



San Bernardino Community College District  
POLICIES & PROCEDURES ADVISORY  
COMMITTEE (PPAC)  
August 15, 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. May 13, 2024

**C. Annual Orientation**

- 1. Example of Process

**D. 2024-25 Annual Review List**

**E. Review of Final Input from Academic Senate - Level 3**

*These items were anticipated to appear on the 5/15/2024 Academic Senate agendas for Final Review. They are scheduled to appear on the 9/13/2024 BOT agenda for first read.*

- 1. 5500 Standards of Student Conduct

**F. New Chapter Lead Recommendations**

- 1. Level 1 (information only)
  - None
- 2. Level 2 (minor review)
  - i. 5030 Fees
  - ii. 6925 Refreshments or Meals Served at Meetings and District Events
- 3. Level 3 (extensive review)
  - i. 4300 Field Trips & Excursions

**G. Adjournment & Next Meeting**

The next PPAC meeting is scheduled for Thursday, September 19, 2024 at 2:30 p.m.



Policies & Procedures Advisory Committee  
**Meeting Minutes – May 13, 2024, 3:00 p.m.**

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

**A. Welcome & Introductions**

*Jose Torres started the meeting shortly after 3:00 p.m.*

**B. PPAC Self-Evaluation Survey**

*Members were asked to take the self-evaluation survey.*

**C. Approval of Minutes**

1. Confirmation of Quorum

*Quorum was confirmed.*

2. Approval of Minutes from 4/8/2024

*Lisa Henkle made a motion which Christopher Crew seconded to approve the minutes. The motion was passed by a majority vote with Carmen Rodriguez abstaining.*

**D. Legal Update 44 Overview**

*CCLC has published its 44th Legal Update, the bulk of which updates P&Ps to reflect revised ACCJC citations based on the new standards and eligibility requirements released in January 2024. This Legal Update, and the previous ones, are always available to the PPAC members in Teams.*

**E. Legal Update 44 | Citation | Minor Edit Only | Level 1**

1. 1200	<del>7. 2510*</del>	13. 3410	19. 4050	25. 5030	30. 5700
2. 2010	<del>8. 2712*</del>	14. 3420	20. 4102	26. 5050	31. 6300
3. 2200	9. 2745	15. 4021	<del>21. 4015**</del>	27. 5110	32. 6340
4. 2410	10. 3050	16. 4025	<del>22. 4105*</del>	<del>28. 5500***</del>	33. 6400
5. 2431	11. 3200	17. 4030	23. 5010	29. 5530	34. 6535
6. 2435	12. 3225	18. 4040	24. 5011		

*Table Corrections (these do not impact PPAC action)*

*\*Included under PPAC Agenda Item J. Change in Recommendation from BOT First Reading to Final Approval due to Legal Update 44.*

*\*\*Not affected by Legal Update 44.*

*\*\*\*Part of PPAC Agenda Item F. Review of Constituent Feedback & Initial Academic Senate Input on Level 3 Items from 4/8/2024*

*It was confirmed by Kelly Goodrich that items 1-34 are policies and procedures that contain only citation changes and/or minor clerical edits. Committee members reviewed a few of the items to see the type of revisions. Ray Carlos made a motion to approve the Level 1 review on all the items which Lisa seconded. The motion was approved by a majority vote.*

**F. Review of Constituent Feedback & Initial Academic Senate Input on Level 3 Items from 4/8/2024**

1. 4100 Graduation Requirements for Degrees and Certificates

*Joe Cabrales reported that he had worked Janice [Wilkins] and Troy Dial from Counseling in response to concerns from SBVC Academic Senate. Kelly reported that Legal Update 44 changes, which were substantial, had been incorporated into the Chapter Lead Recommendation which, due to timing issues, had not yet been communicated to Joe or the Chapter Lead. After some discussion, it was decided to table this item and bring it back in the Fall as a new recommendation.*

2. 5075 Course Adds, Drops, and Withdrawals

*Lisa advised that SBVC had questions about this recommendation, namely the use of FW (Failed Withdrawal as opposed to EW or Excused Withdrawal). Committee members discussed the FW issue at length.*

- *The proposed changes allow for either an EW or FW grade.*
- *Kristina Hannon shared her understanding that an FW is an actual grade that gives students a point 0 which is weighted into their grade point average.*
- *An FW would have the same weight as an F vs. an EW which does not have weight.*
- *AP 4230 Grading and Academic Record Symbols was shared onscreen. FW is not currently listed.*
- *Davena shared that FW as an evaluative symbol just recently passed through both senates – CHC a couple months ago, and SBVC even more recently.*
- *Prior to this grade going into effect:*
  - *Determination needs to be made on how FW will affect course repeatability.*
  - *FW needs to be implemented in the system so that faculty can access it.*
  - *FW needs to be made part of the course catalog and syllabi.*
  - *Professional Development should be conducted so faculty can gain understanding of why and when FW should be utilized, and best practices for how to be good stewards of this grade.*
  - *Training needs to occur so students and faculty can be made aware of the ramifications of an FW, particularly in terms of Financial Aid and for the Veteran students.*
  - *The final piece of that process would be adding it to AP 4230.*

*Christopher made a motion to approve 5075 to the next level, and also to request formal review of 4230 upon return in the fall, which Karen Peterson seconded.*

*Lisa advised that the SBVC Academic Senate has also asked for clarification on what an Intervention Program would look like and who would monitor it. Joe advised he would work to get an answer to this question and incorporate it into the Chapter Lead Recommendation.*

*The motion passed by a majority vote.*

3. 5500 Standards of Student Conduct

*On behalf of the SBVC Academic Senate Lisa asked if the definitions listed in 5500 are open to editing or if they are legally mandated, specifically, the terms under Disruptive Behavior. Ray commented that we need to be very specific on how these terms are defined; some language is legally mandated. After a brief discussion, Lisa made a motion to move 5500 through the process, which Ray seconded. The motion was approved by a majority vote.*

**G. 7250 Educational Administrators and 7340 Leaves – Remove 10+1 Designation**

*Kristina addressed the PPAC, advising that although 7250 and 7340 were designated 10+1 [this is reflected in the minutes from May 2022], in reviewing these, it appears this designation may not be appropriate. 7250 outlines HR guidelines about the hiring, recruitment, and retention of educational administrators. We have educational administrators and classified administrators, and there's only slight differences in in those designations. Regarding 7340, there are various reasons why, as an employer, SBCCD can and can't grant leaves, therefore, this does not appear to be something the senates would have purview over. She advised that this is a conversation that we can have when we get together in the fall to develop the Annual Review List.*

