140 Student Accessibility Services		Legally Required	N	Omelas																											
5150	BP51 10 BP 5150 Extended Opportunity Programs and Services		Legally Required	N	Omelas	10-17																										
5150	BP51 10 BP 5150 Extended Opportunity Programs and Services		Legally Required	N	Omelas	10-17																										
5200	BP20 20 BP 5200 Student Health Services		Legally Required	N	Omelas	10-17																										
5200	BP20 20 BP 5200 Student Health Services		Legally Required	N	Omelas	10-17																										
5200	BP20 20 BP 5200 Student Health Services		Good Practice/Optional	N	Omelas	10-17																										
5200	BP20 20 BP 5200 Student Health Services		Good Practice/Optional	N	Omelas	10-17																										
5210	BP21 20 BP 5210 Communicable Disease, Students		Legally Required	N	Omelas	10-17																										
5210	BP21 20 BP 5210 Communicable Disease, Students		Legally Required	N	Omelas	10-17																										
5210	BP21 20 BP 5210 Communicable Disease, Students		Legally Advised	N	Omelas	10-17																										
5220	New to BP 5220 Shower Facilities for Homeless Students		Good Practice/Optional	N	Omelas	10-17	> Chapter Lead: Good Practice BP being f	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5220	New to BP 5220 Shower Facilities for Homeless Students		Good Practice/Optional	N	Omelas	10-17	> Chapter Lead: Good Practice AP Preser	Level 3	08/07/2023		02/12/2024			02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5220	New to BP 5220 Shower Facilities for Homeless Students		Legally Required	N	Omelas	10-17	> Minor Clinical Edit	Level 3	08/07/2023		02/12/2024			02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5230	BP23 30 BP 5230 Student Equity		Legally Required	N	Omelas	10-17	> Legal Update 42: The Service updated	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5230	BP23 30 BP 5230 Student Equity		Legally Required	N	Omelas	10-17	> Legal Update 42: The Service updated	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5400	BP40 40 BP 5400 Associated Students Organization		Legally Required	N	Omelas	10-17																										
5400	BP40 40 BP 5400 Associated Students Organization		Legally Required	N	Omelas	10-17	> Legal Update 43: The Service updated	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5410	New to LAR 5410 Associated Students Elections		Legally Required	N	Omelas	10-17	> Please note SBCCD has not adopted th	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5420	BP42 20 BP 5420 Associated Students Finance		Legally Required	N	Omelas	10-17	> Minor Clinical Edit (2023.23 camper)	Level 3	08/07/2023		02/12/2024			02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5420	BP42 20 BP 5420 Associated Students Finance		Legally Required	N	Omelas	10-17	> Legal Update 43: The Service updated	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5500	BP50 50 BP 5500 Standards of Student Conduct		Legally Required	N	Omelas	10-17	> Legal Update 42: The Service updated	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5500	BP50 50 BP 5500 Standards of Student Conduct		Legally Required	N	Omelas	10-17	> Minor Clinical Edit	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5510	New to BP 5510 Of-Campus Student Organizations		Legally Required	N	Omelas	10-17																										
5510	New to LAR 5510 Of-Campus Student Organizations		Legally Required	N	Omelas	10-17																										
