



San Bernardino Community College District
 POLICIES & PROCEDURES ADVISORY
 COMMITTEE (PPAC)
 February 26, 2024
 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

A. Welcome & Introductions

Kristina Hannon and Jose Torres, Co-Chairs

B. Approval of Minutes

1. Confirmation of Quorum
2. December 11, 2023

C. Legal Update 43

1. Overview
2. Link to Board Policies Changes
3. Link to Administrative Procedures Changes

~~D. Review of Constituent Feedback & Initial Academic Senate Input~~ Review of Input from Academic Senate Final Review

1. 4222 Remedial Coursework
2. 5011 Admission and Concurrent Enrollment
3. 5030 Fees
4. 5700 Intercollegiate Athletics

Review of Constituent Feedback &
 Initial Academic Senate Input

~~E. Review of Input from Academic Senate Final Review~~ ^

1. 2410 Board Policies & Administrative Procedures
2. 5050 Student Success and Support Program

F. New Chapter Lead Recommendations - Level 1

Committee to indicate any concern with assigned review level.

1. 2325 Teleconferenced Meetings
2. 2430 Delegation of Authority to the Chancellor
3. 2735 Board Member Travel
4. 4300 Field Trips and Excursions
5. 6320 Investments
6. 7400 Travel

G. New Chapter Lead Recommendations - Level 2

1. 3420 Equal Employment Opportunity
2. 7145 Personnel Files
3. 7230 Classified Employees

H. New Chapter Lead Recommendations - Level 3

1. 2510 Participation in Local Decision-Making
2. 4015 District Course Enrollment Philosophy
3. 4105 Distance Education
4. 5015 Residence Determination
5. 5040 Student Records, Directory Information, and Privacy
6. 5300 Student Equity
7. 7120 Recruitment & Hiring
8. 7210 Academic Employees
9. 7216 Academic Employees - Grievance Procedure

I. Adjournment & Next Meeting

The next PPAC meeting is scheduled for Monday, March 11, 2024, at 3:00 p.m.



Policies & Procedures Advisory Committee
Meeting Minutes – December 11, 2023, 3:00 p.m.

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

I. Welcome & Introductions

Jose Torres brought the meeting to order at approximately 3:02 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

- B. Approval of Minutes from October 9, 2023
- C. Approval of Minutes from November 13, 2023

Keith Wurtz made a motion, which Ryan Bartlett seconded, to approve both sets of minutes. The motion was approved by a majority vote.

III. **Level 3 - Input from Academic Senate Final Review & Constituent Feedback**

Committee members reviewed the progress and recommendations for all the P&Ps. Because these recommendations are Level 3, they will return to PPAC for feedback after the Academic Senates have had a second chance to review. It was noted that the Academic Senates would not be meeting anymore in 2023. No feedback on these items was received via Teams.

- 4222 Remedial Coursework

Rejoice Chavira was under the impression that this AP specifically mentioned high school students and indicated all student groups (students who were home schooled, dropped out of high school, international students, students who have a GED, or adult education students) should be represented. It was confirmed by Chapter Lead Nohemy Ornelas that the AP no longer refers to specific groups of students and is, therefore, applicable to all students.

Davena Burns-Peters commented that the language seems contradictory in that it says, “a need for remedial coursework shall be determined using appropriate assessments,” while requirement for remedial work doesn’t really exist anymore according to language in AB 705. After some discussion, it was determined that the phrase, “and in accordance with state guidelines and regulations,” would be added to the last sentence in Section A to address this issue.

- 5011 Admission and Concurrent Enrollment of High School and Other Young Students
- 5030 Fees
- 5700 Intercollegiate Athletics

The recommendations for each of these P&Ps were reviewed with no feedback.

IV. **Items Revisited - Chapter Lead Feedback**

- 2410 Board Policies and Administrative Procedures

The committee reviewed the recommendation showing Chapter Lead changes in response to Academic Senate feedback. Davena expressed appreciation for the clarification in language.

- 5050 Student Success and Support Program

Educational Planning:

Each student, in establishing an educational plan, will do the following:

- *Express at least a broad educational intent upon admission*
- *Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable coursework*
- *Cooperate in the development of the student educational plan that meets a student's educational goal after completing 15 units*
- *Diligently attend class and complete assigned coursework*
- *Complete courses and maintain progress toward an educational goal*

The committee reviewed the recommendation showing Chapter Lead changes in response to feedback. Nohemy confirmed the changes were discussed with college deans and counseling chairs. The committee questioned the language indicating what each student will do in establishing a plan, and particularly the fourth bullet, "Diligently attend class and complete assigned coursework."

Several opinions were expressed dealing with why this section is part of the AP, and the fact that the faculty, who are the content experts, vetted the language. It was decided that Chapter Lead Nohemy will continue to work on this recommendation in conjunction with the stakeholders and bring it back to a future PPAC meeting.

V. **Where Are They Now?**

A. December 8 BOT Agenda - Final Read & Approval

- 3560 Alcoholic Beverages
- 5070 Attendance Accounting
- 5700 Intercollegiate Athletics

Jose confirmed that these items were approved by the BOT as presented on Friday, December 8.

VI. **See You Next Time**

The meeting adjourned at approximately 4:15 p.m. The next meeting of the PPAC is scheduled for Monday, February 12, at 3:00 p.m.

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

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



POLICY & PROCEDURE SERVICE

Policy & Procedure Subscription Service

Community College League of California
Liebert Cassidy Whitmore

Legal Update #43

October 2023

OVERVIEW

This is the 43rd update to district members of the League's Policy & Procedure Subscription Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update reflects new statutes and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 42 (disseminated to member districts in April 2023 and the Special Addendum to Update 42 issued in May 2023).

Revisions to the Board Policy Templates

BP 2735 Board Member Travel – The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

BP 3250 Institutional Planning – The Service updated this policy to align with changes in the Title 5 regulations.

BP 3550 Drug-Free Environment and Drug Prevention Program – The Service updated this policy to clarify that only districts with a campus health center are required to include certain language about distributing opioid overdose reversal medication.

BP 4300 Field Trips and Excursions – The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

BP 5015 Residence Determination – The Service updated this policy to add a reference to the Education Code.

BP 7400 Travel – The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

BP 7600 College [*Police or Security*] – The Service updated this policy to clarify that Chief(s) of Police need not report to the CEO.

POLICY & PROCEDURE SERVICE

Revisions to the Administrative Procedure Templates

AP 2712 Conflict of Interest Code – The Service updated this procedure to adjust the disclosure categories for two designated positions.

AP 2735 Board Member Travel – The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in the Government Code.

AP 3434 Responding to Harassment Based on Sex under Title IX – The Service updated this procedure to clarify that written confidentiality agreements with Parties and Advisors are good practice but not required under federal Title IX law and regulations.

AP 3435 Discrimination and Harassment Complaints and Investigations – The Service updated this procedure to provide optional language regarding a governing board's review of an appeal of the district's administrative determination under Title 5 regulations.

AP 3550 Drug-Free Environment and Drug Prevention Program – The Service updated this procedure to clarify that only districts with a campus health center are required to include certain language about distributing opioid overdose reversal medication.

AP 4020 Program and Curriculum Development – The Service updated this procedure to clarify that Title 5 regulations require districts to develop and offer programs and curricula in ethnic studies, but districts have the option to develop and offer programs and curricula that infuse a global perspective into the curricular offerings and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

AP 4103 Work Experience Education – The Service updated this procedure to revise the title and content to align with changes in the Title 5 regulations.

AP 4105 Distance and Correspondence Education – The Service updated this procedure to add a legal citation and align with revised Title 5 regulations.

AP 4227 Repeatable Courses – The Service updated this procedure to align with revised Title 5 regulations.

AP 4300 Field Trips and Excursions – The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in the Government Code.

AP 5040 Student Records, Directory Information, and Privacy – The Service updated this procedure to provide a timeline for the district to respond to a request for student records pursuant to the Education Code.



POLICY & PROCEDURE SERVICE

AP 5055 Enrollment Priorities – The Service updated this procedure to align with revised Title 5 regulations.

AP 6200 Budget Preparation – The Service updated this procedure to align with Title 5 regulations.

AP 6700 Civic Center and Other Facilities Use – The Service updated this procedure to align with the Education Code.

AP 7400 Travel – The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in the Government Code.

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

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated AS Final Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	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
- 02/07/2024 Level 3 Second Anticipated AS Review
- 02/26/2024 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.
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

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

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

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:

- > Showing Chapter Lead response to input received.
- > Language added based on discussion at December 11, 2023 PPAC meeting.

~~(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, and in accordance with state guidelines and regulations.

B. Remedial English or Mathematics Coursework

1. **Intention:** The primary goal is to ensure that students enter and complete transfer-level coursework in English and mathematics within one year of their initial attempt in the discipline. This coursework should align with the requirements of the student's intended certificate or associate degree, or the requirements for transfer within their intended major.
2. **Placement Measures:** The District shall use measures, such as high school coursework, grades, grade point average, or self-placement for placing students into English and mathematics courses. When multiple measures are used, they should be applied in a way that compensates for low performance on one measure with higher performance on another. The District shall not recommend or require students to enroll in pretransfer-level English or mathematics coursework.
3. **Avoiding Redundant Coursework:** The District 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.

~~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

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 (10+1) (no matching BP exists)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

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 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.

C. 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.

D. 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.

E. 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.

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

P&P Chapter Lead Recommendation
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F. 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:](#)

Title 5 Section 55035

ACCJC Accreditation Standard II.A.4

End of Recommendation for AP 4222 Remedial Coursework

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

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated AS Final Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	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>)

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RECOMMENDATION STARTS ON NEXT PAGE

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



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

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 Notes:

- > Changes made by Chapter Lead based on discussion at November 13 PPAC meeting.

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

Dual Enrollment: Dual enrollment refers to opportunities for high school or adult school students, or other eligible students, to enroll in community college courses as a special admit student and receive college credit while also obtaining credit for the enrollment at the student's high school or adult school.

College and Career Access Pathways (CCAP) Dual Enrollment: CCAP Dual Enrollment describes dual enrollment opportunities created by the passage of AB288 whereupon Community College Districts enter into partnerships with public schools to offer dual credit opportunities that promote 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 students achieve college and career readiness.

Non-CCAP Dual Enrollment: Non-CCAP Dual Enrollment refers to dual enrollment in courses not affiliated with a College and Career Access Pathways agreement; this may include Concurrent Enrollment, Middle College High School, Early College High School, and Adult Dual Enrollment programs.

Middle College High School: Middle College High School programs are secondary schools located on a college campus and offer programs designed to serve at-risk high school students who are performing below their academic potential. T

Early College High School: Early College High Schools are innovative partnerships between charter or non-charter public secondary schools and local community colleges that allow students to earn a high school diploma and up to two years of college credit in four years or less.

Adult Dual Enrollment: Adult Dual Enrollment shall describe dual enrollment opportunities for special part-time adult students recommended for enrollment at the community college by an adult school pursuant to Education Code 52620. Students enrolled under these provisions are not eligible for CCAP Dual Enrollment.

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



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

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.~~
- 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.~~

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



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

~~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 done by ~~applying~~ one or more of the following ~~options~~criteria:

- 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; 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~~their 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 ~~and ,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~~criteria:

- 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

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



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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.

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.

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~~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 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.~~

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- ~~The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.~~
- ~~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~~

Proposed Changes - Clean Version for Discussion Purposes

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

Dual Enrollment: Dual enrollment refers to opportunities for high school or adult school students, or other eligible students, to enroll in community college courses as a special admit student and receive college credit while also obtaining credit for the enrollment at the student's high school or adult school.

College and Career Access Pathways (CCAP) Dual Enrollment: CCAP Dual Enrollment describes dual enrollment opportunities created by the passage of AB288 whereupon Community College Districts enter into partnerships with public schools to offer dual credit opportunities that promote 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 students achieve college and career readiness.

Non-CCAP Dual Enrollment: Non-CCAP Dual Enrollment refers to dual enrollment in courses not affiliated with a College and Career Access Pathways agreement; this may include Concurrent Enrollment, Middle College High School, Early College High School, and Adult Dual Enrollment programs.

Middle College High School: Middle College High School programs are secondary schools located on a college campus and offer programs designed to serve at-risk high school students who are performing below their academic potential. T

Early College High School: Early College High Schools are innovative partnerships between charter or non-charter public secondary schools and local community colleges that allow students to earn a high school diploma and up to two years of college credit in four years or less.

Adult Dual Enrollment: Adult Dual Enrollment shall describe dual enrollment opportunities for special part-time adult students recommended for enrollment at the community college by an adult school pursuant to Education Code 52620. Students enrolled under these provisions are not eligible for CCAP Dual Enrollment.

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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 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.
- 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 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.
- The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.

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 done by **applying** one or more of the following **criteria**:

- 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; 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 a letter signed by the principal indicating how in ~~his~~her~~their~~ 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 and their parent or guardian shall be informed of the decision. This

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



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- a review of the materials submitted by the student;
- meeting with the student and 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.

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.

References

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

End of Recommendation for AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

BP 5030 Fees

02/22/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated AS Final Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
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 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
- 02/07/2024 Level 3 Second Anticipated AS Review
- 02/26/2024 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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RECOMMENDATION STARTS ON NEXT PAGE

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BP 5030 Fees

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02/22/24

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

Review Process Notes:

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 to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process ~~his/her~~ 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.

BP 5030 Fees

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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

02/22/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated AS Final Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
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 3

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RECOMMENDATION STARTS ON NEXT PAGE

AP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/22/24

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- > **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 Notes:

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.](#)

- 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)

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AP 5030 Fees

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- 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)
- 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

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AP 5030 Fees

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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
\$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~~

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 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/22/24

\$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

~~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~~

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 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/22/24

~~\$ 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
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

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 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/22/24

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.

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

BP 5700 Intercollegiate Athletics (10+1)

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated AS Final Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2023	Recommendation Received	11/1/2023
Reason(s) for Review/Changes			
> 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
- 02/07/2024 Level 3 Second Anticipated AS Review
- 02/26/2024 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.
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 5700 Intercollegiate Athletics (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

> FYI Only in support of the review of AP 5700.

Review Process Notes:

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 (CCCCA) 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 (CCCCA) Constitution and CCCCCA Bylaws

End of Recommendation for BP 5700 Intercollegiate Athletics-2

AP 5700 Intercollegiate Athletics (10+1)

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Level 3 Anticipated AS Final Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2023	Recommendation Received	11/1/2023
Reason(s) for Review/Changes			
> SBCCD does not currently have AP 5700. This version is being submitted for adoption.			

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
- 02/07/2024 Level 3 Second Anticipated AS Review
- 02/26/2024 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.
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

AP 5700 Intercollegiate Athletics (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

> SBCCD does not currently have AP 5700. This version is being submitted for adoption.

Review Process Notes:

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.

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.