*Lisa asked on behalf of SBVC Academic Senate who designates 10+1. Kelly advised that, as a rule, Chapters 4000 and 5000, as well as 2410 and 2510 addressing participation in decision making, are designated 10+1.*

**H. Review of Final Input from Academic Senate of Level 3 Items**

1. 4225 Course Repetition
2. 4232 Pass/No Pass
3. 4235 Credit for Prior Learning
4. 4236 Advanced Placement Credit
5. 5015 Residence Determination
6. 6200 Budget Preparation

*The committee decided to vote on these recommendations as a group. They went through each item one by one. The only additional feedback from the first Academic Senate review was to correct a clerical error on 4236, which was already reflected in today's agenda. Lisa made a motion to approve all items to the BOT First Reading, which Christopher seconded. The motion was approved by a majority vote.*

**I. New Chapter Lead Recommendations - Level 1**

1. 3226 Awards
2. 3430 Prohibition of Harassment
3. 3433 Prohibition of Harassment Under Title IX
4. 7310 Nepotism

*PPAC members reviewed each of these items which, if approved, would appear on the 6/14/2024 BOT agenda for First Reading. Kristina cautioned that new Title IX changes would likely require another review of 3433 next year. Kelly commented that it is important for clarity and efficiency to approve the existing changes through now, so that future changes could be more easily deciphered and processed. Carmen made a motion to approve these items as a Level 1, which Lisa seconded. The motion was approved by a majority vote.*

**J. Change in Recommendation from BOT First Reading to Final Approval**

1. 2510 Participation in Local Decision-Making
2. 2712 Conflict of Interest Code
3. 4105 Distance Education
4. 7120 Recruitment & Hiring

*Committee members reviewed the Legal Update 44 minor statutory citation changes made to these items, which were part of the BOT First Reading on May 9, and which will be submitted for BOT Final Approval on June 14. There were no comments.*

**K. Adjournment & Next Meeting**

*The meeting adjourned at approximately 4:20 p.m. The next meeting of the PPAC is scheduled for August 2024. The day and time are pending a new advisory committee meeting schedule for the Fall.*

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

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

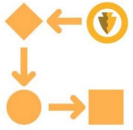
NOT A

# **Policies & Procedures Advisory Committee**



SAN BERNARDINO COMMUNITY  
COLLEGE DISTRICT

2024-25



## POLICIES & PROCEDURES ADVISORY COMMITTEE

### MEETINGS

Via Zoom  
Non-Brown Act

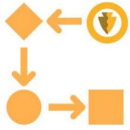
Honor agenda and be  
prepared to participate

Keep discussions  
focused on issues

Encourage full and  
open participation

Solicit diverse  
viewpoints

Practice active  
listening



## POLICIES & PROCEDURES ADVISORY COMMITTEE

### REPRESENTATION

Maintain focus based on SBCCD goals rather than personal, constituency or college interests.

Represent constituency with accuracy and truthfulness; present information completely, not selectively.

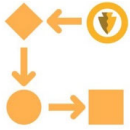
Communicate a clear understanding of issues and PPAC recommendations to your constituency.

Solicit input from and disseminate information to your constituents.

Ensure interactions are consistent with expectations of discretion and respect for individual and institutional integrity.

Honor and acknowledge contributions of individuals as well as accomplishments of the whole team.





## POLICIES & PROCEDURES ADVISORY COMMITTEE

### QUORUM

50%+1 appointed voting members  
(50% does not include vacant  
appointments), and

Two members from each site  
(CHC, SBVC, and DSO), and

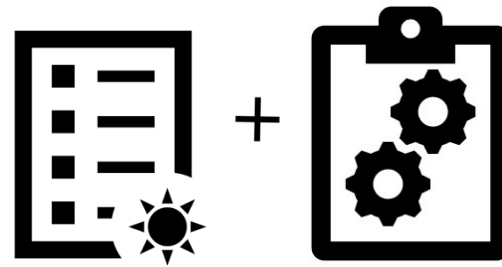
One faculty member from each site  
(CHC and SBVC), and

Three out of the four  
Constituent Groups  
represented (students,  
classified, faculty,  
management).





**PPAC** members are charged with updating, creating, developing, and systematically reviewing **Board Policies** and **Administrative Procedures**.





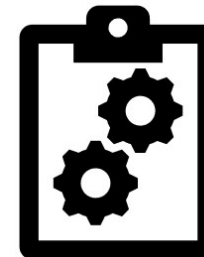
## Board Policies (BPs)

- Authorized by law or determined to be necessary for efficient operation
- Require BOT approval

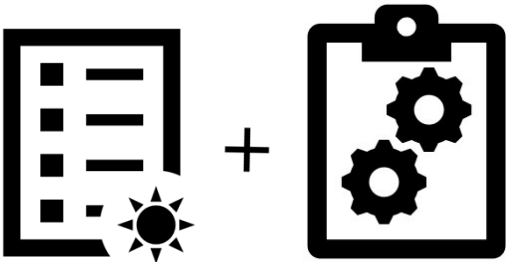


## Administrative Procedures (APs)

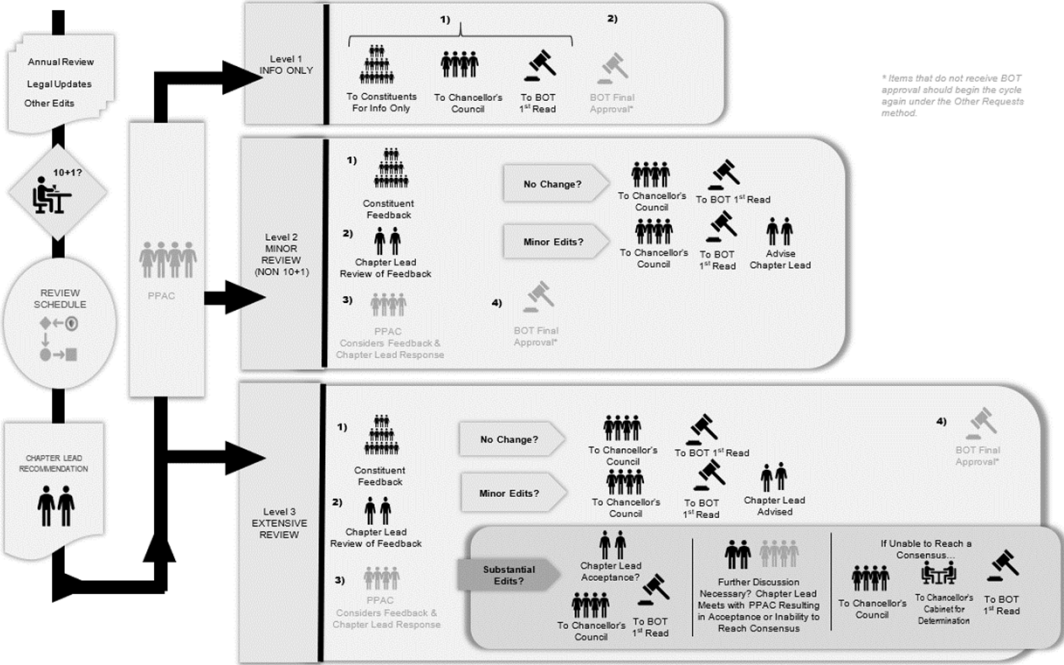
- Methods used to implement BPs
- Consistent with the intent of BPs
- Presented to the BOT for information