5520	BP52 20 BP 5520 Student Discipline Procedures		Legally Required	N	Omelas	10-17	> Legal Update 43: The Service updated	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5520	BP52 20 BP 5520 Student Discipline Procedures		Legally Required	N	Omelas	10-17	> Minor Clinical Edit (2023.23 camper)	Level 3	08/07/2023		02/12/2024			02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5530	BP53 30 BP 5530 Student Rights and Grievances		Legally Required	N	Omelas	10-17	> Legal Update 39: The Service updated	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5530	BP53 30 BP 5530 Student Rights and Grievances		Legally Required	N	Omelas	10-17	> Legal Update 39: The Service updated	Level 3	08/07/2023	12/11/2023				02/12/2024	03/12/2024	02/14/2024	03/11/2024	03/20/2024	04/15/2024	05/09/2024	06/13/2024	12/11/2023		Recommendation Requested	91	122	311					
5570	New to BP 5570 Student Credit Card Solicitations		Legally Advised	N	Omelas	10-17																										
5570	New to LAR 5570 Student Credit Card Solicitations		Legally Advised	N	Omelas	10-17																										
5700	BP70 70 BP 5700 Intercollegiate Athletics		Legally Required	N	Omelas	10-17	> Legal Update 39: The Service updated	Level 3	08/07/2023	07/31/2023	08/25/2023			08/26/2023	09/06/2023	09/18/2023	09/20/2023	10/09/2023	11/09/2023	12/09/2023	11/09/2023				BOT 1st Reading	284	105	414				
5700	BP70 70 BP 5700 Intercollegiate Athletics		Legally Required	N	Omelas	10-17	> Second 2023-24 Review - FYI Only in st	Level 3	09/13/2023		11/01/2023	11/13/2023			11/01/2023	11/15/2023	12/01/2023	12/02/2023	02/12/2024	04/11/2024	11/13/2023	PPAC Approves Review Level	49	100	211							
5700	BP70 70 BP 5700 Intercollegiate Athletics		Legally Advised	N	Omelas	10-17	> Second 2023-24 Review - SBCCD does	Level 3	09/13/2023		11/01/2023	11/13/2023			11/01/2023	11/15/2023	12/01/2023	12/09/2023	02/12/2024	04/11/2024	11/13/2023	PPAC Approves Review Level	49	100	211							
5700	BP70 70 BP 5700 Intercollegiate Athletics		Legally Required	N	Omelas	10-17																										
5800	New to BP 5800 Prevention of Identity Theft in Student Financial Transactions		Legally Required	N	Omelas	10-17																										
5800	New to LAR 5800 Prevention of Identity Theft in Student Financial Transactions		Legally Required	J	Torres																											
6100	BP10 10 BP 6100 Delegation of Authority, Business and Fiscal Affairs		Legally Required	J	Torres																											
6100	BP10 10 BP 6100 Delegation of Authority, Business and Fiscal Affairs		Legally Required	J	Torres																											
6100	BP10 10 BP 6100 Designation of Authorized Signatures		Legally Required	J	Torres																											
6100	BP10 10 BP 6100 Designation of Authorized Signatures		Legally Required	J	Torres																											
6200	BP20 20 BP 6200 Budget Preparation		Legally Required	J	Torres																											
6200	BP20 20 BP 6200 Budget Preparation		Legally Required	J	Torres		> Legal Update 42: The Service updated	Level 1	08/07/2023	09/06/2023	09/18/2023	09/19/2023										10/19/2023	11/09/2023	11/09/2023	BOT Final Approval	30	52	94				
6200	BP20 20 BP 6200 Budget Preparation		Legally Required	J	Torres		> Minor Clinical Edit	Level 1	08/07/2023	09/06/2023	09/18/2023	09/19/2023											10/19/2023	11/09/2023	11/09/2023	BOT Final Approval	30	52	94			
6300	BP30 30 BP 6300 Fiscal Management		Legally Required	J	Torres																											
6300	BP30 30 BP 6300 Fiscal Management		Legally Required	J	Torres																											
6300	BP30 30 BP 6300 Fiscal Management		Good Practice/Optional	J	Torres																											
6300	BP30 30 BP 6300 Fiscal Management		Good Practice/Optional	J	Torres																											
6300	BP30 30 BP 6300 Reserves		Good Practice/Optional	J	Torres																											
6300	BP30 30 BP 6300 Reserves		Good Practice/Optional	J	Torres																											
6310	BP31 10 BP 6310 Accounting		Good Practice/Optional	J	Torres																											