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

AP 5700 Intercollegiate Athletics (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

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

End of Recommendation for AP 5700 Intercollegiate Athletics-2

BP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)

02/21/24

Current Step:
Level 3 to Constituents for Feedback & First Anticipated AS Review



P&P Chapter Lead Recommendation
 San Bernardino Community College District

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	11/1/2023	Recommendation Received	12/5/2023

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
- 12/05/2023 BPPAC Approval of Chapter Lead Response to AS Input
- 12/11/2023 PPAC Reviews Feedback to AS Input
- 12/05/2023 BPPAC Approval
- 12/11/2023 PPAC Approves Review Level
- 02/07/2024 Level 3 First Anticipated AS Review
- 02/26/2024 **Level 3 PPAC Reviews Constituent & Initial AS Feedback**
- 03/06/2024 Level 3 Second Anticipated AS Review
- 03/11/2024 PPAC Reviews Second AS Feedback
- 04/11/2024 BOT First Reading
- 05/09/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

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

BP 2410 Board Policies and Administrative Procedures

Chapter Lead Response (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

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

Review Process Notes:

> 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.

> Chapter Owner Feedback below.

> [Academic Senate Feedback](#)

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 per the AP 2410 approved process. 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 urgent circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced. However, such exceptions to the first read/final approval two-month process will not circumvent or replace the AP 2410 Level Review process. In urgent circumstances, Policies of the Board may be adopted at the same Board meeting at which they are introduced. However, such exceptions to the first read/final approval two-month process will not circumvent or replace the AP 2410 Level Review process.

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 - Chapter Lead Response

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 – Chapter Lead Response (10+1)

02/21/24

Current Step:
Level 3 First Anticipated AS Review



P&P Chapter Lead Recommendation
San Bernardino Community College District

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	11/1/2023	Recommendation Received	12/5/2023
Reason(s) for Review/Changes			
> No Change; FYI Only			

Review Level

Level 3

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

> No Change; FYI Only

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

AP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> No Change; FYI Only

Review Process Notes:

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.

AP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

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

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

C. Other Requests

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

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

II. CHAPTER LEAD REVIEW & RECOMMENDATION

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

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

III. CONSTITUENT FEEDBACK TO FINAL APPROVAL

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

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

A. Level 1 | Info Only

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:

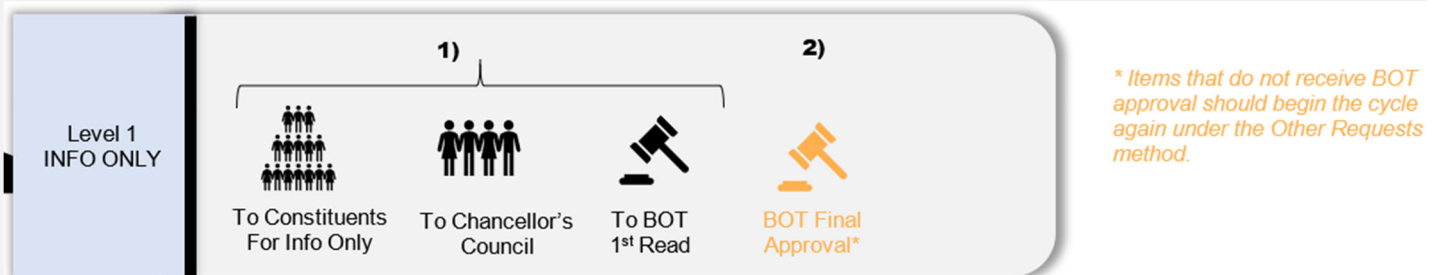
AP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

- 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.



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*.

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>.

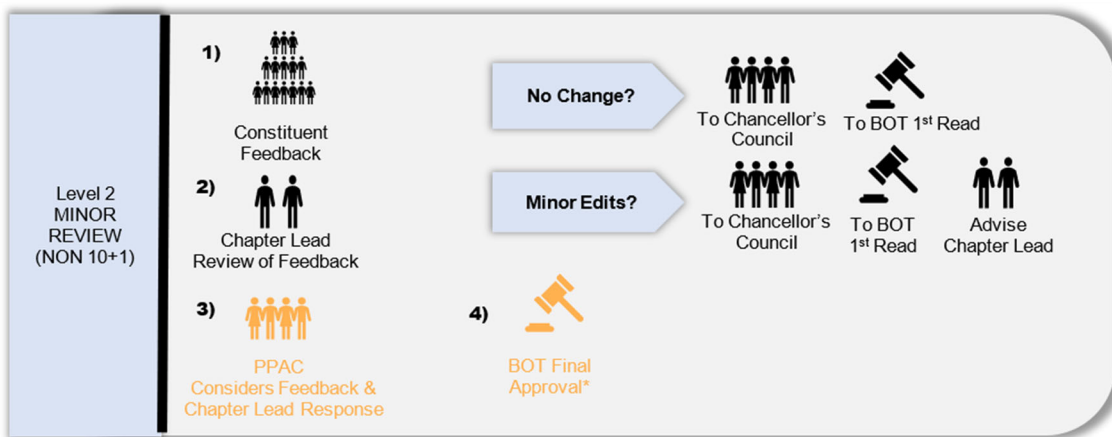
AP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

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.



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.

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>.

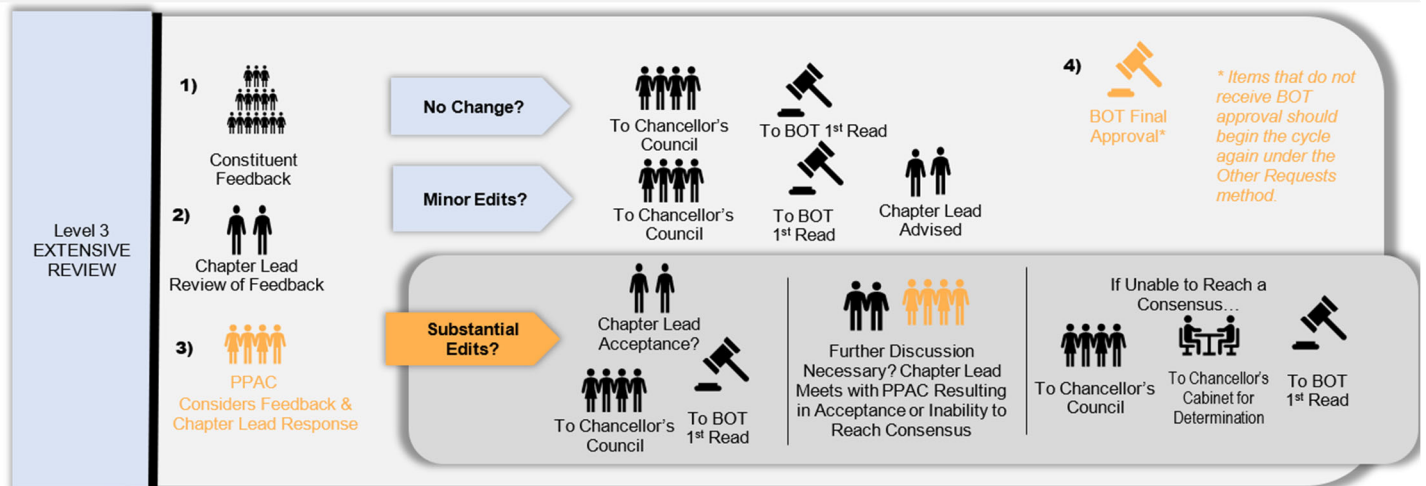
AP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

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



DEFINITIONS

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

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

AP: Administrative Procedure(s)

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 – Chapter Lead Response (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

BOT: Board of Trustees

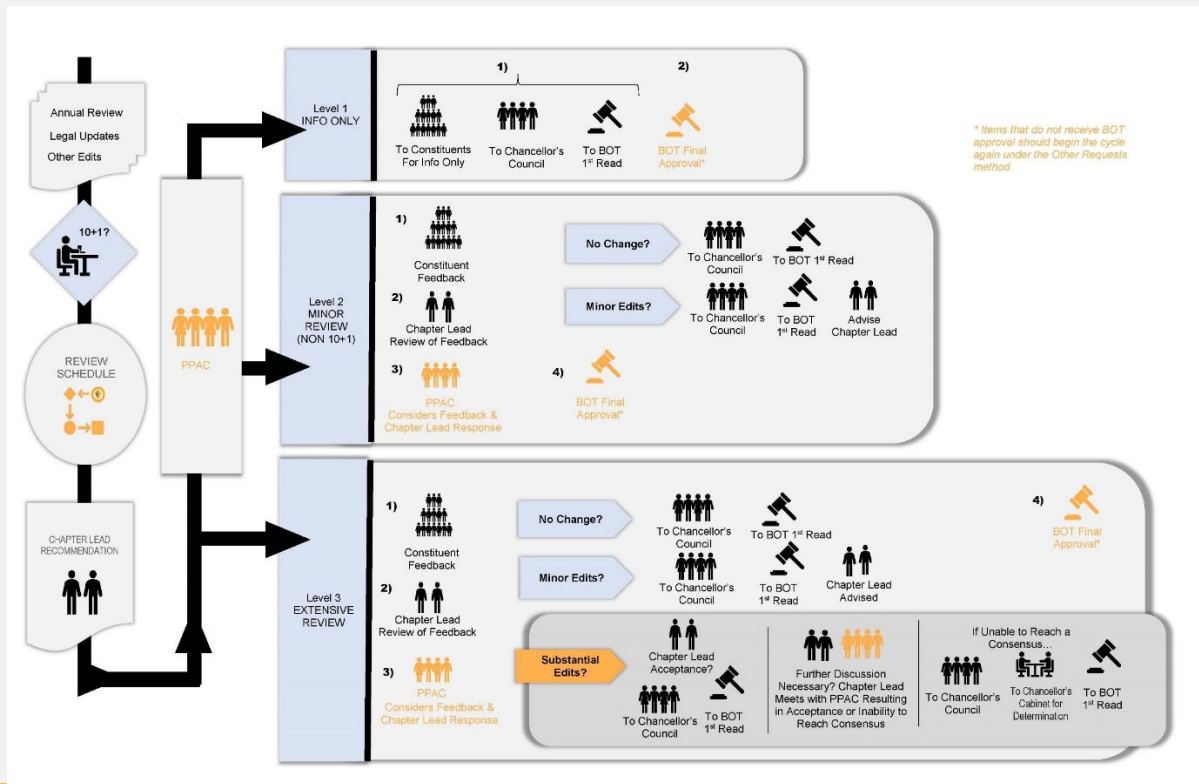
BP: Board Policy(ies)

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

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

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

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



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

**AP 2410 Board Policies and Administrative Procedures –
Chapter Lead Response (10+1)**



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

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 - Chapter Lead Response

BP 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)

02/21/24

Current Step:
Level 3 First Anticipated AS Review



P&P Chapter Lead Recommendation
San Bernardino Community College District

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	12/11/2023	Recommendation Received	11/28/2023
Reason(s) for Review/Changes			
> Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)			

Review Level

Level 3

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

- 8/25/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/18/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/9/PPAC Reviews Second AS Feedback | Chapter Lead Response to Input
- 12/11/2023 PPAC Approves Review Level
- 02/07/2024 Level 3 First Anticipated AS Review
- 02/26/2024 **Level 3 PPAC Reviews Constituent & Initial AS Feedback**
- 03/06/2024 Level 3 Second Anticipated AS Review
- 03/11/2024 PPAC Reviews Second AS Feedback
- 04/11/2024 BOT First Reading
- 05/09/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

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

BP 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

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

Review Process Notes:

- Davena Burns-Peters reported SBVC Academic Senate approval on 9/20/2023
- No further change requested; being brought back to support evaluation of BP 5050 for out-of-date educational plan language.

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

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

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

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

References:

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

End of Recommendation for BP 5050 Student Success and Support Program - Chapter Lead Feedback

AP 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)

02/21/24

Current Step:
Level 3 First Anticipated AS Review



P&P Chapter Lead Recommendation
San Bernardino Community College District

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	12/11/2023	Recommendation Received	11/28/2023

Reason(s) for Review/Changes

- > Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)
- > Chapter Lead Request to address outdated Student Plan language per PPAC meeting on 10/09/2023.

Review Level

Level 3

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

- 8/25/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/18/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/9/PPAC Reviews Second AS Feedback | Chapter Lead Response to Input
- 12/11/2023 PPAC Approves Review Level
- 02/07/2024 *Level 3 First Anticipated AS Review*
- 02/26/2024 *Level 3 PPAC Reviews Constituent & Initial AS Feedback*
- 03/06/2024 Level 3 Second Anticipated AS Review
- 03/11/2024 PPAC Reviews Second AS Feedback
- 04/11/2024 BOT First Reading
- 05/09/2024 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

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

AP 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

- > **Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)**
- > **Chapter Lead Request to address outdated Student Plan language per PPAC meeting on 10/09/2023.**

Review Process Notes:

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

> *Per 2023-12-11 PPAC: The committee reviewed the recommendation showing Chapter Lead changes in response to feedback. Nohemy confirmed the changes were discussed with college deans and counseling chairs. The committee questioned the language indicating what each student will do in establishing a plan, and particularly the fourth bullet, "Diligently attend class and complete assigned coursework."*

Several opinions were expressed dealing with why this section is part of the AP, and the fact that the faculty, who are the content experts, vetted the language. It was decided that Chapter Lead Nohemy will continue to work on this recommendation in conjunction with the stakeholders and bring it back to a future PPAC meeting.

1/22/2024 NOTE TO PPAC: The issues discussed at the December PPAC were reviewed with the Counseling team by the Chapter Lead and determined to be appropriate for this AP)

~~(Replaces current SBCCD AP 5050)~~

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

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

Matriculation services include, but are not limited to, all the following:

- Processing application for admission and English, Math, and/or ESL Placement authorized by the California Community Colleges Chancellor's Office
- Counseling and orientation services designed to provide students, on a timely basis, information concerning campus procedures, academic expectations, financial aid, registration procedures, student support programs and services, and any other appropriate matters
- Educational planning

Admission and Placement:

The District shall support students with the admissions process. SBCCD will not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

The District shall:

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

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

AP 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Counseling Services:

Services upon enrollment, shall include, but not be limited to, all the following:

- Interpretation of placement results to recommend appropriate courses
- Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses
- Evaluation and instruction on student study and learning skills
- Referral to instructional and student support services
- Advisement concerning course selection for registration and developing the student educational plan

Educational Planning:

Each student, in establishing an educational plan, will do the following:

- Express at least a broad educational intent upon admission
- Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable coursework
- Cooperate in the development of the student educational plan that meets a student's educational goal after completing 15 units
- Diligently attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal

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

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

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

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

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters.
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - Administration of approved AB705 assessment instruments to determine student competency in computational and language skills.
 - Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses.
 - Evaluation of student study and learning skills.
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student accessibility services.
 - Advisement concerning course selection.
 - Follow-up services, and required advisement or counseling for students who are enrolled in basic skills courses, who have not declared an educational objective as required, or who are on academic probation.
 - an ongoing institutional research program to determine the effectiveness of Student Success and Support Programs, services, and processes.