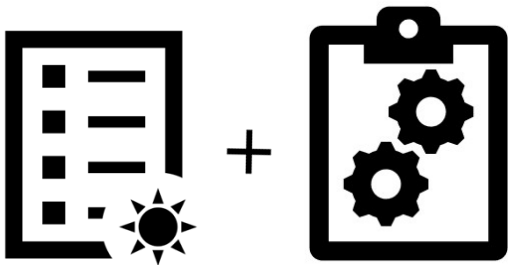
# SBCCCD Policies & Procedures (P&Ps)



Governed by P&P 2410



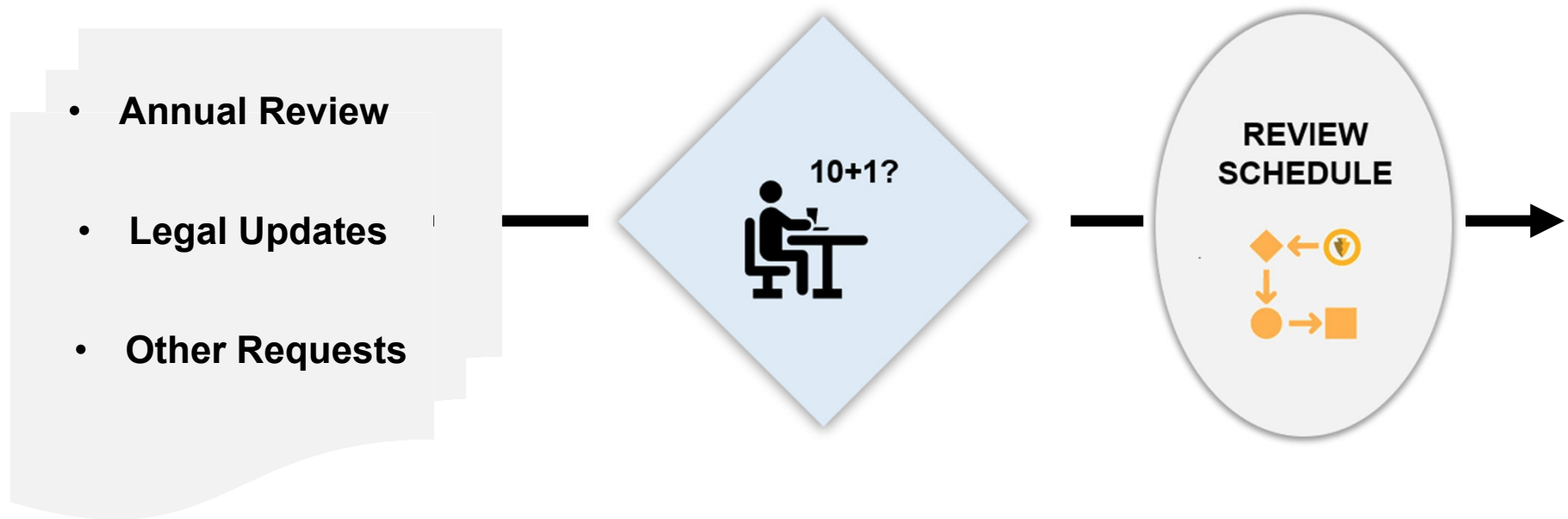
## SBCCCD Policies & Procedures (P&Ps)



Governed by P&P 2410

- Are reviewed in pairs, when applicable, to ensure the AP supports the direction of the BP.
- Are, if related to academic and professional matters, designated as “10+1,” allowing for appropriate Academic Senate review.
- Are separated by chapters with assigned leads who are charged with facilitating general correctness and operational feasibility of the P&Ps.

## P&P Review Schedule



Initiated each academic year

## P&P Review Schedule

- **Annual Review**

Each academic year, the PPAC Co-Chairs will initiate review of 10% of SBCCD's P&Ps

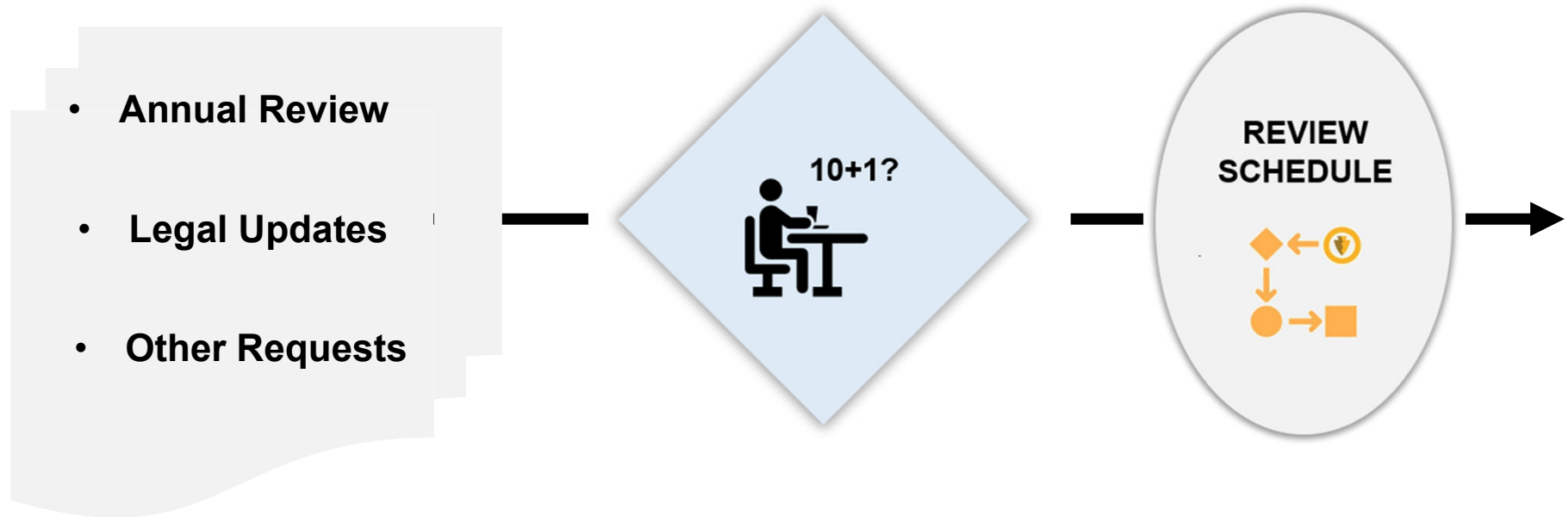
- **Legal Updates**

SBCCD keeps current with legal mandates and accreditation standards through Legal Updates from the Community College League of California.