#	Links	Title	No Matching BP or AP Exists	References	Point Person	10+17	Reason(s) for Review	Review Level Assigned	Point Person Notified	BPPAC Reviewed	Anticipated Receipt of Recommendation	Recommendation Received	PPAC Approves Review Level	Level 1 To Constituents FYI	Level 2 To Constituents for Feedback	Level 2 PPAC Review Constituent Feedback	Level 3 To Constituents for Feedback	Level 3 First Anticipated AS Review	Level 3 PPAC Review Constituent & Initial AS Feedback	Level 3 Anticipated AS Final Review	Level 3 PPAC Review 2nd AS Feedback	BOT 1st Reading	BOT Final Approval	Current Step Date	Current Step	Days Under Review	Days from Start of Review to BOT Approval	Total Days from Point Person Assigned to BOT Final Approval	Posted Online				
7230	BP7230	BP 7230 Classified Employees	(no matching BP exists)	Legally Required	K Hanmon						05/03/2024		05/13/2024		05/13/2024							05/13/2024	10/10/2024	05/03/2024	Recommendation Requested	91	150	430					
7232	AP7232	AP 7232 Classification Review	(no matching BP exists)	Legally Advised	K Hanmon		> Legal Update 42: The Service updated 1	Level 2	08/07/2023																								
7233	AP7233	AP 7233 Claims for Work Out of Classification	(no matching BP exists)	Legally Required	K Hanmon						05/03/2024		05/13/2024		05/13/2024								05/13/2024	10/10/2024	05/03/2024	Recommendation Requested	91	150	430				
7234	AP7234	AP 7234 Overtime	(no matching BP exists)	Legally Required	K Hanmon						01/04/2024		02/13/2024		02/13/2024								04/11/2024	05/09/2024	01/04/2024	Recommendation Requested	91	87	276				
7236	BP7236	BP 7236 Substitute and Short Term Employees	(no matching BP exists)	Good Practice/Optional	K Hanmon																												
7238	AP7238	AP 7238 Substitute and Short Term Employees	(no matching BP exists)	Good Practice/Optional	K Hanmon																												
7238	New to AP	7235 Probationary Period - Classified Employees	(no matching BP exists)	Legally Required	K Hanmon		> Legal Update 42: The Service updated 8	Level 2	08/07/2023		05/03/2024		05/13/2024		05/14/2024							05/13/2024	10/10/2024	05/03/2024	Recommendation Requested	91	150	430					
7239	New to AP	7237 Layoffs	(no matching BP exists)	Good Practice/Optional	K Hanmon		> Legal Update 40: The Service updated 1	Level 2	08/07/2023		05/03/2024		05/13/2024		05/14/2024							05/13/2024	10/10/2024	05/03/2024	Recommendation Requested	91	150	430					
7240	BP7240	BP 7240 Confidential Employees	(no matching BP exists)	Legally Required	K Hanmon		> Legal Update 42: The Service updated 1	Level 2	08/07/2023		01/04/2024		02/13/2024		02/13/2024							04/11/2024	05/09/2024	01/04/2024	Recommendation Requested	91	87	276					
7240	AP7240	AP 7240 Confidential Employees	(no matching BP exists)	Good Practice/Optional	K Hanmon		> FYI Only	Level 2	08/07/2023		01/04/2024		02/13/2024		02/13/2024							03/12/2024	05/09/2024	03/12/2024	Recommendation Requested	91	122	339					
7250	BP7250	BP 7250 Educational Administrators	(no matching BP exists)	Legally Required	K Hanmon	10+1	> Legal Update 42: The Service updated 1	Level 3	08/07/2023		03/04/2024		03/11/2024		03/11/2024							03/12/2024	07/11/2024	03/04/2024	Recommendation Requested	91	122	339					
7250	AP7250	AP 7250 Educational Administrators	(no matching BP exists)	Good Practice/Optional	K Hanmon	10+1	> Minor Clerical Edit	Level 3	08/07/2023		03/04/2024		03/11/2024		03/11/2024							03/12/2024	07/11/2024	03/04/2024	Recommendation Requested	91	122	339					
7260	BP7260	BP 7260 Classified Supervisors, Managers and Administrators	(no matching BP exists)	Legally Required	K Hanmon		> Legal Update 42: The Service updated 1	Level 3	08/07/2023		03/04/2024		03/11/2024		03/12/2024							05/09/2024	06/13/2024	03/04/2024	Recommendation Requested	91	94	311					
7260	AP7260	AP 7260 Classified Supervisors, Managers and Administrators	(no matching BP exists)	Good Practice/Optional	K Hanmon		> FYI Only	Level 2	08/07/2023		03/04/2024		03/11/2024		03/12/2024							05/09/2024	06/13/2024	03/04/2024	Recommendation Requested	91	94	311					
7270	BP7270	BP 7270 Student Employees	(no matching BP exists)	Legally Required	K Hanmon																												