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

AP 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

~~o— faculty and staff training to assist with implementation of Student Success and Support Program requirements.~~

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

The District shall:

- ~~Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;~~
- ~~Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;~~
- ~~Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and~~
- ~~Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.~~
- ~~From current SBCCD AP 5050 titled Matriculation~~

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

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

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

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

- ~~1. the processing of applications for admission in a timely manner;~~
- ~~2. orientation and pre-orientation services designed to provide, on a timely basis, needed information about instructional programs, course prerequisites, student services, college regulations, and student rights and responsibilities;~~
- ~~3. assessment of students to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives and to evaluate study and learning skills. Multiple assessment measures may include State approved tests, prior academic history, work experience, personal responsibilities/circumstances, maturation, desire and determination.~~
- ~~4. counseling and advising to assist students in interpreting test results, and in developing and updating their educational plans; referral of students to:

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

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

~~C. EXEMPTIONS~~

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

~~D. PREREQUISITES AND ENROLLMENT LIMITATIONS~~

- ~~1. All courses shall be open for enrollment to any student who has been admitted to a district college except that students may~~

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

AP 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

~~be required to meet necessary and valid prerequisites. Additionally, a college may also limit enrollment in a course based on health and safety considerations, facility limitations, faculty workload, availability of qualified instructors, funding limitations, constraints of regional planning or legal requirements imposed by status, regulations or contracts (Title 5 Section 58106(a)).~~

- ~~2. Prerequisites for a course shall be clearly related to course content and must be valid as being necessary for success in such course. Prerequisites shall be developed and established in full compliance with Title V 5 Regulations, Section 58106. Violations, waivers and appeals will be addressed and resolved through the established District Grievance Policy.~~
- ~~3. Each college will have a matriculation plan which clearly addresses each of the matriculation mandates. Compliance with these requirements will be monitored by the State Chancellor's Office as stipulated by the Seymour Campbell Matriculation Act.~~
- ~~4. By this statement, the Board acknowledges the intent of the Seymour Campbell Matriculation Act and agrees to implement its regulations to the extent possible and as appropriate.~~

References:

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

End of Recommendation for AP 5050 Student Success and Support Program - Chapter Lead Feedback

AP 2325 Teleconferenced Meetings *(no matching BP exists)*

02/22/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BPPAC Approves Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	1/22/2024

Reason(s) for Review/Changes

> Legal Update 42: The Service created this optional/good practice new procedure to allow for easier reference to the Ralph M. Brown Act's requirements for public meetings by teleconference.

Review Level

Level 1

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

- 02/06/2024 BPPAC Approval
- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Level 1 to Constituents for Information Only
- 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.
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

AP 2325 Teleconferenced Meetings *(no matching BP exists)*

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/22/24

Reason(s) for Review/Changes

> Legal Update 42: The Service created this **optional/good practice** new procedure to allow for easier reference to the Ralph M. Brown Act's requirements for public meetings by teleconference.

Review Process Notes:

> Reviewed by BPPAC; who opted for adoption of this new AP

The Board may use teleconferencing for the benefit of the public and the Board in connection with any meeting. If the Board elects to use teleconferencing, the Board must comply with all of the following:

- At least a quorum of Board members must participate from locations within the District boundaries, except as provided by law;
- The Board will identify all teleconference sites on the agenda;
- The Board will post the agenda at all teleconference sites;
- The agenda must provide an opportunity for members of the public to address the Board directly at each teleconference site;
- The Board members must vote by rollcall; and
- The Board must conduct the teleconferenced meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board.

Meetings during States of Emergency

The Board may use teleconferencing without complying with the requirements above in any of the following circumstances:

- The Board holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;
- The Board holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- The Board holds a meeting during a proclaimed state of emergency and has determined, by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without complying with the location requirement described above, the Board must, not later than 30 days after teleconferencing for the first time pursuant to the above circumstances, and every 30 days thereafter, make the following findings by majority vote:

- The Board has reconsidered the circumstances of the state of emergency; and either
- The state of emergency continues to directly impact the ability of the members to meet safely in person; or
- State or local officials continue to impose or recommend measures to promote social distancing.

Requirements for Individual Board Members Participating Remotely

The Board can use teleconferencing without posting agendas at all teleconference locations provided at least a quorum of the Board members participates in person at a single physical location within the boundaries of the District, and that location is identified on the agenda. Additionally, the Board must provide a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting as a means by which the public may remotely hear and visually observe the meeting and remotely address the Board.

A member of the Board must only participate in a meeting remotely if either:

- The member notifies the Board of the member's need to participate remotely for just cause. "Just cause" means a childcare or caregiving need, a contagious illness, a physical or mental disability, or travel on District business or for another state or local agency. The member may not participate remotely for just cause for more than two meetings per calendar year; or
- The member requests the Board allow the member to participate in the meeting remotely due to emergency circumstances and the Board takes action to approve the request. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

AP 2325 Teleconferenced Meetings *(no matching BP exists)*

02/22/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

The member must participate through both audio and visual technology.
A member cannot participate in meetings of the Board solely by teleconference from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings for the Board within a calendar year or more than two meetings if the Board regularly meets fewer than ten times per calendar year.

Public Access Requirements When Board Is Teleconferencing Under Amended Teleconference Rules

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board must also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda must identify and include an opportunity for all persons to attend and address the Board through a call-in option, through an internet-based service option, and at the in-person location of the meeting.

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the District's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board must take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

The Board must not require the public to submit comments in advance of the meeting and must provide an opportunity for the public to address the Board and offer comment in real time.

References:

Education Code Section 72000 subdivision (d);
Government Code Sections 54952.2, 54953 et seq., and 54961

End of Recommendation for AP 2325 Teleconferenced Meetings

BP 2430 Delegation of Authority to the Chancellor *(no matching AP exists)*

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Recommendation Requested

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	1/27/2024	2/24/2024	Pending
Reason(s) for Review/Changes			
> As a result of a discussion at the January 2024 CCLC, there is a request to discuss and possibly revise the board's role in communication and emergency management			

Review Level

Level 1

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

- 02/06/2024 BPPAC Review
- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Level 1 to Constituents for Information Only
- 03/14/2024 BOT First Reading
- 04/11/2024 BOT Final Approval

Action Requested

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

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

RECOMMENDATION STARTS ON NEXT PAGE

BP 2430 Delegation of Authority to the Chancellor *(no matching AP exists)*

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes[Click for CCLC Legal Update Info](#)

> **As a result of a discussion at the January 2024 CCLC, there is a request to discuss and possibly revise the board's role in communication and emergency management**

Review Process Notes:

> Reviewed by BPPAC with one recommended change.

~~(Replaces current SBCCD BP 2170)~~

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to ~~him/ or her~~them by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is empowered to develop administrative procedures for submittal to the board.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board, in consultation with the Chancellor, shall develop the job description and goals and objectives for performance.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be ~~provided~~ made available to all trustees.

The Chancellor is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.

The Chancellor is delegated the authority to confer with District Counsel in addressing legal matters of the District with the exception of legal matters directly affecting the Board relationship with the Chancellor.

The Chancellor is delegated the authority to accept written resignations.

The Chancellor shall act as the professional advisor to the Board in policy formation.

References:

Education Code Sections 70902(d) and 72400;
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 (formerly IV.B.1.j and IV.B.2)

End of Recommendation for BP 2430 Delegation of Authority to the Chancellor

BP 2735 Board Member Travel

02/21/24



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	12/5/2023	Recommendation Received	1/22/2024

Reason(s) for Review/Changes

> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

Review Level

Level 1

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

- 02/06/2024 BPPAC Approval
- 02/26/2024 **PPAC Approves Review Level**
- 02/27/2024 Level 1 to Constituents for Information Only
- 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.
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 2735 Board Member Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

Review Process Notes:

(Replaces current SBCCD BP 2250)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Board member travel requests shall be made in accordance with the District's travel request and approval processes.

Also see BP/AP 7400 titled Travel

Reference:

Education Code Section 72423; ~~Government Code Section 11139.8.~~

End of Recommendation for BP 2735 Board Member Travel

AP 2735 Board Member Travel

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Recommendation Requested

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	12/5/2023	4/3/2024	Pending

Reason(s) for Review/Changes

> Legal Update 43: The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in the Government Code.

Review Level

Level 1

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

- 05/07/2024 BPPAC Approval
- 04/15/2024 PPAC Approves Review Level
- 04/16/2024 Level 1 to Constituents for Information Only
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

Action Requested

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

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

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 2735 Board Member Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

[Click for CCLC Legal Update Info](#)

> **Legal Update 43:** The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in the Government Code.

Review Process Notes:

Per Board Policy 2735, Board member travel requests shall be made in accordance with the District's travel request and approval processes. Please reference AP 7400 regarding those processes.

Reference:

Education Code Section 72423; ~~Government Code Section 11139.8~~

End of Recommendation for AP 2735 Board Member Travel

BP 4300 Field Trips and Excursions (10+1)

02/21/24



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	1/24/2024	Recommendation Received	1/31/2024
Reason(s) for Review/Changes			
> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.			

Review Level

Level 1

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

- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Level 1 to Constituents for Information Only
- 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.
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 4300 Field Trips and Excursions (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

> **Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.**

Review Process Notes:

~~(Replaces current SBCCD BP 4300)~~

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Reference:

~~Government Code Section 11139.8~~; Title 5 Section 55220

End of Recommendation for BP 4300 Field Trips and Excursions

AP 4300 Field Trips and Excursions (10+1)

02/21/24



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	1/24/2024	Recommendation Received	1/31/2024
Reason(s) for Review/Changes			
> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.			

Review Level

Level 1

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

- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Level 1 to Constituents for Information Only
- 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.
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 4300 Field Trips and Excursions (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

> **Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.**

Review Process Notes:

(Replaces current SBCCD AP 4300)

The District may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

The District shall engage instructors, supervisors, and other personnel, except classified employees, as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the *Chancellor or designee*, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may provide supervision of students involved in field trips or excursions by academic employees of the district.

A. Authorization

Any curricular activity, field trip, or excursion involving student participation at an off-campus location other than the usual meeting location of the class requires authorization by the appropriate administrator prior to the commencement of the activity. Any overnight trip, in excess of \$500 total cost, or any trip involving cost for student meals must be approved by the College President.

B. Expenditure of Funds

The approval request shall include any anticipated expenditure of funds for lodging, food, transportation, or activity fees. The District may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the *Chancellor or designee*. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. Usual and customary travel expenses for authorized District personnel may be provided. Expenditures shall be approved only after an approved trip request is submitted with a Purchase Requisition, and if that amount has been budgeted and sufficient funds remain in the account to cover the claim.

No student shall be prevented from making a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

C. Accountability

When transportation is provided, the individual responsible for the field trip shall leave a list of all participants, including students and employees who are on the trip, where it can easily be found in case of an emergency.

D. Transportation

1. Students shall be transported in commercially procured transportation whenever possible. Van size is limited to no larger than the 10-passenger size as defined in California Vehicle Code. Commercial bus lines must have on file a certificate of insurance with the Office of Risk Management prior to the commencement of the trip naming the District as "additional insured." Transportation requiring rental of van(s) or bus(s) must have a contract. The contract must be signed by a Board

AP 4300 Field Trips and Excursions (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

approved authorized signer fourteen (14) calendar days prior to the day of travel.
(See AP 6340 titled Contracts)

2. If rented vans or automobiles are used, each driver must be a District employee, be registered on the Approved Drivers' List and have the appropriate class of driver's license to operate the intended vehicle. No student is authorized to drive any vehicle on District business. District insurance provides primary liability coverage for rented vehicles and secondary coverage for property damage coverage.
3. If funds are not available for transportation, students may provide their own transportation. In such cases students should be asked to meet at the site at a specified time. Car caravans are not appropriate.
4. No employee shall transport any student in his/her private vehicle on college business.

E. Liability

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Reference:

~~Government Code Section 11139.8~~ - Title 5 Section 55220

End of Recommendation for AP 4300 Field Trips and Excursions

BP 6320 Investments

02/21/24



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	1/15/2024

Reason(s) for Review/Changes
> > Annual Review as required by Board Policy; staff recommends **no changes**.

Review Level

Level 1

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

- 02/06/2024 BPPAC Approval
- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Levels 2 & 3 to Constituents for Feedback
- 04/11/2024 BOT First Reading
- 05/09/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

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

BP 6320 Investments

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

> **Annual Review as required by Board Policy; staff recommends no changes..**

Review Process Notes:

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including *Government Code* Sections 53600 which states:

"The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern."

Investments shall be made based on the following criteria:

1. **The preservation of principal shall be of primary importance.** Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.
2. **The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.** The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.
3. **Transactions should be avoided that might impair public confidence.** Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
4. **Return on Investment.** The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651, 53820

End of Recommendation for BP 6320 Investments

AP 6320 Investments

02/21/24



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	1/15/2024

Reason(s) for Review/Changes
>> FYI only to support annual review of Board Policy; **no changes** recommended..

Review Level

Level 1

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

- 02/06/2024 BPPAC Approval
- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Levels 2 & 3 to Constituents for Feedback
- 04/11/2024 BOT First Reading
- 05/09/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

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

AP 6320 Investments

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

> FYI only to support annual review of Board Policy; no changes recommended..

Review Process Notes:

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County's investment Advisory Committee.

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
 - f. State of California notes.
 - g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.
4. San Bernardino County Treasurer's Office, whenever required by law.

AP 6320 Investments

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Authorized Personnel

The Chancellor, Executive Vice Chancellor, or designee shall request approval from the Board to invest surplus funds.

Both the Chancellor or designee and the Executive Vice Chancellor must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and Executive Vice Chancellor and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

Reporting

The Chancellor, pursuant to Government Code Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:

- Investment types
- Names of issuers
- Maturity dates
- Par and dollar amounts invested in each security, investment, and money
- Weighted average maturity of investments
- Any funds being managed by contracted parties
- Market value as of date of report and source of valuation
- Description of compliance with investment policy
- Current market value of funds managed by a consultant

References:

Government Code Sections 53600 et seq., 87200

End of Recommendation for AP 6320 Investments

BP 7400 Travel

02/21/24



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	1/31/2024	Recommendation Received	1/24/2024

Reason(s) for Review/Changes

> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

Review Level

Level 1

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

- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Level 1 to Constituents for Information Only
- 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.
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 7400 Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

> **Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.**

Review Process Notes:

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must have prior Board approval.