- **Other Requests**

Other requests for review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student.

# P&P Review Schedule



Initiated each academic year

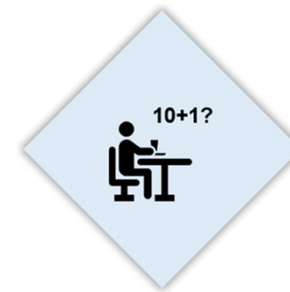


# P&P Review Schedule

## 10+1 or Academic and Professional

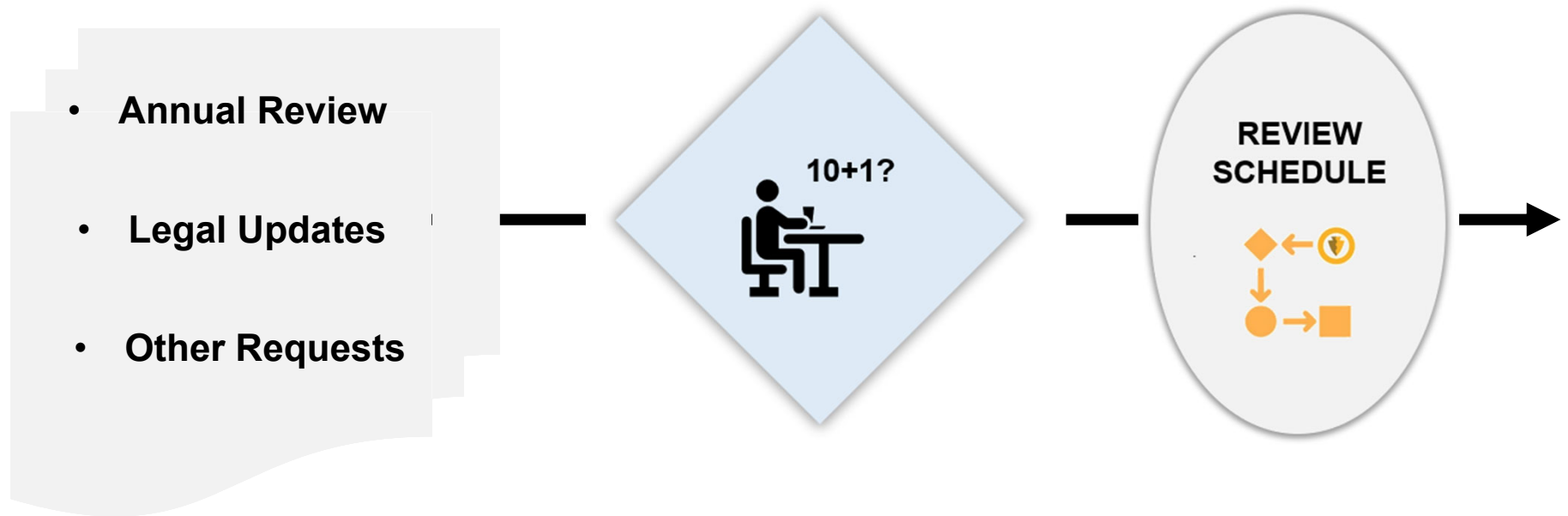
Relating to policy development and implementation matters for the following:

- 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.



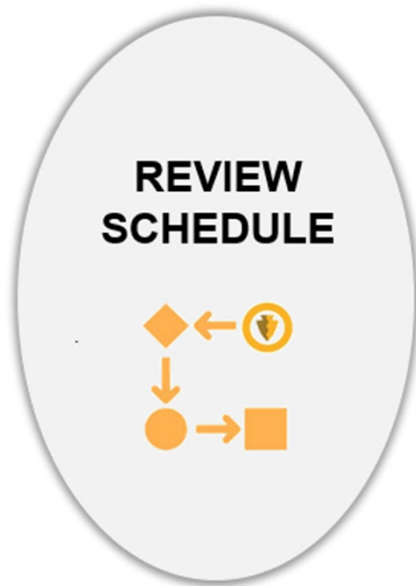
Ensures the right of our Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards

## P&P Review Schedule



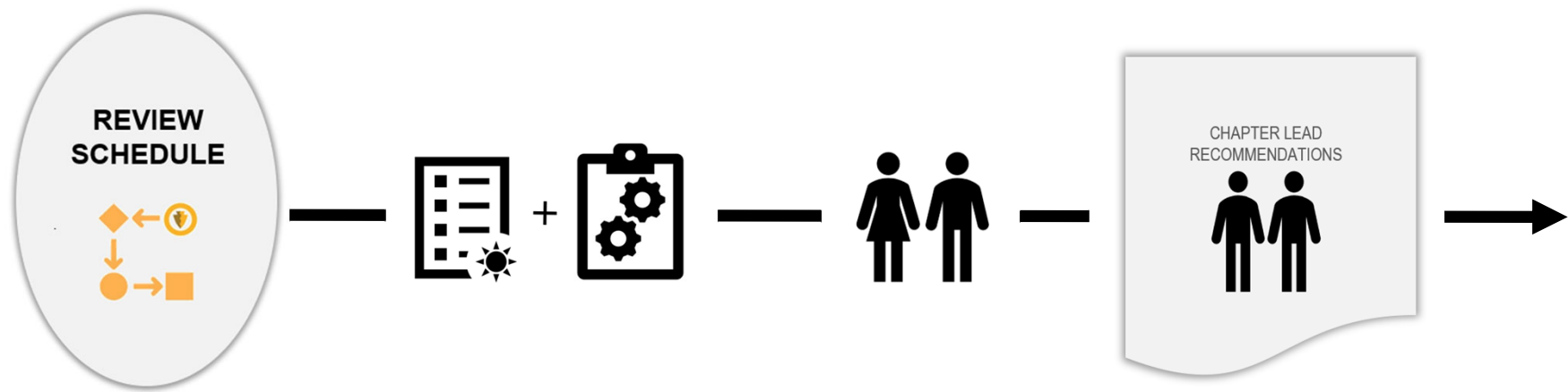
Initiated each academic year

## P&P Review Schedule




- Discussed at PPAC
- Presented to the BOT
- Updated and maintained throughout the year