7270	AP7270	AP 7270 Student Employees	(no matching BP exists)	Good Practice/Optional	K Hanmon		> Chapter Lead review to expand and nck	Level 2	08/22/2023		12/20/2023		02/12/2024		02/13/2024							04/11/2024	05/09/2024	12/20/2023	Recommendation Requested	76	87	261					
7310	BP7310	BP 7310 Nepotism	(no matching BP exists)	Legally Advised	K Hanmon		> Chapter Lead review to expand and nck	Level 2	08/22/2023		12/20/2023		02/12/2024		02/13/2024							04/11/2024	05/09/2024	12/20/2023	Recommendation Requested	76	87	261					
7330	BP7330	BP 7330 Communicable Disease	(no matching BP exists)	Legally Required	K Hanmon																												
7330	AP7330	AP 7330 Communicable Disease	(no matching BP exists)	Legally Required	K Hanmon																												
7336	BP7336	BP 7336 Health Examinations	(no matching BP exists)	Legally Advised	K Hanmon																												
7336	AP7336	AP 7336 Health Examinations	(no matching BP exists)	Good Practice/Optional	K Hanmon																												
7338	AP7338	AP 7338 Certification of Freedom from Tuberculosis	(no matching BP exists)	Legally Required	K Hanmon																												
7337	AP7337	AP 7337 Fingerprinting	(no matching BP exists)	Legally Required	K Hanmon																												
7340	BP7340	BP 7340 Leaves	(no matching BP exists)	Legally Required	K Hanmon	10+1	> Legal Update 42: The Service updated 1	Level 3	08/07/2023		04/03/2024		04/15/2024		04/16/2024							04/16/2024	04/17/2024	05/13/2024	05/16/2024	08/12/2024	09/12/2024	10/10/2024	04/03/2024	Recommendation Requested	91	178	430
7340	AP7340	AP 7340 Leaves	(no matching BP exists)	Good Practice/Optional	K Hanmon	10+1	> FYI Only	Level 3	08/07/2023		04/03/2024		04/15/2024		04/16/2024							04/16/2024	04/17/2024	05/13/2024	05/16/2024	08/12/2024	09/12/2024	10/10/2024	04/03/2024	Recommendation Requested	91	178	430
7343	AP7343	AP 7343 Industrial Accident and Illness Leave	(no matching BP exists)	Legally Required	K Hanmon																												
7344	AP7344	AP 7344 Notifying the District of Absence	(no matching BP exists)	Legally Advised	K Hanmon																												
7345	BP7345	BP 7345 Clerical Leave Program	(no matching BP exists)	Legally Required	K Hanmon	10+1																											
7346	AP7346	AP 7346 Employees Called to Military Duty	(no matching BP exists)	Legally Advised	K Hanmon																												
7347	New to AP	7347 Paid Family Leave	(no matching BP exists)	Good Practice/Optional	K Hanmon		> Legal Update 40: The Service updated 9	Level 2	08/07/2023		04/03/2024		04/15/2024		04/16/2024							05/13/2024	07/11/2024	04/03/2024	Recommendation Requested	91	87	339					
7348	AP7348	AP 7348 Accommodations	(no matching BP exists)	Good Practice/Optional	K Hanmon																												
7350	BP7350	BP 7350 Resignations	(no matching BP exists)	Legally Required	K Hanmon																												
7350	BP7350	BP 7350 Discipline & Demoral - Academic Employees	(no matching BP exists)	Legally Required	K Hanmon	10+1	> Minor Clerical Edit	Level 3	08/07/2023		12/11/2023		02/12/2024		02/13/2024							02/13/2024	02/14/2024	03/11/2024	03/20/2024	04/16/2024	05/09/2024	06/13/2024	12/11/2023	Recommendation Requested	91	122	311
7350	New to AP	7360 Discipline and Demoral - Academic Employees	(no matching BP exists)	Good Practice/Optional	K Hanmon	10+1	> Legal Update 42 Addendum: The Servic	Level 3	08/07/2023		12/11/2023		02/12/2024		02/13/2024							02/13/2024	02/14/2024	03/11/2024	03/20/2024	04/16/2024	05/09/2024	06/13/2024	12/11/2023	Recommendation Requested	91	122	311
7360	BP7360	BP 7360 Discipline & Demoral - Classified Employees	(no matching BP exists)	Legally Required	K Hanmon		> Minor Clerical Edit	Level 2	08/07/2023		12/11/2023		02/12/2024		02/13/2024							04/11/2024	05/09/2024	12/11/2023	Recommendation Requested	91	87	276					
7360	AP7360	AP 7360 Discipline & Demoral - Classified Employees	(no matching BP exists)	Legally Required	K Hanmon		> Legal Update 42: The Service updated 1	Level 2	08/07/2023		12/11/2023		02/12/2024		02/13/2024							04/11/2024	05/09/2024	12/11/2023	Recommendation Requested	91	87	276					
7370	BP7370	BP 7370 Political Activity	(no matching BP exists)	Legally Required	K Hanmon																												