Reference:

Education Code Section 87032; [Government Code Section 11139.8](#)

End of Recommendation for BP 7400 Travel

AP 7400 Travel

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	1/31/2024	Recommendation Received	1/24/2024
Reason(s) for Review/Changes			
> Minor clerical change for pronouns			

Review Level

Level 1

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

- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Level 1 to Constituents for Information Only
- 03/14/2024 BOT First Reading
- 04/11/2024 BOT Final Approval

Action Requested

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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 7400 Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes**> Minor clerical change for pronouns**

Review Process Notes:

A. Application

This procedure should be followed when travel is for District employees or individual student travelers. Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, webinars, or other meetings of interest to the District; overnight student travel to conferences; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

B. Travel Requests

1. Travel for employees or students must be requested using the SBCCD Travel/Conference Request and Claim Form (Section A). Travel must be approved by the appropriate administrators prior to the onset of travel and prior to incurring any travel related expenses.
2. A student traveler must include his or her student ID on the SBCCD Travel Conference Request and Claim Form (Subsection A.1).
3. For travel or conferences (virtual or otherwise) not associated with any cost other than employee time, no Travel/Conference Form is necessary. However, the supervisor/manager must approve an employee's attendance at the conference and time away from work. This can be done via email from the supervisor/manager to the employee.
4. For travel or conferences (virtual or otherwise) that do involve cost, the SBCCD Travel/Conference Form, including a detailed cost estimate, must be prepared. All costs must be listed, including those on the Cal-card.
5. The per diem meal/incidental rate is applicable only when an employee is required to travel for a conference.
6. The traveler or designee must also prepare a purchase requisition(s) in the District's financial system to ensure sufficient funds are encumbered for the trip. The traveler or designee should list the purchase requisition number(s) on the SBCCD Travel/Conference Request and Claim Form (Section A) and then electronically route the form to the appropriate administrator, as defined in this Administrative Procedure, for electronic approval. Before submitting the purchase requisition, the traveler or designee must electronically attach the SBCCD Travel/Conference Request and Claim Form, with Section A approved by the appropriate administrator, to the purchase requisition.

Non-Oracle Users: The traveler or designee must submit purchase requisitions to cover 100% of estimated travel expenses. All estimated expenses reimbursable to the traveler must be on a single purchase requisition. Any estimated expenses that will be charged to the Cal-card must be on a separate purchase requisition. If any expenses will be prepaid by the District consistent with Part D of this procedure, the traveler or designee must prepare a separate PR for each vendor.

Oracle Users: The traveler or designee must submit a single purchase requisition in Oracle that covers 100% of estimated travel expenses, including Cal-card expenses.

7. Once submitted, the purchase requisition is automatically routed to the appropriate Responsibility Center Manager(s) for approval and then to Business Services for final approval. Please note: If Board approval is required, Business Services will not approve travel until Board approval is obtained.
8. A request to travel has been completely approved only if an approved purchase order is in place. The traveler must ensure that approved purchase orders to encumber sufficient funds are in place prior to requesting a travel advance or prepayment of expenses and prior to incurring any travel related expenses.

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>.

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C. Travel Requests - Required Approvals

Travel requests must be approved by the appropriate administrator and documented on the SBCCD Travel/Conference Request and Claim Form (Section A). The appropriate administrator is:

- For employee travel, the traveler's immediate supervisor
- For student travel, the College President
- For the Chancellor's travel, the Board Chair or other designated Board Member
- For Board Member travel, the Board Chair or designee

Additionally, travel requests must be approved by the Responsibility Center Manager(s) and Business Services. Approvals from the Responsibility Center Manager(s) and Business Services are obtained through the electronic routing of the purchase requisition in the District's financial system.

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must also have **prior Board approval** in addition to the approvals noted above. Travel approval should be listed under the board agenda conference attendance section.

The Chancellor or designee may approve any exceptions for employees or students. Any exceptions for the Chancellor must be approved by the Board Chair or designee.

D. District Prepaid Expenses

The following are the only expenses that may be paid in advance by a District check payable to vendors other than the traveler:

- Conference registration for employees or students.
- Hotel for students only.

Requests to pay travel expenses in advance must be listed on the SBCCD Travel/Conference Request and Claim Form (Section A). For processing of prepayment, the SBCCD Travel/Conference Request and Claim Form (Section A) must be submitted to sbccdapd@sbccd.edu (Accounts Payable Department) with the corresponding purchase requisition number, approval by the appropriate administrator, and adequate documentation including:

- Conference literature;
- Conference registration form/brochure or confirmation showing fees if requesting prepayment of conference registration;
- Hotel quotes and hotel confirmation if requesting prepayment of student hotel expense;
- Pro forma invoice or invoice provided by vendor if available.

E. Travel Advance Payable to the Traveler

1. A request for a travel advance will only be considered if estimated travel expenses include reimbursable expenses other than mileage and/or meals.
2. **Non-Oracle Users:** Each traveler must request a travel advance on the SBCCD Travel/Conference Request and Claim Form (Section B), electronically sign Section B and attach all required documentation, and email the request to sbccdapd@sbccd.edu (Accounts Payable Department).
Oracle Users: Traveler must request a travel advance through the Oracle Expense Module and electronically attach all required documentation to his or her request.
3. All travel advance requests must be accompanied by the following required documentation:
 - Proper approval to travel and PR number (on the SBCCD Travel/Conference Request and Claim Form, Section A);
 - Conference literature; and

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- Support for all estimated travel-related expenses. This may include conference registration brochure showing registration fees or confirmation; quote for airfare; quote for nightly lodging rate, quote for rental car or shuttle service; MapQuest or Google Maps printout showing total mileage; etc.
- 4. The travel advance must only be used for reimbursable travel expenses necessary in attending to District business.
- 5. A travel advance must not exceed 80% of the anticipated expenses unless actual payments have been made and are substantiated in which case a request for 100% will be considered, upon written request.
- 6. Employees with Cal Cards may not request advances.
- 7. If travel requires Board approval, no advance request will be processed until approved by the Board of Trustees.
- 8. All advances must be followed by a resubmission of the SBCCD Travel/Conference Request and Claim Form or by submitting an Expense Report in Oracle within thirty (30) calendar days of the trip end date. If an advance exceeds actual cost, the claimant must reimburse the District upon submission of the SBCCD Travel/Conference Request and Claim Form.
- 9. If the trip is cancelled, the requestor will return the advance to Fiscal Services within three (3) business days from the date of cancellation.
- 10. Employees and students may not have more than two (2) travel advances open at any given time. A travel advance request may be rejected if travel claims from a previous trip have not been submitted in accordance with these procedures.
- 11. By receiving a travel advance, the requestor authorizes the Payroll Department to automatically deduct the travel advance from the requestor's payroll check or place a hold on the requestor's student records (if applicable) should the requestor fail to return monies owed to the District or fail to submit a completed SBCCD Travel/Conference Request and Claim Form or Expense Report in Oracle in accordance with these procedures.

F. Travel Claims

1. Whenever travel is properly authorized and costs are incurred, a claim must be filed showing in detail all actual expenditures. The claim must be submitted with all required claim support including:
 - Proper approval to travel and the corresponding PR number(s) (Section A of the SBCCD Travel/Conference Request and Claim Form);
 - Conference literature; and
 - Itemized receipts or invoices for all actual and eligible expenses. Mileage must be supported by a MapQuest or Google Maps printout showing total mileage.

Non-Oracle User: Each traveler must file his or her travel claim electronically by resubmitting the SBCCD Travel/Conference Request and Claim Form with all required claim support to sbccdapd@sbccd.edu (Accounts Payable Department).

Oracle User: Traveler must file his or her travel claim by submitting an Expense Report and attaching all required claim support in Oracle.
2. The traveler must certify that all amounts claimed were actual and necessary, and that only allowable expenses are included.
3. If the traveler paid for another employee's or student's expenses, and the expense is reimbursable, the traveler must obtain a signed waiver from each person for whom the traveler paid for. The signed waivers must be attached to the SBCCD Travel/Conference Request and Claim Form or the Expense Report when submitted.
4. **Non-Oracle User:** After the traveler has completed the SBCCD Travel/Conference Request and Claim Form, the form must be reviewed and electronically signed by the traveler's supervisor if the traveler is an employee, or the Responsibility Center Manager if the traveler is a student.
Oracle User: Once an Expense Report is submitted, it will be automatically routed for proper approvals.
5. If total travel expenses (including any advances) exceed the approved cost estimate in Section A, a change order must be requested and approved by the Responsibility Center Manager to increase the purchase order.
6. Claims must be filed within thirty (30) calendar days after return from travel. Claims submitted after 30 calendar days may

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be denied. Traveler shall be reimbursed within forty five days (45) from claim submission.

7. A receipt must be an itemized bill or invoice from the vendor showing proof of payment (e.g. invoice stamped PAID or showing the amount of money received). A photocopy of a cancelled check showing both front and back can also be submitted with the vendor's itemized bill or invoice to prove the vendor was paid.

G. Mileage

Please refer to AP 7450 for mileage rate and calculation.

H. Meals and Incidentals

Non Cal-card holders shall be reimbursed at the per diem rate for all days of business travel, and no receipts for meals and incidentals will be required.

Cal-card holders will choose (on a per conference basis) from the following two options for reimbursement by marking their preference on the Travel/Conference Request & Claim Form.

- 1) I choose to be reimbursed at the per diem rate for meals and incidentals; I will not use a Cal-card for these expenses and no receipts will be required.
- 2) I choose to use my Cal-card for meals and incidentals; I will provide itemized receipts and will limit spending to the per diem rate.

SBCCD follows per diem rates for the San Francisco area as established by the U.S. General Services Administration (www.gsa.gov/perdiem). The applicable GSA per diem rates shall apply for all days of business travel and be updated in accordance with GSA adjustments, which normally occur annually. Incidentals include fees and tips given to porters, baggage carriers, and hotel staff.

I. Lodging

Travelers are expected to use lodging that is necessary and reasonable, selecting the lowest standard room rates available. Travelers attending a conference should make reservations early enough to take advantage of conference rates.

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof of payment is required. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

J. Transportation

Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Purchasing refundable airline tickets is prohibited, unless there is a valid business reason and it is approved by a supervisor.

Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized. Receipt is required.

Toll fees only payable by Internet must be paid by the traveler and are reimbursable.

Necessary rental car expenses (including fuel and insurance) are reimbursable, not to exceed the costs of Compact class cars, unless there is a valid business reason and it is approved by a supervisor.

Itemized receipts for all transportation expenses are required.

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K. Registration/Conference Fees

Event registration fees will only be reimbursed if the event is related to the traveler's employment at the District and for the benefit of the District. Student travel must serve an educational purpose. Itemized receipts are required.

Conference literature must be submitted with the SBCCD Travel/Conference Request and Claim Form, or attached to the Expense Report in Oracle. Conference literature must include the cost, dates, location of the event, and the conference agenda, program, or description.

L. Miscellaneous Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. Explanation for these expenses must be attached. Itemized receipts are required. These expenses include reasonable telephone charges, internet charges, and postage, only if necessary for business purposes. These expenses do not include personal expenses such as toothpaste, razor blades, or laundry.

M. Unallowable Travel Expenses

Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are alcohol; personal domestic ATM/credit card fees; traffic, parking or toll citations; movie rentals; personal phone calls; early check in fees; fees for social/recreational activities; and gratuities in excess of 20%.

No reimbursement for lodging or subsistence shall be paid to an employee for travel to a destination for ~~his/her~~their own convenience in advance of the necessary time of arrival, or if ~~he/she~~they remains at the destination following a meeting/conference.

N. Federal Awards Requirements

The District reimburses expenses for transportation, lodging, and related items incurred by employees who travel on official business of the District. For travel associated with federal awards, costs incurred by employees and officers must be reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy.

If the District charges these costs directly to a federal award, documentation justify that participation of the individual is necessary to the federal award, and that costs are reasonable and consistent with District's travel policy.

Reference:

Education Code Section 87032

Code of Federal Regulations, Title 2, 200.474

End of Recommendation for AP 7400 Travel

BP 3420 Equal Employment Opportunity

02/21/24



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Current Step:
PPAC Approves Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	2/21/2024

Reason(s) for Review/Changes
> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.

Review Level

Level 2

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

- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Levels 2 & 3 to Constituents for Feedback
- 04/11/2024 BOT First Reading
- 05/09/2024 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
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RECOMMENDATION STARTS ON NEXT PAGE

BP 3420 Equal Employment Opportunity

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Reason(s) for Review/Changes

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

Review Process Notes:

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program. Equal employment opportunity includes not only a process for equal opportunity in hiring, but also practices and processes that create inclusive, respectful work environments.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation. The Chancellor shall develop hiring procedures driven by diversity, equity, and inclusion and consistent with the Board's intent described above.

Also see BP/AP 3410 titled Nondiscrimination and BP/AP 7100 titled Commitment to Diversity.

References:

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.
ACCJC Accreditation Standard III.A.12

End of Recommendation for BP 3420 Equal Employment Opportunity

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02/21/24



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San Bernardino Community College District

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RECOMMENDATION STARTS ON NEXT PAGE

AP 3420 Equal Employment Opportunity

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Reason(s) for Review/Changes

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

Review Process Notes:

The District shall make a continuous good faith effort to comply with the requirements of the Equal Employment Opportunity Plan which can be found online at <https://sbccd.edu/district-services/human-resources/equal-employment-opportunity-plan.php>.

An equitable and inclusive employment process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The District's employment procedures are driven by diversity, equity, and inclusion.

Employment Procedures

An equitable and inclusive employment process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The District's employment procedures are driven by diversity, equity, and inclusion.

Job Analysis and Validation: The Vice Chancellor Human Resources and Police Services shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily.

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

Job Description: Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks; knowledge; skills; ability; and job-related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

Recruitment: Recruitment must be conducted actively within and outside of the District workforce.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the District.

Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 districts, two- and four- year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations.

Recruitment for classified positions shall include notice to all District personnel; notice to Employment Development Department; and advertising in area newspapers of general circulation.

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Applicant Pools: The application for employment shall afford each applicant an opportunity to identify himself/herself voluntarily as to gender, ethnicity and, if applicable, their disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the Plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Vice Chancellor Human Resources and Police Services or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the “qualified applicant pool.”

Once the qualified applicant pool is formed, the pool must again be analyzed. If the Vice Chancellor Human Resources and Police Services or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District *shall* immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

Screening and Selection: Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Procedures to be used must address or include that:

- Hiring procedures will be provided to the State Chancellor’s Office on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; include administrators, faculty, and classified staff members; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.
- Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The Vice Chancellor Human Resources and Police Services assures that the screening and selection process conforms to accepted principles and practices, including preparation of job related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.
- Selection shall be based solely on the stated job criteria.
- For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures;
- consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law; and
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible.

If significant underrepresentation persists:

- review each locally-established job qualification to determine if it is job related and consistent with business necessity;
- discontinue the use of any non job-related local qualification;
- continue using job-related local qualifications only if no alternative standard is reasonably available; and
- consider the implementation of additional measures designed to promote diversity.

Delegation of Authority

- The designation of a single person as the “EEO Officer” charged with overseeing the day-to-day implementation of the EEO Plan and programs.