# Chapter Lead **Review & Recommendation**



# Chapter Lead **Review & Recommendation**

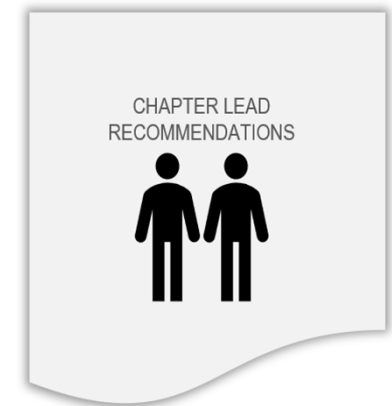
 <p><b>Chapter Leads</b></p>	<p><b>1. The District</b> <i>BOT Chancellor</i></p>	<p><b>2. Board of Trustees</b> <i>BOT Chancellor</i></p>	<p><b>3. General Institution</b> <i>Chancellor, Chancellor's Cabinet</i></p>
<p><b>4. Academic Affairs</b> <i>Chancellor's Designee and Academic Senate Presidents</i></p>	<p><b>5. Student Services</b> <i>Chancellor's Designee and Academic Senate Presidents</i></p>	<p><b>6. Business &amp; Fiscal</b> <i>Executive Vice Chancellor, and Vice Presidents of Admin Services</i></p>	<p><b>7. Human Resources</b> <i>Vice Chancellor of Human Resources</i></p>

# Chapter Lead **Review & Recommendation**



## Chapter Leads

- Will be assigned the task of reviewing P&Ps from the Review List.
- Are encouraged to **collaborate with appropriate constituent groups**.
- Will make Chapter Lead Recommendations based on correctness and operational feasibility.



## Constituent Feedback to **Final Approval**



Chapter Lead Recommendations are assigned a Review Level rating of 1, 2, or 3 and placed on the PPAC agenda

# Constituent Feedback to Final Approval

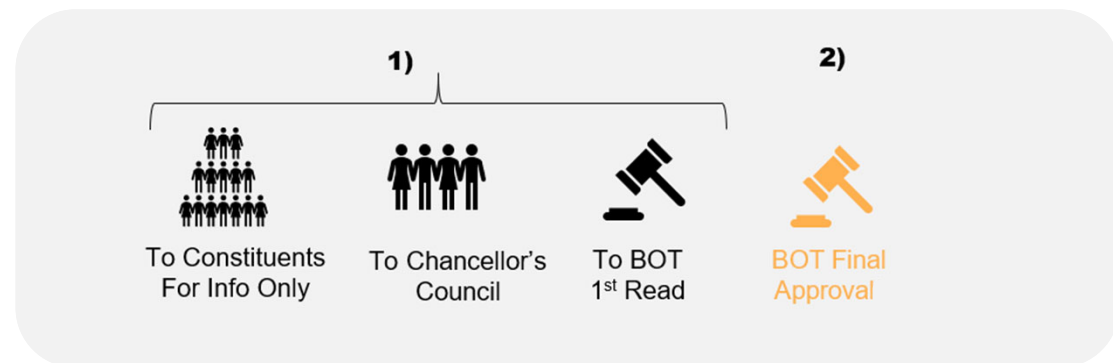
## Level INFO ONLY

1

Generally consists of Chapter Lead Recommendations for P&Ps which are:

- Reviewed with no changes,
- Reviewed with only minor clerical edits or legal reference changes, or
- Chapters 1 and 2 BOT P&Ps which are not designated 10+1.

## Review Process





## Constituent Feedback to **Final Approval**



Chapter Lead Recommendations are assigned a Review Level rating of 1, 2, or 3 and placed on the PPAC agenda

# Constituent Feedback to Final Approval

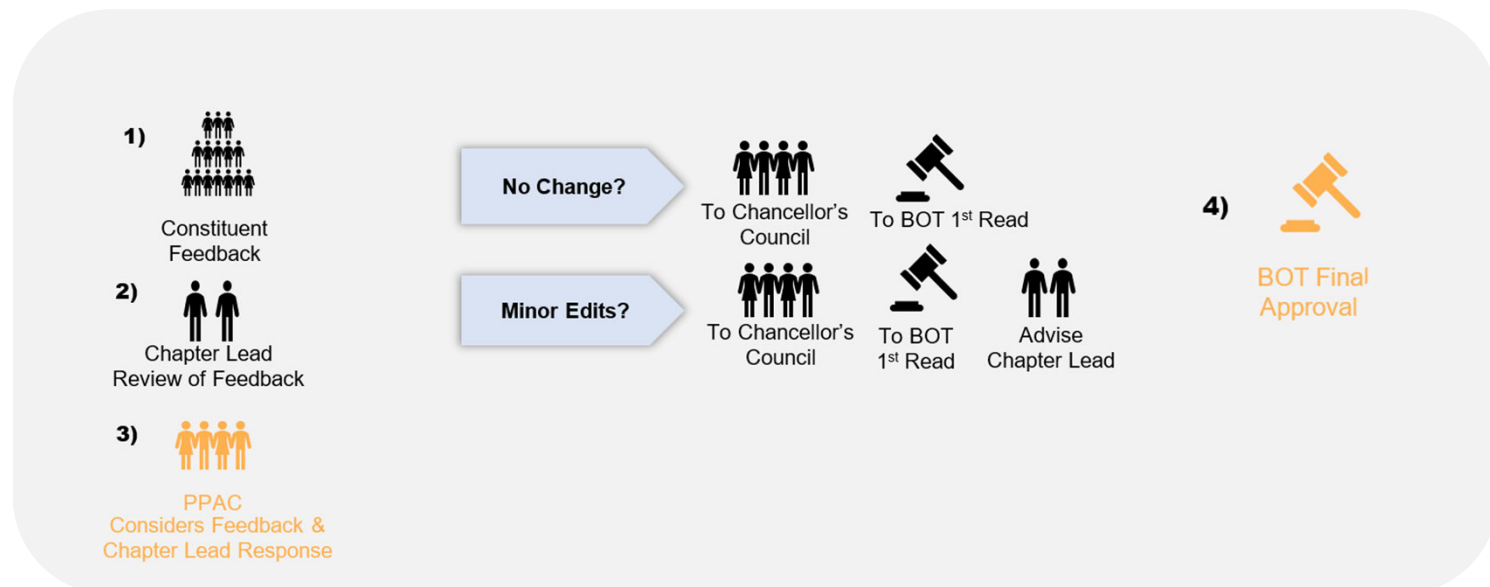
## Level 2 MINOR REVIEW (NON 10+1)

# 2

Generally consists of Chapter Lead Recommendations on:

- Existing P&Ps which are simple and non-controversial.
- New P&Ps that are simple and non-controversial.