7370	AP7370	AP 7370 Political Activity	(no matching BP exists)	Legally Advised	K Hanmon																												
7371	AP7371	AP 7371 Personal Use of Public Resources	(no matching BP exists)	Legally Required	K Hanmon																												
7380	BP7380	BP 7380 Retiree Health Benefits - Academic Employees	(no matching BP exists)	Legally Required	K Hanmon		x Change in n/a- Legal Update 40: The Service updated this policy to add a usage note that the policy d	Level 2	08/07/2023																								
7380	AP7380	AP 7380 Retiree Health Benefits - Academic Employees	(no matching BP exists)	Legally Required	K Hanmon		x Change in n/a- Legal Update 40: The Service updated this policy to add a usage note that the policy d	Level 2	08/07/2023																								
7381	AP7381	AP 7381 Health and Welfare Benefits	(no matching BP exists)	Good Practice/Optional	K Hanmon																												
7385	BP7385	BP 7385 Salary Deductions	(no matching BP exists)	Legally Required	K Hanmon																												
7385	AP7385	AP 7385 Salary Deductions	(no matching BP exists)	Legally Required	K Hanmon																												
7400	BP7400	BP 7400 Travel	(no matching BP exists)	Legally Required	J Torres																												
7400	AP7400	AP 7400 Travel	(no matching BP exists)	Legally Advised	K Hanmon																												
7420	BP7420	BP 7420 Authorized Drivers	(no matching BP exists)	Legally Required	K Hanmon																												
7420	AP7420	AP 7420 Authorized Drivers	(no matching BP exists)	Legally Required	K Hanmon																												
7450	BP7450	BP 7450 Mileage Reimbursement	(no matching BP exists)	BP Not in CCLC Database	J Torres																												
7450	AP7450	AP 7450 Mileage Reimbursement	(no matching BP exists)	BP Not in CCLC Database																													

BP 3560 Alcoholic Beverages

10/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Read

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
- 11/02/2023 BPPAC Review of Feedback
- 11/09/2023 BOT First Reading
- 12/08/2023 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

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

BP 3560 Alcoholic Beverages

10/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Read

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 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

10/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Read

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
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Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

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

AP 3560 Alcoholic Beverages

10/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Read

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.
- **During the feedback process, changes were recommended to allow events to take place when students are on the campus and to include terminology for beer making classes, allowing the foundation the flexibility to have events when students may be on campus.** The ABC daily use permit requires that the alcohol is only available in the area designated for the event and not permitted to leave the area. No alcohol beyond this point signs are posted. Campus police sign off on the permits and areas designated for events with alcohol to make sure that it is in a space that is designated for the function and not available to anyone other than attendees.
- **CHC Academic Senate rep requested that "zymurgy" be included which would be related to beer-making classes.**

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; **or beer produced by a bonded brewery owned or operated as part of an instructional program in zymurgy.**
- The alcoholic beverage is wine **or beer** 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, **or zymurgy.**
- 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.

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

10/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Read

"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.

- 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