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- Processes and responsibilities when the EEO Officer is named in a complaint or implicated by the allegations in a complaint.

Complaint Procedure

The District must identify to the public and to the State Chancellor's Office an individual described in Title 5 as the "responsible District officer," responsible for receiving complaints. Informal charges of unlawful discrimination should be brought to the attention of the responsible District officer. The responsible District officer shall oversee the informal resolution process. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract. An outside investigator must be used when the responsible District officer is named in the complaint or implicated by the allegations in the complaint.

When a person brings charges of unlawful discrimination the officer must:

- Undertake efforts to resolve the charge informally;
- Advise the complainant that they need not participate in an informal resolution of the complaint;
- Notify the complainant of the procedures for filing a formal complaint;
- Notify the complainant that they may file a complaint with the Office of Civil Rights of the U.S. Department of Education.
- If the complainant, a student or an employee, files a formal complaint, the responsible District officer must also forward a copy of the complaint to the State Chancellor's Office.

A formal complaint not involving employment, must be processed if it is filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation.

A formal complaint alleging discrimination in employment must be filed within 180 days of the date of the alleged unlawful discrimination, unless the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the initial 180 days.

The complaint must be filed by someone who alleges that they have personally suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in their official capacity.

When a proper complaint is received, the District will begin an impartial fact-finding investigation, and notify the complainant and the State Chancellor's Office that it is doing so.

When the investigation is done, the results must be set forth in a written report. The written report must include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.

In any case that does not involve employment discrimination, the District must provide the State Chancellor's Office with a copy of the investigative report within ninety days from the date the District received the complaint. The District must also provide the complainant with a copy or summary of the investigative report within ninety days from the date the District received the complaint. The State Chancellor's Office and the complainant must also be provided with a written notice setting forth the determination of the Vice Chancellor Human Resources and Police Services as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the complainant's right to appeal to the District's Governing Board and the State Chancellor's Office.

In any case that involves employment discrimination, the District must provide the complainant with a copy or summary of the report, and with written notice setting forth the determination of the Vice Chancellor Human Resources and Police Services as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District's Governing Board and to file a complaint with the Department of Fair Employment and Housing.

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If the complainant is not satisfied with the results of the administrative determination, the complainant must be given the opportunity to submit a written appeal to the governing board within fifteen days from the date of the notice of the administrative determination. The Board must review the original complaint, the investigative report, the administrative determination, and the appeal and must issue a final District decision within forty-five days of receiving the appeal.

In any case not involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant and the State Chancellor's Office. The complainant must be notified of their right to appeal. In any case involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant. The complainant must be notified of their right to file a complaint with the Department of Fair Employment and Housing.

Where the Board does not act within forty-five days the administrative determination must be deemed approved and must become the final District decision. The District shall promptly notify the complainant and in cases not involving employment discrimination, the State Chancellor's Office, that the Board took no action and the administrative determination becomes the final District decision. In cases not involving employment discrimination, the complainant must be informed of their right to appeal the District's decision to the State Chancellor's Office. In cases involving employment discrimination, the complainant shall be notified of their right to file a complaint with the Department of Fair Employment and Housing.

In cases not involving employment discrimination, the complainant must be given the right to file a written appeal with the State Chancellor's Office within 30 days after the Board issues the final District decision, permits the administrative decision to become final or from the date that notice of the District's final decision was provided to the complainant pursuant to Section 59338(b) or (d), whichever is later.

The District should retain and make available the original complaint, and copies of the final decision or a statement indicating the date on which the administrative determination became final, the notice given to complainant, the complainant's appeal of the District's administrative determination, the investigative report and any other information the State Chancellor's Office may require.

Job Announcements

All job announcements shall contain a statement in substantially the following form: The District is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District's workforce, including ethnic and racial minorities, women, and persons with disabilities. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran or military status, or political or organizational affiliation.

Dissemination and Revision of the Plan

All managers and supervisors shall be given copies of the plan as revised from time to time and any guidelines for implementing the plan. Copies of the plan shall be provided to the Academic Senate and the exclusive representatives of any units of employees.

Statements of nondiscrimination shall be posted at locations where applications for employment are distributed.

Such plans shall be reviewed at least every three years and, if necessary, revised, and submitted to the California Community Colleges Chancellor's Office within 90 days of the effective date of the revision or amendment(s). If the California Community Colleges Chancellor's Office determines that the District's policies are not in compliance with Title 5 Sections 59300 et seq., the California Community Colleges Chancellor's Office may require the District to modify its policies.

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Accountability and Corrective Action

The District shall certify annually to the State Chancellor that they have timely:

- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the District's EEO Plan; and
- Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of this division.

References:

[20 U.S.C. Section 1681 et seq.](#);

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq. and [Sections](#) 59300 et seq.;

ACCJC Accreditation Standard III.A.12

[Government Code Sections 7400 et seq. and 12940 et seq.](#)

End of Recommendation for AP 3420 Equal Employment Opportunity

AP 7145 Personnel Files (no matching BP exists)

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	2/21/2024

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to provide a process for staff and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.

Review Level

Level 2

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

- 02/26/2024 PPAC Approves Review Level
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RECOMMENDATION STARTS ON NEXT PAGE

AP 7145 Personnel Files (no matching BP exists)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

> **Legal Update 42: The Service updated this procedure to provide a process for staff and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.**

Review Process Notes:

Personnel records are private, accurate, complete, and permanent.

Every employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that were:

- a. obtained prior to the employment of the person involved,
- b. prepared by identifiable examination committee members,
- c. obtained in connection with a promotional examination or interview.

The Chancellor shall implement a system by which staff and faculty can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a staff or faculty member, the District shall update any records for the individual to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, employee identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records.

References:

Education Code Section 87031;

Labor Code Section 1198.5

End of Recommendation for AP 7145 Personnel Files

BP 7230 Classified Employees (no matching AP exists)

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	2/21/2024

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.
- > Legal Update 40: The Service updated this policy to reflect new legislation that shortened the probationary period and new requirements for layoff and hearing rights for classified employees. (2022-23 carryover)

Review Level

Level 2

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

- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Levels 2 & 3 to Constituents for Feedback
- 04/11/2024 BOT First Reading
- 05/09/2024 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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RECOMMENDATION STARTS ON NEXT PAGE

BP 7230 Classified Employees *(no matching AP exists)*

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

- > **Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.**
- > **Legal Update 40: The Service updated this policy to reflect new legislation that shortened the probationary period and new requirements for layoff and hearing rights for classified employees. (2022-23 carryover)**

Review Process Notes:

Employees represented by CSEA should refer to their respective bargaining unit agreement for information specific to their unit.

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include the following:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District.

The Board of Trustees shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110 titled Delegation of Authority.)

The Chancellor is responsible for establishing procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be ~~one year~~ six months or 130 days of paid service, whichever is longer. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional classification shall be employed in the position from which the employee was promoted.

The evaluation of classified employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

References:

Education Code Sections 88003; 88004; 88009; ~~and~~, 88013, ~~and~~ 88120
[Title 5 Section 53602](#)

End of Recommendation for BP 7230 Classified Employees

BP 2510 Participation In Local Decision-Making (10+1)

02/22/24



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	2/21/2024	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
> Recommendation from VC Hannon			

Review Level

Level 3

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

- 02/26/2024 PPAC Approves Review Level
- 03/05/2024 BPPAC Review
- 03/6/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/20/2024 Level 3 Second Anticipated AS Review
- 04/15/2024 PPAC Reviews Second AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

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BP 2510 Participation In Local Decision-Making (10+1)
P&P Chapter Lead Recommendation
San Bernardino Community College District



Reason(s) for Review/Changes

> Recommendation from VC Hannon

Review Process Notes:

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for action under which the District is governed and administered.

Academic Senate(s) (Title 5 Sections 53200-53206)

~~The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.~~

The Board of Trustees recognizes the Academic Senate(s) of the San Bernardino Community College District as the organization(s) representing the faculty in the formation of District policy on academic and professional matters. The primary function of the San Bernardino Community College District Academic Senate(s) is to make recommendations with respect to the following academic and professional matters:

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

The Board of Trustees relies primarily on the recommendations of the Academic Senate(s) for items 1 through 6. The Academic Senate(s) will work with the appropriate administrative office(s) while developing its position. The Academic Senate(s) will then forward its final recommendations to the Chancellor of the District, who will present them in a timely manner to the Board of Trustees with or without the Chancellor's endorsements or comments.

When the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate(s), the recommendation of the Academic Senate(s) will normally be accepted. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. The Board or its designee shall communicate its reason in writing to the Academic Senate(s) in a timely manner. If such a recommendation is not accepted, existing policies and procedures will remain in effect.

The Board of Trustees will receive items 7 through 10, and those matters developed in item 11 as the result of a mutual agreement reached by resolution, regulation, or policy. In instances where agreement has not been reached, the existing policy shall remain in effect unless the policy exposes the District to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach an agreement, but only for compelling legal, fiscal, or organizational reasons. Nothing in this Board Policy shall be construed to infringe upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees. Collegial consultation will take place by existing practices. The Academic Senate(s), after consultation with the Chancellor, may present its written views and recommendations to the Board of Trustees. The Board of Trustees shall consider and may respond to such views and recommendations.

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>.

02/22/24

BP 2510 Participation In Local Decision-Making (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District

**Staff** (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified Senate and Management Association will be given every reasonable consideration.

Students (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

References:

Education Code Section 70902(b)(7);

End of Recommendation for BP 2510 Participation In Local Decision-Making

AP 2510 Participation In Local Decision-Making (10+1)

02/22/24



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	2/21/2024	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
<i>> FYI Only</i>			

Review Level

Level 3

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

- 02/26/2024 PPAC Approves Review Level
- 03/05/2024 BPPAC Review
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/20/2024 Level 3 Second Anticipated AS Review
- 04/15/2024 PPAC Reviews Second AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 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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AP 2510 Participation In Local Decision-Making (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/22/24

Reason(s) for Review/Changes

> FYI Only

Review Process Notes:

Overview

Participation in local decision-making is a process involving faculty, staff, students, and administrators in discussions regarding specific day-to-day and long-range planning and policies for the colleges and the District. These discussions lead to recommendations to the Chancellor. The Chancellor ultimately carries the recommendations to the Board of Trustees for discussion and potential final approval.

The governance structure and practices embrace SBCCD's values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making; promoting mutual respect and trust through open communication and actions; and fostering integrity. The Governing Board is the final authority for governance at SBCCD. The Governing Board delegates authority to the Chancellor who in turn solicits and receives input through the participatory governance decision-making process.

Governance Process

The Chancellor's Council is the primary participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting SBCCD educational programs and services. Chancellor's Council members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to, constituency groups.

Members of the Chancellor's Council advise and make recommendations to the Chancellor regarding District goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out SBCCD's mission.

Organization

The membership of Chancellor's Council shall be made up of the individuals (or their respective designees) whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

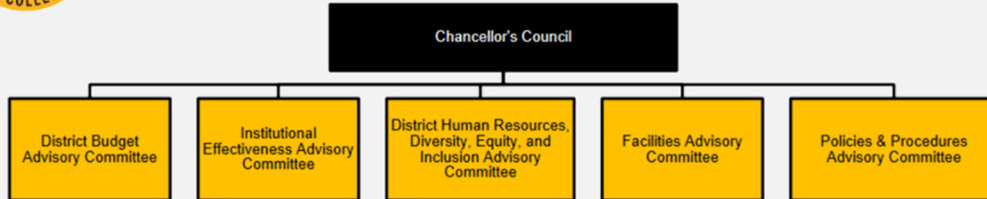
To promote additional participation in local decision-making and efficacy, five advisory committees have been created which make recommendations to Chancellor's Council. Subcommittees/task force/workgroup's structure for each advisory committee (if needed, not mandatory) will be unique and established by the respective advisory committee. Advisory committees can adjust as they see fit to promote participation and efficacy.

02/22/24

AP 2510 Participation In Local Decision-Making (10+1)
P&P Chapter Lead Recommendation
San Bernardino Community College District



Chancellor's Council
Advisory Committee Structure
As of October 2021



References:

Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

End of Recommendation for AP 2510 Participation In Local Decision-Making

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>.



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	2/21/2024	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
> New BP developed by VC of HR			

Review Level

Level 3

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

- 02/26/2024 PPAC Approves Review Level
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/20/2024 Level 3 Second Anticipated AS Review
- 04/15/2024 PPAC Reviews Second AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

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BP 4015 District Course Enrollment Philosophy (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/23/24

Reason(s) for Review/Changes

> **New BP developed by VC of HR**

Review Process Notes:

~~The Board is committed to supporting enrollment management practices that establish guidelines for course enrollments.~~

~~The Chancellor shall establish a districtwide course enrollment philosophy that includes optimal or maximum class size guidelines, in consultation with the academic senates. The minimum class size guidelines are defined in the Collective Bargaining Agreement.~~

~~The Board is committed to supporting enrollment management practices that establish guidelines for course enrollments.~~

~~The Chancellor shall establish a districtwide course enrollment philosophy that includes Optimal or Maximum class size guidelines, in consultation with the Academic Senates. The Minimum class size guidelines are defined in the Collective Bargaining Agreement.~~

End of Recommendation for BP 4015 District Course Enrollment Philosophy



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	2/21/2024	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
> New AP developed by VC of HR			

Review Level

Level 3

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

- 02/26/2024 PPAC Approves Review Level
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/20/2024 Level 3 Second Anticipated AS Review
- 04/15/2024 PPAC Reviews Second AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

Action Requested

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Reason(s) for Review/Changes

> **New AP developed by VC of HR**

Review Process Notes:

The District has established the following guidelines for the Optimal and Minimum class sizes.

1.0. Class Size Guidelines

- 1.1. Minimum class size guidelines defined in the Collective Bargaining Agreement (CBA) and this section shall apply to all lecture, seminar, and laboratory classes.
- 1.2. Independent study, research, and arranged classes are exempted from such guidelines.

2.0. Optimum Class Size

- 2.1. Each College of the San Bernardino Community College District shall determine the optimum class size for each course or subject area based on the effectiveness of instruction and efficiency of operation.
- 2.2. Each eCollege's Chief Instructional Officer or designee ~~Vice President of Instruction and/or enrollment management team can confer with the Academic Senate and receive a recommendation on the optimum class size for courses not outlined in the Collective Bargaining Agreement~~CBA. Management-The Chief Instructional Officer or designee will have the final decision of the optimum class size.

3.0. Exceptions

- 3.1. A class that meets any of the following conditions may be ~~continued~~exempted from the guidelines above:
 - a) courses required for graduation;
 - b) courses required in a major or in career subject areas;
 - c) courses offered irregularly based on enrollment and need; and
 - d) combined courses meeting at the same hour with the same instructor.
- 3.2. Statutory and State regulations mandating class sizes may be exempted from the guidelines above including:Exceptions to minimum class size guidelines may also be based upon the following:
 - a) limited classroom or laboratory facilities;
 - b) campus size and geographical location; and
 - e) ~~experimental or pilot programs; and~~
 - d)c) statutory and State regulations mandating class size.