### Review Process



## Constituent Feedback to **Final Approval**



Chapter Lead Recommendations are assigned a Review Level rating of 1, 2, or 3 and placed on the PPAC agenda

# Constituent Feedback to Final Approval

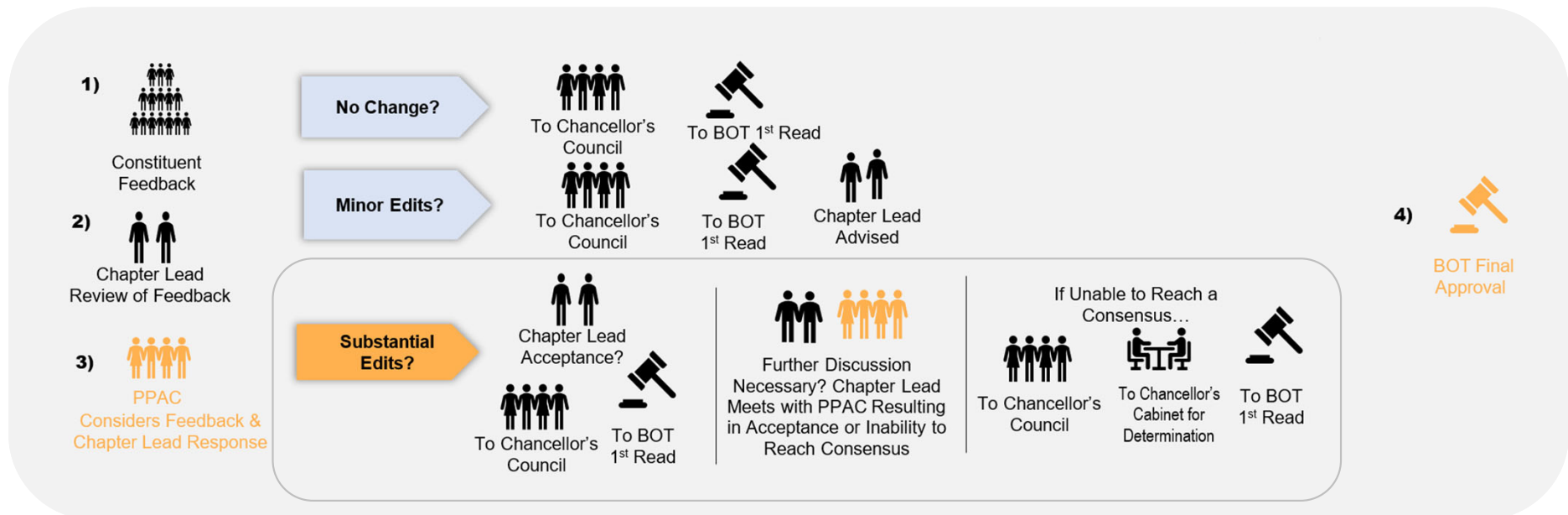
## Level 3 EXTENSIVE REVIEW

3

Generally consists of Chapter Lead Recommendations on:

- 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.

### Review Process



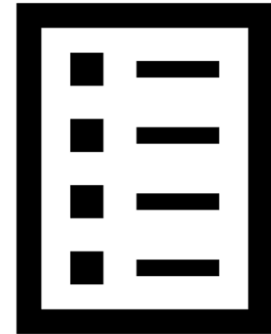
## 2023-24 PPAC Wins

- Productively convened and conducted business **8** times
- Developed efficiencies and provided feedback to improve our processes
- Successfully processed **144** items from the 2023-24 annual review list



## 2024-25 Targets

- Continue developing PPAC efficiencies and refining the process
- Train incoming members
- Clear backlog of CCLC Legal Updates
- Raise awareness of P&P recommendation process
- Anticipate two new CCLC Legal Updates, and return to 10% review cycle



*A word about the ...*



## **BBAC Policies & Procedures Ad-Hoc Committee**

## How are P&Ps reviewed?

### Policies & Procedures Advisory Committee (PPAC)



PPAC

- Charged with updating, creating, developing, and systematically reviewing Board Policies and Administrative Procedures
- Reports to Chancellor's Council
- Forwards to Board of Trustees for approval



BPPAC



## Chapter Leads

Separated by chapters with assigned leads who are charged with facilitating general correctness and operational feasibility

<p><b>Chapter Leads</b></p>	<p><b>1. The District</b> <i>BOT Chancellor</i></p>	<p><b>2. Board of Trustees</b> <i>BOT Chancellor</i></p>	<p><b>3. General Institution</b> <i>Chancellor, Chancellor's Cabinet</i></p>
<p><b>4. Academic Affairs</b> <i>Chancellor's Designee and Academic Senate Presidents</i></p>	<p><b>5. Student Services</b> <i>Chancellor's Designee and Academic Senate Presidents</i></p>	<p><b>6. Business &amp; Fiscal</b> <i>Executive Vice Chancellor, and Vice Presidents of Admin Services</i></p>	<p><b>7. Human Resources</b> <i>Vice Chancellor of Human Resources</i></p>



BPPA

# Board Policies & Procedures Ad-Hoc Committee Charge

The BPPAC will consist of less than a quorum of trustees and will meet at various times, based on availability, to work on:

1. Prioritizing the annual review list,
2. Reviewing **Chapter 1: The District** policies, and
3. Reviewing **Chapter 2: Board of Trustees** policies.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Expert of Business

**FROM:** Diane Z. Rodriguez, Chancellor

**REVIEWED BY:** Diane Z. Rodriguez, Chancellor

**PREPARED BY:** Janel T. Torres, Director of HR & Compliance  
Kathryn Johnson, Vice Chancellor of HR & Police Services

**DATE:** June 8, 2023

**SUBJECT:** Approval of a Board Policy and Procedure Ad-Hoc Committee

**RECOMMENDATION:** The BPPAC will consist of less than a quorum of trustees and will meet at various times, based on availability, to work on:

**ISSUES:** The BPPAC will consist of less than a quorum of trustees and will meet at various times, based on availability, to work on:

1. Prioritizing the annual review list,
2. Reviewing Chapter 1: The District policies, and
3. Reviewing Chapter 2: Board of Trustees policies.