4.0. Cancellation of Course

- 4.1. Courses that fail to meet one of the preceding exceptions may be cancelled.

End of Recommendation for AP 4015 District Course Enrollment Philosophy

BP 4105 Distance Education (10+1)

02/22/24



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	2/22/2024

Reason(s) for Review/Changes

> Legal Update 39 & Academic Senate Request to add language addresssing preparation for Distance Education instruction

Review Level

Level 3

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

- 02/26/2024 PPAC Approves Review Level
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/20/2024 Level 3 Second Anticipated AS Review
- 04/15/2024 PPAC Reviews Second AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

BP 4105 Distance Education (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/22/24

Reason(s) for Review/Changes

> **Legal Update 39 & Academic Senate Request to add language addressing preparation for Distance Education instruction**

Review Process Notes:

~~(Replaces current SBCCD BP 4108)~~

All distance education programs will adhere to the same programmatic requirements as in-person classroom programs. In order to expand access and provide greater flexibility, the Chancellor is responsible for establishing procedures for distance education programs that comply with accreditation standards, and federal and state guidelines.

~~All distance education programs will adhere to the same programmatic requirements as in-person classroom programs.~~

References:

Title 5 Sections 55200 et seq.

End of Recommendation for BP 4105 Distance Education

AP 4105 Distance Education (10+1)

02/22/24



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	2/22/2024

Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this procedure to add a legal citation and align with revised Title 5 regulations.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
- > Legal Update 39 & Academic Senate Request (2022-23 carryover) Updated to add "Correspondence" Education to the title to reflect new provisions added to Title 5 regarding correspondence education. The Service also added legally required language regarding correspondence education, including the definition from Title 5 regarding "correspondence education" and provisions addressing delivery of correspondence education instruction, addendums to course outlines, and eligibility of full-time status for students who participate in correspondence education. Finally, the Service added legal citations to Education Code Sections 66700 and 70901 et seq. and Title 5 Sections 55260 et seq.

Review Level**Level 3****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)**02/26/2024 PPAC Approves Review Level**

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

03/20/2024 Level 3 Second Anticipated AS Review

04/15/2024 PPAC Reviews Second AS Feedback

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Action Requested

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AP 4105 Distance Education (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/22/24

Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this procedure to add a legal citation and align with revised Title 5 regulations.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
- > Legal Update 39 & Academic Senate Request (2022-23 carryover) Updated to add “Correspondence” Education to the title to reflect new provisions added to Title 5 regarding correspondence education. The Service also added legally required language regarding correspondence education, including the definition from Title 5 regarding “correspondence education” and provisions addressing delivery of correspondence education instruction, addendums to course outlines, and eligibility of full-time status for students who participate in correspondence education. Finally, the Service added legal citations to Education Code Sections 66700 and 70901 et seq. and Title 5 Sections 55260 et seq.

Review Process Notes:

Replaces current SBCCD AP 4108

Distance Education: Education that uses technology to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously and is not self-paced. Title 5, as well as State and The Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives academic credit. Distance Education programs do not include correspondence courses. A district will meet this requirement if it follows the language below. Note that the Federal Regulations do not require districts to charge students fees associated with the verification of the student's identify. However, any district that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student's privacy.

Correspondence Education: Education provided through one or more courses by a community college or district under which the college or district provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited due to separation, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education.

Student Authentication: Technology & Educational Support Services (TESS) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The District shall utilize secure credentialing/login and password to authenticate or verify the student's identity.

Technology & Educational Support Services (TESS) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

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 4105 Distance Education (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/22/24

~~**Definition:** The colleges may mark courses in which the instructor and student are separated by distance and interact through the assistance of communication technology as Distance Education.~~

~~**Course Modality:** The modes of Distance Education courses will be published and made available in the course schedule of classes. Course-required materials and devices will be available in college publications and adhere to Title 5 disclosure requirements. This includes but is not limited to:~~

- ~~1) All online and in-person synchronous meeting days/dates and times~~
- ~~2) Any required asynchronous in-person activities~~
- ~~3) Any required technology platforms, devices, and applications~~
- ~~4) Any test or assessment proctoring requirements.~~

~~**Course Approval:** Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.~~

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. ~~Distance education~~Distance Education courses shall be approved under the same conditions and criteria as all other courses, and adhere to Title 5, as well as State and Federal regulations.

~~**Course Quality:** Distance Education (including courses offered online) is recognized by both the Association and the District as an appropriate mode of delivery to meet the needs of our student population. Faculty for whom this provision applies to shall follow the guidelines regarding the course quality and qualifications to teach online courses set forth by their respective campuses' Distance Education/Online committees.~~

~~**Course Certification:** When approving distance education courses, the Board of Trustees will certify the following:~~

- ~~**Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to in-person classes.~~
- ~~**Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures.~~
- ~~**Instructor Contact:** Each section of the course that is delivered through distance education will include regular and substantive interaction ~~effective contact~~ between instructor and students, as well as among students, either synchronously or asynchronously.~~
- ~~**Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:

 - Course outcomes;
 - Regular and substantive interaction ~~effective contact~~ between instructors and students; as well as among students, and
 - Requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.~~
- ~~**Duration of Approval:** Courses will be reviewed following the ~~6-year~~ curriculum review process. Outside of the 6-year review process, all ~~eD~~Distance ~~eE~~Education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.~~

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 4105 Distance Education (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/22/24

References:

[Education Code Sections 66700 and 70901 et seq.:](#)

Title 5 Sections [55002.5](#), 55200 et seq., [and 55260 et seq.:](#)

34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.A.1

End of Recommendation for AP 4105 Distance Education

BP 5015 Residence Determination (10+1)

02/21/24



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	2/21/2024

Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this policy to add a reference to the Education Code.
- > Legal Update 42: The Service updated this policy to allow specified athletes to be entitled to classification as residents tuition and fee purposes pursuant to changes in the Education Code.
- > Legal Update 39: The Service updated this policy to add language regarding exceptions to California residency determinations for certain students with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679) The Service also added a legal citation to the U.S. Code. (2022-23 carryover)

Review Level

Level 3

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

- 02/26/2024 PPAC Approves Review Level
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/20/2024 Level 3 Second Anticipated AS Review
- 04/15/2024 PPAC Reviews Second AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 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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RECOMMENDATION STARTS ON NEXT PAGE

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BP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

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Review Process Notes:

(Replaces current SBCCD BP 5015)

Except for students seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of the semester for which the student applies to attend. Notwithstanding this standard for determining bona fide California residency, a student with military or veteran status may be deemed to qualify as a California resident for in-state tuition eligibility, in accordance with state and federal law.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

References:

Education Code Sections 68040, [68083](#), 68086, and 76140;
Title 5 Sections 54000 et seq.
[\(38 U.S. Code Section 3679\)](#)

End of Recommendation for BP 5015 Residence Determination

AP 5015 Residence Determination (10+1)

02/21/24



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	2/21/2024

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this procedure to allow specified athletes to be entitled to classification as residents for tuition and fee purposes pursuant to changes in the Education Code.
- > Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residency determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315) (2022-23 carryover)

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

02/26/2024 PPAC Approves Review Level
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RECOMMENDATION STARTS ON NEXT PAGE

AP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

- > **Legal Update 42: The Service updated this procedure to allow specified athletes to be entitled to classification as residents for tuition and fee purposes pursuant to changes in the Education Code.**
- > **Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residencies determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315) (2022-23 carryover)**

Review Process Notes:

~~(Replaces current SBCCD AP 5015)~~

Residence Classification

Residency classifications shall be determined for each student at the time of each application for admission or registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any semester during which the student proposes to attend.
- Residence classification is the responsibility of the Admissions & Records Office.

Students must be notified of residence determination within 14 calendar days of submission of application.

A student seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, shall not be subject to this residency classification requirement.

Each college shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the college catalog or addenda thereto.

Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
- A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.

AP 5015 Residence Determination (10+1)

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- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A man or a woman may establish ~~his/her~~their residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains ~~his/her~~their place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish ~~his/her~~their residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until ~~he/she~~they have~~has~~ resided in the state the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - ~~He/she~~They holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - ~~He/she~~They holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - ~~He/she is~~They are enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.

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 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



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- A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her/their resident classification, so long as he/shethey remains continuously enrolled in the District.
- A student who is a member of the armed forces of the United States stationed in this state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his/her/their resident classification, so long as he/shethey remains continuously enrolled in the District.
- A veteran who was discharged or released from at least 90 days of active service, ~~less than three years before the date of enrollment in a course~~ commencing on or after July 1, 2015, and his/her/their dependents, regardless of the veteran's state of residence is entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
- An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
- A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his/her/their natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare

AP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



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system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until ~~he/shethey have has~~ resided in the state the minimum time necessary to become a resident.

- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if ~~he/shethey have has~~ sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Vice President of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure

The appeal is to be submitted to the Admissions Office, which must forward it to the Vice President of Student Services within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Vice President of Student Services shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Vice President of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to the Admissions Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

AP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college district (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her/their parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her/their parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Vice President of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/herself to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they 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 by any college in the district for any term commencing on or after January 1, 2002,

AP 5015 Residence Determination (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

- completion of a questionnaire form prescribed by the State Chancellor's Office and furnished by the district of enrollment, 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 eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Vice President of Student Services. Students may appeal the decision.

References:

Education Code Sections 68000 et seq., 68130.5, 68074-68075.7, and 68068;
Title 5 Sections 54000 et seq.
38 U.S. Code Section 3679

Reviewed:

End of Recommendation for AP 5015 Residence Determination

BP 5040 Student Records, Directory Information, and Privacy (10+1)

02/21/24



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	2/21/2024

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to state that a district will develop and implement a process for students, staff, and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.
- > Legal Update 40: The Service updated this policy to add legal citations and language concerning a student's ability to request name and gender changes in the student's records. (2022-23 carryover)

Review Level**Level 3****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)**02/26/2024 PPAC Approves Review Level**

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

03/20/2024 Level 3 Second Anticipated AS Review

04/15/2024 PPAC Reviews Second AS Feedback

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

BP 5040 Student Records, Directory Information, and Privacy (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

- > **Legal Update 42:** The Service updated this policy to state that a district will develop and implement a process for students, staff, and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.
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Review Process Notes:

(Replaces current SBCCD BP 5040 and BP 5045)

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right to review any and all student records relating to him/ or her maintained by the District.

Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

Commencing with the 2023–24 graduating class, a graduating student may request the District confer the diploma in the student's chosen name. The District shall not require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's diploma.

No District representative shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information as required by law is included in the College Catalog which is updated and posted to the college website annually. Directory information shall include but is not limited to:

- Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.

References:

Education Code Sections 66271.4 and 76200, et seq.;
Title 5, Sections 54600, et seq.
20 U.S. Code Section 1232g(j);
ACCJC Accreditation Standard II.C.8

End of Recommendation for BP 5040 Student Records, Directory Information, and Privacy

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AP 5040 Student Records, Directory Information, and Privacy (10+1)

02/21/24



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	2/21/2024

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Review Level

Level 3

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AP 5040 Student Records, Directory Information, and Privacy (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

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- > **Legal Update 42: The Service updated this procedure to provide a process for students to declare an affirmed name, gender, or both pursuant to changes in the Education Code.**
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Review Process Notes:

STUDENT RECORDS

- A. The colleges shall maintain appropriate records to document and verify student enrollment, attendance, and withdrawal information as required for state apportionment purposes.
- B. Data provided by the instructor shall be readily available for audits, internal controls, and other verification.
- C. Data for Enrollment (Data)
 - 1. Student Applications
 - 2. Change of Program Data
 - 3. Fee Data
 - 4. Credit by Examination
 - 5. Student Academic Records
 - 6. Assessment Scores

COLLECTION AND RETENTION OF STUDENT INFORMATION

- A. The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.
- B. The Colleges shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.
- C. The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.
- D. The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:
 - a. The kind of information that the school has identified as directory information;
 - b. The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;

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- c. The period of time in which the eligible student has to notify the school in writing that they do not want the information designated as directory information; and
- d. That opting out by the noted deadline is the students' only way to prevent the release of directory information.
- E. Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.
- F. If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.
- G. Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.
- H. The District shall not create a list of student names linked with immigration status.
- I. District police or security departments shall not inquire into an individual's immigration status for immigration enforcement purposes.
- J. District police or security departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

ACCESS TO STUDENT RECORDS**A. Definitions**

1. "Student" means any person who is currently enrolled or formally enrolled in classes in the San Bernardino Community College District.
2. The following data and documents will be maintained by the colleges and classified as "Student Records":
 - a. admission data
 - b. discipline records
 - c. health records
 - d. veteran records
 - e. educational records
3. The following are not classified as "Student Records":
 - a. information provided by a student's parents relating to applications for financial aid or scholarships.
 - b. information related to a student compiled by a college officer or employee:
 1. appropriate for such officer or employee's performance of ~~his/her~~their responsibility; and
 2. which remains in the sole possession of the maker thereof; and
 3. is not accessible or revealed to any other person except a substitute. For the purposes of this subdivision, "substitute" shall mean a person who performs on a temporary basis the duties of

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the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in ~~his/her~~their position.

- c. information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional:
 1. acting or assisting in his professional or para-professional capacity; and
 2. the record is created, maintained or used in connection with the provision of treatment to the student; and
 3. the record is not available to anyone other than persons providing such treatment provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.
- d. information maintained by a college law enforcement unit:
 1. necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the district;
 2. unit personnel do not have access to other student records; and
 3. such information is kept apart from other student records; and
 4. maintained solely for law enforcement purposes; and
 5. is available only to other law enforcement officials of the same jurisdiction.
- e. any data or records not identified in part 2 is not to be considered a student record.

B. Access to Student Records

1. Students, as defined in this policy, have the right to review and receive copies of all student records relating to the student as maintained by the colleges. Expressly exempted from the right of inspection:
 - a. financial records of the parents of the students;
 - b. confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1975. After January 1, 1975, confidential recommendations and other materials regarding admission to special departmental programs or honorary recognition for students may be acquired and remain confidential if the student has signed a waiver of ~~his/her~~their right to review and inspect such documents. In the event a student does not sign a waiver, such student must be given access to these records;
 - c. records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a substitute;
 - d. records of employees at the college, who are not in attendance at the college, made and maintained in the normal course of college business; and
 - e. records of students made and maintained by the college Health Office that are used in the treatment of students.
2. Procedures shall be developed by each college to provide for access to student records that will include:
 - a. a written request from the individual student;
 - b. access to student records not to exceed ten working days;
 - c. a review and inspection process that will be under the direct supervision of a designated employee

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d. the option to obtain copies of their student records at a designated fee for each page copied.