The Board Policy can be adopted or amended on behalf of the SBCCCD Board of Trustees if the Board Policy is approved by the Ad-Hoc committee and reported to the SBCCCD Board for consideration pursuant to SB 741.

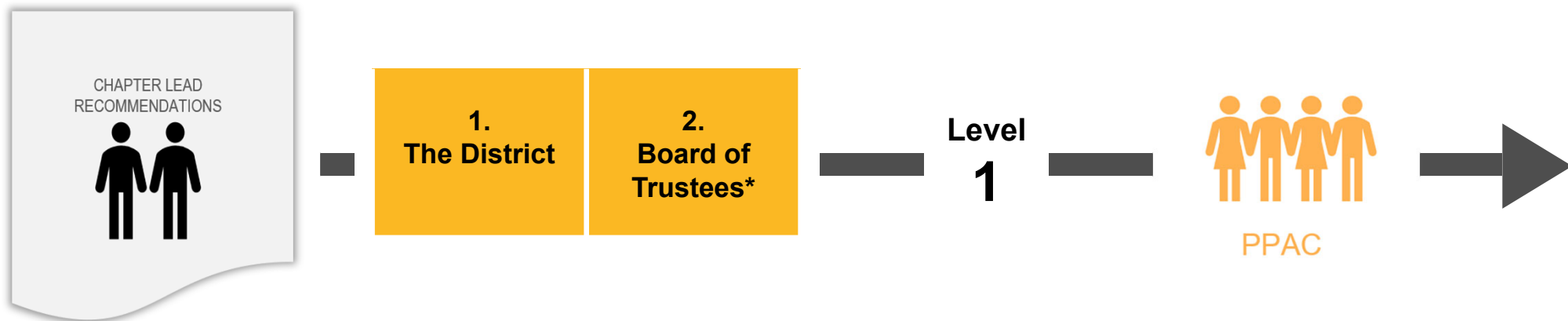
Approved by AP 2410, the Ad-Hoc and Procedures Advisory Committee (BPPAC) to the Chancellor Council is a single effort involving creating, reviewing, and periodically reviewing Board Policies (BP) and Board Executive Procedures (BP). The task is accomplished through a special ad-hoc committee charge each academic year.

AP 2410: Board Policy and Procedure Ad-Hoc Committee Charge

AP 2410: Board Policy and Procedure Ad-Hoc Committee Charge



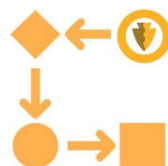
# Process for Chapter 1 and Chapter 2



\*P&P 2410 and 2510 are 10+1 and need to be assigned a different review level.



**Looking forward to another great year!**  
**Thank you, PPAC.**



# BP 2715 Code of Ethics/Standards of Practice



Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this policy to change a reference to the "Superintendent/President" to "[ CEO ]."

## Level 1 Review Schedule

- 07/03/24 ♦ Recommendation Received
- 08/06/24 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
- 08/15/24 ♦ PPAC Approves Review Level
- 08/16/24 ♦ Level 1 to Constituents and AS for Info Only
- 09/12/24 ♦ BOT 1st Read
- 10/10/24 ♦ BOT Final Approval



## Begin Recommendation for BP 2715 Code of Ethics/Standards of Practice

~~(Replaces current SBCCD BP 2010)~~

The governing board functions effectively as a collective entity to promote the institution's values and mission and fulfill its fiduciary responsibilities. The governing board demonstrates an ability to self-govern in adherence to its bylaws and expectations for best practices in board governance.

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible ~~to~~ for establishing, ~~and~~ upholding, implementing and enforceing all laws and codes applying to the District. Given this basic charge, the activities and deliberations of the Board of Trustees will be governed by the following Code of Ethics:

Each member of the Board will:

- Avoid any situation that may constitute a conflict of interest and disqualify ~~him/her~~ ~~them~~self from participating in decisions in which ~~he or she~~ ~~they~~ ~~have~~ ~~has~~ a financial interest. Conflicts of interest may relate not only to the individual trustee but also to ~~his or her~~ ~~their~~ family and business associates, or transactions between the District and trustees, including hiring relatives, friends, and business associates as college employees.
- Recognize that the Board acts as a whole and that the authority rests only with the Board in a legally constituted meeting, not with individual members.
- Maintain confidentiality of all Board discussions held in closed session and recognize that deliberations of the Board in closed session are not to be released or discussed in public without the prior approval of the Board by majority vote, in compliance with BP 2315.
- As an agent of the public - entrusted with public funds - protect, advance, and promote the interest of all citizens maintaining independent judgment unbiased by private interests or special interest groups.

# BP 2715 Code of Ethics/Standards of Practice



Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

- Ensure that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures or practices.
- In all decisions hold the educational welfare and equality of opportunity of the students of the District as ~~his or her~~ their primary concern; Board members should demonstrate interest in and respect for student accomplishments by attending student ceremonies and events.
- Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
- Conduct all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.
- Enhance ~~his or her~~ their ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.

Promote and maintain good relations with fellow Board members by:

- Respectfully working with other Board members in the spirit of harmony and cooperation and giving each member courteous consideration of ~~his or her~~ their opinion.
- Respecting the opinion of others and abiding by the principle of majority rule.

Promote an effective working relationship with the Chancellor and district staff by:

- Providing the responsibility, necessary authority, and support to effectively perform their duties.
- Referring complaints and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board.

Be an advocate of the District in the community by encouraging support for and interest in the San Bernardino Community College District.

All Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. A Board member may be subject to a resolution of censure by the Board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of trustee misconduct will be referred to the Board Executive Committee composed of the board chair, vice chair, and clerk. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board's Code of Ethics as defined in policy. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board for action.