3. If any material or document in the education record of a student includes information on more than one student, the student shall have the right to inspect and review only such part of the material or document as relates to him/herself or to be informed of the specific information contained in such part of the material or document.

C. Release of Student Records

1. Release of or access to individual student records is not authorized without specific written consent of the individual student or under judicial order, except that access may be permitted to the following:
 - a. officials and employees of the college, provided that any such person has a legitimate educational interest to inspect a record.
 - b. authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
 - c. other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
 - d. accrediting organizations in order to carry out their accrediting functions.
 - e. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
 - f. appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare.
2. The agencies and individuals listed above are expressly forbidden from permitting access of said educational records to third parties.
3. Where the colleges receive a judicial order to review and/or release a student record, the student involved will receive notification of this action by the colleges as soon as possible.
4. No person, persons, agency or organization permitted access to student records pursuant to this policy shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student; however, this paragraph shall not be construed as to require prior student consent when information obtained pursuant to this section is shared with other persons within the educational institution, agency or organization obtaining access as long as such person(s) have a legitimate educational interest in the information.

D. Access to Student Records for Immigration Enforcement Purposes

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing

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information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

District personnel shall develop a written policy for interactions with immigration authorities seeking to review student records. At minimum, such policies shall include the following information:

- Contact information [**name, title, e-mail addresses, and phone numbers**] for the correct person to review and respond to a request for student records.
- Access to sample warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
- District personnel shall provide a set of responses for [**building personnel or residence hall staff**] to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying the [**designated campus official**], District personnel shall take the following action steps in response to an officer other than campus police requesting access to student records:

1. Ask for the officer's name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing their efforts but that you need to contact a campus administrator or campus counsel for assistance.

Campus Police shall not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

D-E. Record of Access

1. A log or record shall be maintained of each person, agency, or organization requesting or receiving information from individual student records. Such listing need not include college officials, instructors, or counselors.
2. The log or record shall be open to inspection only by the Student and the college official or his/her/their designee responsible for the maintenance of student records, and to other school officials with legitimate educational interests in the records, and to the Comptroller General of the United States, the Secretary of Health, Education

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and Welfare, and administrative head of an education agency as defined in Public Law 93.380, and state educational authorities as a means of auditing the operation of the system.

3. Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of the student. (As an example, information released to agencies for auditing purposes or for improving instruction.) The following statement will accompany student records released under these circumstances:

"All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

F. Name and Gender Changes to Former Student Records

If the District receives government-issued documentation, as described below, from a former student demonstrating that the former student's legal name or gender has been changed, the District shall update the former student's records to include the updated legal name or gender. If requested by the former student, the District shall reissue any documents conferred upon the former student with the former student's updated legal name or gender. Documents that shall be reissued by the District upon request include, but are not necessarily limited to, a transcript or a diploma conferred by the institution.

The District shall not charge a higher fee for correcting, updating, or reissuing a document based on a legal name or gender change than the fee it charges for correcting, updating, or reissuing that document generally.

The documentation of a former student sufficient to demonstrate a legal name or gender change includes, but is not necessarily limited to, any of the following:

- State-issued driver's license or identification card;
- Birth certificate;
- Passport;
- Social security card;
- Court order indicating a name change or a gender change, or both.

The District is not required to modify records that the former student has not requested for modification or reissuance.

Commencing with the 2023–24 graduating class, a graduating student may request that the District confer the diploma in the student's chosen name. The District cannot not require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's diploma.

E.G. Challenge of Student Records

See Administrative Procedure 5045 titled Student Records: Challenging Content and Access Log

H. Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit their social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use their social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or

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- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
- Application or enrollment purposes;
- To establish, amend, or terminate an account, contract, or policy; or
- To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that they have the right to stop the use of their social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

F.I. Annual Notice to Students

1. Students of the *San Bernardino Community College* District shall be notified annually of their rights under this procedure.
2. Standard college publications may be used to satisfy this annual notice to students.

G.J. Destruction of Records

Nothing in this policy shall prevent the destruction of records per established District procedure. (See BP/AP 3310 titled Records Retention and Destruction)

References:

Education Code Sections 66093.3 and 76200 et seq.;
Title 5 Sections 54600 et seq. and 59410;
20 U.S. Code Section 1232g(j) (U.S. Patriot Act);
Civil Code Section 1798.85;
ACCJC Accreditation Standard II.C.8

End of Recommendation for AP 5040 Student Records, Directory Information, and Privacy

BP 5300 Student Equity (10+1)

02/21/24



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	2/21/2024
Reason(s) for Review/Changes			
> Minor Clerical Edit			

Review Level

Level 3

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

- 02/26/2024 PPAC Approves Review Level
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/20/2024 Level 3 Second Anticipated AS Review
- 04/15/2024 PPAC Reviews Second AS Feedback
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

Action Requested

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

BP 5300 Student Equity (10+1)

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02/21/24

Reason(s) for Review/Changes

> Minor Clerical Edit

Review Process Notes:

(Replaces current SBCCD BP 5300)

The District is committed to assuring student equity and access in educational programs and college services.

The Chancellor is responsible for establishing and implementing a student equity plan in accordance with Title 5.

References:

Education Code Sections 66030, 66250, et seq. and 72010 et seq.;
Title 5, Section 54220

End of Recommendation for BP 5300 Student Equity

AP 5300 Student Equity (10+1)

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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N Ornelas	8/7/2023	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
> Legal Update 42: The Service updated this procedure to correct a reference to foundational skills.			

Review Level**Level 3****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)**02/26/2024 PPAC Approves Review Level**

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Reason(s) for Review/Changes

> **Legal Update 42: The Service updated this procedure to correct a reference to foundational skills.**

Review Process Notes:

~~(Replaces current SBCCD AP 5300)~~

The colleges of the San Bernardino Community College District are firmly committed to a policy of student equity that promotes equal access to the District's educational opportunities, and remedies achievement gaps for historically disadvantaged groups.

Each College of the District shall develop, update, and maintain an effective Student Equity Plan. Following approval by the Board of Trustees, the plan shall be filed as required with the State Chancellor's Office.

The plan shall include:

- A. Goals, objectives, and key performance indicators for each outcome. Outcomes shall include, at a minimum:
 1. Access: Successful Enrollment
 2. Retention: Fall to Spring
 3. Transfer to a Four-year Institution
 4. Completion of transfer level math and English
 5. Earned High School equivalency, noncredit certificate, Chancellor's Office approved credit certificate, associate degree, or, if applicable to the college, a California Community College bachelor's degree.
- B. Campus-based research using the methodology established pursuant to subdivision (d) of Section 78221 to determine the extent of disproportionate impact in each outcome.
- C. Research shall examine each outcome for the following student categories, disaggregated by gender:
 1. Current or former foster youth
 2. Students with disabilities
 3. Low-income students
 4. Veterans
 5. Students in the following ethnic and racial categories, as they are defined by the United States Census Bureau for the 2010 Census for reporting purposes:
 - a. American Indian or Alaska Native
 - b. Asian
 - c. Black or African American
 - d. Hispanic or Latino
 - e. Native Hawaiian or other Pacific Islander
 - f. White
 - g. Some other race
 - h. More than one race
 6. Homeless students
 7. Lesbian, gay, bisexual, or transgender students
 8. Additional categories of students determined by the governing board of the community college district. Research-based services, support, and programs to eliminate barriers to access and academic success of disproportionately impacted

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AP 5300 Student Equity (10+1)

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groups.

9. Justice-involved students

Each college will have a participatory governance committee charged with developing and maintaining the Student Equity Plan. The committee will monitor the planned efforts of the colleges to carry out the objectives of this plan.

The Vice President of Student Services or designee will have administrative oversight of the Equity plan: Duties will include:

- A. Promoting the active involvement of faculty, staff, and students through each campus' shared governance process.
- B. Promoting the involvement by campus and community members who can articulate the perspective and concerns of historically underrepresented groups.
- C. Ensuring the availability of campus-based, equity-related research.
- D. Development of activities and interventions to attain the goals of the plan, including coordination of existing student equity related programs.
- E. Identification of resources to fund these activities.
- F. Development and distribution of a schedule and process for evaluation of progress towards the goals.
- G. Development of an annual executive summary that includes, at a minimum, the Student Equity goals for each required student group, the activities the college will undertake to achieve these goals, and the resources budgeted for these activities.
- H. Maintaining a record of Student Equity expenditures for a minimum of three years.
- I. Assessing the progress made in achieving the identified goals from prior year plans.
- J. Posting the executive summary to the college website.

References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.; Title 5 Section 54220

End of Recommendation for AP 5300 Student Equity

BP 7120 Recruitment and Hiring (10+1)

02/21/24



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San Bernardino Community College District

Current Step:
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Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.			

Review Level

Level 3

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RECOMMENDATION STARTS ON NEXT PAGE

BP 7120 Recruitment and Hiring (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes

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

Review Process Notes:

> Chapter Lead advises the current review for legal update purposes only; P&P is undergoing an internal review and other changes will be brought to PPAC 2024-25.

(Replaces current SBCCD BP 7120)

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and Board Policy 3420 titled Equal Employment Opportunity.

All District employees shall demonstrate the ability to work with and serve individuals within a diverse community college campus environment.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring instructional/non-instructional academic employees shall be established and implemented in accordance with board policies and administrative procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established by the Board of Trustees.

The criteria and procedures for hiring classified employees shall be established after first affording the [classified organization] an opportunity to participate in the decisions under the Board's policies regarding local decision making.

References:

Education Code Sections 70901.2, 70902 subdivisions (b)(7) & (d), ~~and~~ 87100 et seq.; and 87458;

Title 5 Sections 51023.5 and 53000, et seq. ~~and 51023.5~~;

ACCJC Accreditation Standard III.A.1

End of Recommendation for BP 7120 Recruitment and Hiring

AP 7120 Recruitment and Hiring (10+1)

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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Reason(s) for Review/Changes			
> FYI Only			

Review Level

Level 3

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Reason(s) for Review/Changes**> FYI Only**

Review Process Notes:

The District employs persons for positions categorized as Faculty, Classified, Confidential, Educational Administrators, and Classified Administrators as outlined in corresponding board policies and administrative procedures:

BP/AP 7210 titled Faculty
BP 7230 titled Classified Employees
BP/AP 7240 titled Confidential Employees
BP/AP 7250 titled Educational Administrators
BP/AP 7260 titled Classified Administrators

The information in this procedure does not apply to the recruitment and hiring for the position of Chancellor (see AP 2431 Chancellor Selection).

Position Approval Process

Every department, program, or discipline in the District, whether associated with a District function or on a campus/college, completes an annual program review, identifying needed positions for the coming fiscal year. Needed positions could be new positions or positions that are vacant at the time of the review. Once the positions are identified, they are submitted to the strategic planning process for review. The various strategic planning committees make recommendations to the site manager. All positions are subject to funding.

Job Opening/Application Processes

The District utilizes a completely electronic process for posting all job openings and the application process. The online applicant tracking system serves as the mechanism for submittal of recruitment requests, routes them through approval process and serves as the tool for job posting and application submittal. Initial screening is coordinated between Human Resources and screening committee members. Application materials may be submitted to the District Office during regular business hours.

Job Postings

When a position is approved for recruitment, the job is posted on the District's Human Resources webpage, and advertised in other appropriate venues.

Applying for a Job

Applicants can apply for any open position by logging onto the District's Human Resources webpage. Applicants will be expected to electronically attach all required documentation, such as, but not limited to: resume, cover letter, transcripts, certifications, etc., to the application.

The District has established the following hiring qualifications for all educational administrator positions:

- A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.
- B. Meet the minimum qualifications as stated in the job description.
- C. Commitment to participate in the collegiate consultation process of the College and the District.
- D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.

Recruitment

The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

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AP 7120 Recruitment and Hiring (10+1)

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San Bernardino Community College District



02/21/24

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications including any "required", "desired" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize shall be reviewed by the appropriate administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements of Title 5 (53022) and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the appropriate administrator and the Office of Human Resources and must be approved by the Executive Director of Human Resources or Designee.

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum qualifications;
3. Additional desirable qualifications that are job related and support the responsibilities of the position;
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing if required; and
6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. Title 5, Title VII, EEO and ADA).

Pre-Screening Process

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement, will consult expertise as needed, and, on that basis, will certify the "qualified" pool of applicants. The District's Office of Human Resources shall conduct applicant pool reviews and take appropriate action as necessary consistent with all of the requirements set forth in Section 53023 of Title 5 of the California Code of Regulations. The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in section 53006(a).

The Screening Committee

1. The appropriate administrator in consultation with the Office of Human Resources will designate the composition of the Screening Committee to ensure appropriate representation from the affected department.
2. The Screening Committee make up can be found in the Screening Committee Guidelines and in accordance the EEO Plan.
3. All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources.
4. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.
5. Every Screening Committee shall have at least one management member and one California Schools Employee Association (CSEA) appointee and when appropriate, an appointee from the Academic Senate.
6. The administrator of the vacant position will appoint the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.
7. The Equal Employment Opportunity representative's role and responsibility is to maintain confidentiality and ensure the hiring process remains fair and equitable.
8. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
9. The appropriate administrator of the vacant position submits the membership of the Screening Committee to the Office of Human Resources for approval.

Interview Process

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 7120 Recruitment and Hiring (10+1)

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1. In cases where fewer than three (3) candidates are selected for a first level interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources for approval.
2. The screening Committee develops job related interview questions. All questions will be reviewed by the Executive Director of Human Resources or designee. All Interview questions are confidential.
3. The Screening Committee will determine the candidates, date, and time to interview.
4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
6. All Screening Committee members must sign a confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.
7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation unless otherwise determined by the Human Resources Department.
8. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to 2nd level interviews.
9. The supervisor may participate on the 1st level interviews on recommendation of the appropriate administrator. In unique situations where the only representative of the affected department is the supervisor, the Office of Human Resources will assess the particular circumstance.
10. The Screening Committee will recommend at least three (3) candidates to the appropriate administrator for 2nd level interviews. The Screening Committee shall recommend no less than three (3), unless fewer were interviewed or unless the Screening Committee Chair presents written justification for submitting fewer than three (3) for 2nd level interview.
11. Second level interviews will be convened for all finalists by the appropriate administrator or designee. An EEO representative will be present for second level interviews.
12. The Office of Human Resources will contact the finalists to be interviewed at 2nd level and communicate the arrangements for the time and place for the interview, as determined by the appropriate administrator or designee.

Selection Process

The appropriate administrator and designee shall select one of the finalists, who is best qualified to fill the position and shall recommend such person to the Chancellor. An eligibility list can be established for multiple non academic positions.

The appropriate administrator will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

Reference Check

Upon receipt of the selected candidate, the Office of Human Resources or the College President will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.

The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.

Once the successful candidate has accepted the offer, the Office of Human Resources will notify the unsuccessful candidates in writing of non-selection. If an eligibility list is established, candidates will be informed of their rank and duration.

Loyalty Oath

All management personnel will be required to sign the legally prescribed oath of allegiance upon employment with the District.

AP 7120 Recruitment and Hiring (10+1)

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Scheduling of Interviews

Applicants who are invited for an initial interview and who live more than 100 miles away will be scheduled for an interview with the college president or chancellor, if possible, in addition to the committee interview on the same day as the initial interview.

Finalists who are invited for a second interview and live more than 200 miles away will be reimbursed for actual travel and meal expenses incurred as set forth in the Employee Travel Policy.

Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; and AP 7126 Applicant Background Checks

References:

Education Code Sections 87100 et seq., 87400, and 88003;
ACCJC Accreditation Standard III.A.1 (formerly III.A)

End of Recommendation for AP 7120 Recruitment and Hiring

BP 7210 Academic Employees (10+1)

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.			

Review Level**Level 3**

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

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

03/20/2024 Level 3 Second Anticipated AS Review

04/15/2024 PPAC Reviews Second AS Feedback

05/09/2024 BOT First Reading

06/13/2024 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

BP 7210 Academic Employees (10+1)

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Reason(s) for Review/Changes

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

Review Process Notes:

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which the Board of Governors has established minimum qualifications for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, SAS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure. [The evaluation of academic employees, including tenure review, must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.](#)

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and the for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

References:

Education Code Sections 87400 et seq; 87419.1; 87482.8, and 87600 et seq;
Title 5, Sections [51025](#) and [53602](#)

End of Recommendation for BP 7210 Academic Employees

AP 7210 Academic Employees (10+1)

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San Bernardino Community College District

Current Step:
PPAC Approves Review Level

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
> Minor clerical correction			

Review Level

Level 3

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

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RECOMMENDATION STARTS ON NEXT PAGE

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Reason(s) for Review/Changes**> Minor clerical correction**

Review Process Notes:

ACADEMIC EMPLOYEES, NON-MANAGEMENT**HIRING OF FULL-TIME FACULTY**

The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students. The hiring process for full-time faculty also focuses on candidates who will develop and maintain inclusive curriculum and environments that represent the ethnic and socioeconomic demographic of the college's student population.

The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty that will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.

Hiring faculty, classified staff, and administrators is accomplished through selection committees, which produce a recommendation of a final candidate from the President, or other appropriate administrator, to the Chancellor to recommend to the Board for employment.

HIRING QUALIFICATIONS**Minimum Qualifications**

The San Bernardino Community College District has established the following hiring qualifications for all faculty positions:

1. For faculty and administrative positions, job requirements shall include (A) a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as demonstrated by skills and abilities in cultural responsiveness and cultural humility; and (B) a demonstrated commitment to recognizing patterns of inequity in student outcomes, taking personal and institutional responsibility for the success of students, engaging in critical assessment of own practices, and applying a race-conscious awareness of the social and historical context of exclusionary practices in American Higher Education.
2. The Minimum Qualifications for discipline expertise adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.
3. All applicants will be provided the opportunity to have qualifications for discipline expertise reviewed and considered for meeting minimum qualifications that meet or exceed those listed adopted by the Board of Governors through alternate means.

Application Procedure

1. The Human Resources Office will determine which applicants meet minimum education and expertise qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures. Human Resources will also evaluate the diversity of the pool of applicants to determine if further outreach is required before proceeding.
2. The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the selection committee. The selection committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. Human Resources will forward candidates to the Equivalency Committee for final confirmation of meeting MQs when appropriate. A list of candidates who did not meet MQs will be provided to the hiring manager and/or selection committee by request. Should the

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selection committee have any concern about the pool or process, the selection committee chair may confer with the Vice Chancellor of Human Resources and Police Services or designee regarding these concerns.

3. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), a "year of professional experience" shall be considered the period of time which the District accepts as a regular work year on a full-time basis. One year of professional experience must have been completed within the three years prior to the closing date for applications for the position. The minimum qualifications listed on the job announcement should identify the specific types of professional experience required for the position.
4. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), the appropriate, valid certification or license to practice shall be stipulated based on the instructional responsibilities of the position. If no certificate or license is appropriate to the position, no certificate or license will be listed as a minimum qualification.

Desirable Qualifications

1. Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable qualifications should be approved by discipline faculty and describe characteristics that support the responsibilities of the position.
2. The combination of the minimum qualifications and the job-related desirable qualifications will be used as the basis for decision-making throughout the selection, interview, and recommendation of applicants.

Establishing Minimum and Desirable Qualifications

1. The minimum and desirable qualifications will be reviewed and edited by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator. When no full-time faculty member is employed in the discipline, at least two full-time faculty in a reasonably related discipline will write the desirable qualifications in consultation with the Division/Department Dean or appropriate administrator. The academic senate may elect to recommend additional qualifications related to the ability to serve our diverse students well in any faculty position.
2. The Vice Chancellor of Human Resources and Police Services or their designee will monitor the minimum and desirable qualifications for adverse impact on groups that have been historically under-represented. If the Vice Chancellor of Human Resources and Police Services or their designee believes the qualifications appear to be too restrictive, they will meet with the discipline faculty and the Division/Department Dean or appropriate administrator to review the qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of Human Resources and Police Services or their designee shall confer with the appropriate Vice President and the Academic Senate President to determine necessary remedies.

PROCEDURES

The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.

Establishing the Position

Any request to fill new or vacant positions must be processed through the appropriate Manager and the Human Resources Office, and must receive approval by the Chancellor before any position announcement is made.

1. Faculty positions are identified by a process established by each College and Fiscal Services.
2. Chancellor approves faculty positions from those requested by the Colleges.
3. Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.

Position Announcement

1. The Announcement of a Position will be drafted by the faculty of the discipline and the Division/Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See "Establishing Minimum and Desirable Qualifications") in consultation with the Vice Chancellor of Human Resources and Police Services or designee and the appropriate Vice President. The final job announcement as seen by applicants will not be posted until reviewed and approved by all parties.

Job announcements shall clearly state job specifications setting forth the minimum and desired qualifications for the position. Job announcements including any "desired" qualifications beyond the minimums shall be reviewed by Human Resources before the position is announced to ensure conformity with the guidelines of the Board of Governors for the California Community Colleges, the

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requirements of Title 5 and State and Federal non-discrimination laws.

2. Position announcements will include the following sections:
 - a. Position Title
 - b. Application Deadline or Initial Review Date
 - c. Introduction: A brief description of the position and the relationship of the position to college offerings and activities. This includes a brief description of the college and the community served.
 - d. Minimum Qualifications: A statement including the established minimum qualifications, the appropriate valid credential(s), and the provision for equivalencies.
 - e. Desirable Qualifications: Those job-related qualifications that are desirable but not essential to perform the job.
 - f. Duties of the Position in accordance with the CBA: A list of typical duties including the following:
 - A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus). Faculty will facilitate learning through a variety of modalities to maximize the success of our diverse student population,
 - A description of any co-curricular responsibilities (e.g. coaching, directing).
 - Reference to scheduling considerations (e.g. assignment to evening duties).
 - Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).
 - A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).
 - A commitment to ongoing professional development that includes cultural responsiveness, inclusiveness, and equity, as well as disciplinary relevance.
 - A description of any other duties unique to the position.
 - g. Salary and Benefits: A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.
 - h. Closing Date, Address for Submission of Application Materials, and Deadline for Equivalency requests.
 - i. Application Process: Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee. In addition, instructions will also include the need for the candidate to address how the desired qualifications have been met by the candidate in the cover letter or in the supplemental questions. The application process will include the following:
 - An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position. Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.
 - A Letter of Application (A cover letter indicating explicitly how each of the minimum and desired qualifications are met.)
 - Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).
 - A curriculum vitae or resume.
 - When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or license).
 - When appropriate, verification of "professional experience" as articulated in the minimum and desirable

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qualifications.

- When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videos, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.

j. Selection Process: A brief description of the selection process including:

- The review by a selection committee to select candidates for interviews
- An interview of candidates by the selection committee that may be comprised of faculty, administration, academic senate representatives, associated student government representatives, and other appropriate district personnel. Candidates are advised that all interview questions will be evaluated through the lens of both minimum qualifications and the desired qualifications.
- A list of sample 1st level interview questions and an explanation of the panels function and limited ability to naturally interact with the candidate.
- An interview of finalists by the President and Academic Senate President (and additional interviewers if selected by the President) or designee
- A list of sample 2nd level interview questions and an explanation of the interactions available at the 2nd level.
- Final recommendation to the Board of Trustees by the Chancellor of the District
- A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, guest lecture, role playing, sample assignments, a questionnaire or impromptu writing sample)

k. Notice to All Candidates:

- The requirements of the Immigration Reform and Control Act of 1987
- Initial assignment information
- A reasonable accommodation notice will be included in each job announcement.

l. Statement of Equal Employment Opportunity including reference to “encouraging applications from underrepresented groups.”

3. The Vice Chancellor of Human Resources and Police Services or their designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of “Establishing Minimum and Desirable Qualifications.”
4. The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources. The discipline faculty and Division/Department Dean or appropriate administrator will make the final decision on the desired qualifications prior to submitting the DQs to Human Resources.
5. Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Selection committee orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources and Police Services or their designee and the appropriate Vice President.

Applications

Human Resources accepts applications and supplemental materials until 11:59 pm on the closing date.

Human Resources will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary to establish an adequate and representative pool, the application closing date shall be extended and additional recruitment shall be conducted. (A “monitored group” means those groups identified by state and federal regulations for which monitoring and reporting are required. According to the provisions of Title 5 53004 (B), each applicant shall be afforded the opportunity to identify his or her gender, ethnic group identification, and if applicable, his or her disability.) After the pool is approved, all complete applications will be forwarded to the selection committee for consideration.

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Recruitment and Advertising

Faculty positions are advertised for a minimum of thirty (30) days. Extensions to the deadline will be discussed with the discipline faculty and hiring dean both before the posting and during the posting.

An email notification of the posting will be sent to the discipline faculty, Dean and/or appropriate administrator.

Any ads placed in publications will contain the statement "An Equal Opportunity Employer."

New faculty will be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. These efforts will be reviewed with the discipline faculty and hiring dean for input on increasing the hiring pool. This dissemination will be the responsibility of the Office of Human Resources in accordance with the EEO Plan.

A complete record will be maintained of all efforts to disseminate information and the response regarding the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of applicants.

Notification of position openings will be mailed by Human Resources to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended by the appropriate Division/Department Dean or a Vice President.

SCREENING COMMITTEE**Membership**

Screening committees for faculty positions will be established and convened by the Division/Department Dean or other appropriate administrator or their designee.

- The Division/Department Dean or appropriate administrator for the position may formulate a preliminary list of candidates to serve as screening committee members.
- The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint at least 3 faculty to serve on the selection committee.
- An Equal Opportunity Representative from the District HR-DEIA Committee shall be appointed to the Committee by the Vice Chancellor of Human Resources and Police Services or their designee. The Equal Opportunity Representative is a non-voting member.
- The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position. If a classified employee is selected to serve on the committee, the President of CSEA will provide the names of individuals nominated to serve as the representative from the unit. The hiring supervisor will select appropriate committee member(s) from those nominees.
- The Screening Committee should normally have no fewer than five (5) and no more than nine (9) members.
- A majority of the membership of the selection committee shall be faculty.
- Every screening committee will include the Division/Department Dean or appropriate administrator or their designee
- The chair of the Committee will be chosen by a majority vote of the committee.
- When possible, every effort will be made, within the limits allowed by federal and state law, to ensure screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Selection/screening committees will be encouraged to include members from monitored groups and may include members from other colleges to include members from monitored groups.
- Human Resources will provide clerical/technical support and coordination.
- If unusual circumstances prevent the formation of a screening committee as described herein, the Division/Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Police Services or their designee to determine a reasonable representation. However, the final composition of the screening committee shall remain

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confidential.

- The Vice Chancellor of Human Resources and Police Services or their designee will approve all screening committee members to ensure diversity.

Second-Level Interview Procedures

Second level interviews will be conducted on all finalist by the College President or their designee with additional interviewers of their choice, and the Academic Senate President or their designee acting in an advisory capacity. In the case of District Office, second level interviews will be conducted by the appropriate administrator. Second -level interviews will also include an EEO Representative.

Training

All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by the Office of Human Resources at the first meeting of the Committee to ensure that each Committee member receives the required training that includes:

- Discussion of District commitment to equal opportunity, diversity, and student success
- The search and selection process
- Role of the selection committee
- Development of selection criteria
- Writing effective interview questions
- Development of selection criteria including DQ's as part of the job posting process
- Role of the Equal Opportunity Representative
- Confidentiality
- Effective reference checks (administrators only)

~~Pending Revision Approval: June 9, 2022~~

Approved: January 11, 1990

End of Recommendation for AP 7210 Academic Employees

AP 7216 Academic Employees: Grievance Procedure for Contract Decisions (10+1) (no matching BP exists)

02/21/24

Current Step:
PPAC Approves Review Level



P&P Chapter Lead Recommendation
San Bernardino Community College District

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	2/21/2024

Reason(s) for Review/Changes

> Legal Update 41: The Service updated this procedure to clarify how a district processes grievance procedures and the requirement for the faculty union, if any, to consult with the Academic Senate regarding the faculty grievance procedure.

Review Level

Level 3

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

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RECOMMENDATION STARTS ON NEXT PAGE

AP 7216 Academic Employees: Grievance Procedure for Contract Decisions (10+1) (no matching BP exists)



02/21/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> **Legal Update 41: The Service updated this procedure to clarify how a district processes grievance procedures and the requirement for the faculty union, if any, to consult with the Academic Senate regarding the faculty grievance procedure.**

Review Process Notes:

> Chapter Lead advises the current review for legal update purposes only; P&P is undergoing an internal review and other changes will be brought to PPAC 2024-25.

Allegations that the District in a decision to not reappoint a probationary employee violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of probationary employees shall be classified and procedurally addressed as grievances.

Allegations that the community college district, in denying tenure, made a negative decision that to a reasonable person was unreasonable, or violated, misinterpreted, or misapplied, any of its policies and procedures concerning the evaluation of probationary employees shall be classified and procedurally addressed as grievances.

Unless noted otherwise in the collective bargaining agreement, probationary faculty members who wish to challenge a decision not to grant a second or third contract must follow the established grievance process outlined in the collective bargaining agreement. The employee after completing this process may proceed to a hearing in accordance with Education Code Section 87740, which is before an Administrative Law Judge appointed by the Office of Administrative Hearings.

Pursuant to Education Code Section 87610.1 subdivision (a), the faculty union must consult with the Academic Senate prior to bargaining the faculty grievance procedure.

Reference:

Education Code Section 87610.1

End of Recommendation for AP 7216 Academic Employees: Grievance Procedure for Contract Decisions