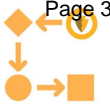
Reference:

ACCJC Accreditation Standard ~~IV.C.11 (formerly IV.B.1.a, e, & h)~~ 4.6

**End Recommendation for BP 2715 Code of Ethics/Standards of Practice**



## POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024



Title	10+1?	Reason	Current Step Date	Current Step
BP 2015 Student Trustees	Non 10+1	> Legal Update 44: Updated to add voting privileges for student members of the governing board and clarify the student member's rights pursuant to changes in the Education Code. > Chapter Lead request to improve accuracy and efficiency, and to reflect current practice.	8/14/2024	BPPAC Review
BP 2110 Vacancies on the Board	Non 10+1	> Minor clerical edit.	9/30/2024	Recommendation Requested
AP 2110 Vacancies on the Board	Non 10+1	> Added Legal Language identified by Sr. EA Ford regarding the resigning member's not having the right to vote for successor. > Legal Update 44: Updated to add vacancy notice requirements pursuant to changes in the Education Code and best practice.	9/30/2024	Recommendation Requested
BP 2315 Closed Sessions	Non 10+1	> Proposed adoption of legally required BP	9/30/2024	Recommendation Requested
AP 2325 Teleconferenced Meetings	Non 10+1	> Legal Update 44: Updated to align with the Ralph M. Brown Act requirements pursuant to changes in the Government Code.	9/30/2024	Recommendation Requested
BP 2355 Decorum	Non 10+1	> Legal Update 44: Updated to add references to the Government Code and update language pursuant to changes in the Government Code.	8/14/2024	BPPAC Review
BP 2430 Delegation of Authority to the Chancellor	Non 10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard and related language pursuant to the 2024 changes in the ACCJC Accreditation Standards.	8/14/2024	BPPAC Review
AP 2430 Delegation of Authority to the Chancellor	Non 10+1	> Should SBCCD Adopt CCLC Good Practice AP? > Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.	8/14/2024	BPPAC Review
BP 2510 Participation In Local Decision-Making	10+1	> Recommendation from VC Hannon > Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.	05/09/2024	PENDED
AP 2510 Participation In Local Decision-Making	10+1	> FYI Only > Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.	05/09/2024	PENDED
BP 2710 Conflict of Interest	Non 10+1	> Gender language update, and citation update per CCLC version.	9/30/2024	Recommendation Requested
AP 2710 Conflict of Interest	Non 10+1	> Legal Update 44: Updated to provide legally advised language regarding the prohibition on outside employment that is inconsistent, incompatible, or in conflict with the individual's District duties, functions, and responsibilities. > Gender language update.	9/30/2024	Recommendation Requested
BP 2715 Code of Ethics/Standards of Practice	Non 10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this policy to change a reference to the "Superintendent/President" to "[ CEO ]."	8/14/2024	BPPAC Review
BP 2740 Board Education	Non 10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. > Delete superfluous language from ACCJC Accreditation Standard. > Minor clerical update.	8/14/2024	BPPAC Review



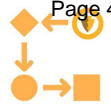
**POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024**

Title	10+1?	Reason	Current Step Date	Current Step
BP 3250 Institutional Planning	Non 10+1	> Legal Update 43: The Service updated this policy to align with changes in the Title 5 regulations. > Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standards and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.	9/30/2024	Recommendation Requested
AP 3250 Institutional Planning	Non 10+1	> Legal Update 44: The Service updated this procedure to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.	9/30/2024	Recommendation Requested
BP 3430 Prohibition of Harassment	Non 10+1	> FYI only	9/30/2024	Recommendation Requested
AP 3430 Prohibition of Harassment	Non 10+1	> Legal Update 44 Summer: This procedure was revised to update references to BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX and clarify to whom the procedure applies.	9/30/2024	Recommendation Requested
BP 3433 Prohibition of Sexual Harassment under Title IX	Non 10+1	> Legal Update 44 Summer: This policy was revised to update the title and align with the requirements of the 2024 Title IX regulations.	9/30/2024	Recommendation Requested
AP 3433 Prohibition of Sexual Harassment under Title IX	Non 10+1	> Legal Update 44 Summer: This procedure was revised to update the title, add a definition for sex discrimination under Title IX, and revise the definition of sex-based harassment under Title IX to align with the requirements of the 2024 Title IX regulations.	9/30/2024	Recommendation Requested
AP 3434 Responding to Harassment Based on Sex under Title IX	Non 10+1	> Legal Update 44 Summer: This procedure was revised to update the title and align the grievance processes with the requirements of the 2024 Title IX regulations. > Legal Update 43: 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. > Legal Update 42: The Service updated this procedure to include required information on sexual assault and domestic violence counselors pursuant to changes in the Education Code. > Legal Update 41: The Service updated this procedure to remove a historically offensive term, to align to FBI crime definitions, and to clarify that the contents of a written investigative report should not include findings or determinations of law or fact, consistent with the 2020 regulations.	9/30/2024	Recommendation Requested
AP 3435 Discrimination and Harassment Resolution Procedures	Non 10+1	> Legal Update 44 Summer: This procedure was revised to update references to BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX. > Legal Update 44: Updated to align the deadline for complaints of discrimination, harassment, or retaliation in employment to the statute of limitations allowed under the Fair Employment and Housing Act. > Legal Update 43: 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. > Legal Update 42: The Service updated this procedure to reflect the new name of the California Civil Rights Department and to align with updated Title 5 regulations.	9/30/2024	Recommendation Requested
BP 3501 Campus Security and Access	Non 10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.	9/30/2024	Recommendation Requested





## POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024



Title	10+1?	Reason	Current Step Date	Current Step
AP 3501 Campus Security and Access	Non 10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.	9/30/2024	Recommendation Requested
BP 3510 Workplace Violence	Non 10+1	> Minor clerical edit	9/30/2024	Recommendation Requested
AP 3510 Workplace Violence	Non 10+1	> Legal Update 44: Updated to add citations to the Labor Code and identify requirements of a workplace violence prevention plan and file retention requirements pursuant to changes in the Labor Code.	9/30/2024	Recommendation Requested
BP 3530 Weapons on Campus	Non 10+1	> Minor clerical update	9/30/2024	Recommendation Requested
AP 3530 Weapons on Campus	Non 10+1	> Legal Update 44: Updated to clarify the prohibition on weapons.	9/30/2024	Recommendation Requested
BP 3540 Sexual and Other Assaults on Campus	Non 10+1	> Legal Update 42: The Service updated this policy to apply to victims of domestic violence and to any location, expanding the application beyond a district's grounds pursuant to changes in the Education Code. The Service updated the title to align to current law.	9/30/2024	Recommendation Requested
AP 3540 Sexual and Other Assaults on Campus	Non 10+1	> Legal Update 44 Summer: This procedure was revised to update references to AP 3434 Responding to Sex Discrimination under Title IX. > Legal Update 42: The Service updated this procedure to set out options for victims including information about sexual assault and domestic violence counselors pursuant to changes in the Education Code. The Service updated the title of this procedure to align to current law.	9/30/2024	Recommendation Requested
BP 3550 Drug Free Environment and Drug Prevention Program	Non 10+1	> Legal Update 44: Updated this policy to add additional requirements related to fentanyl test strips and specify the need to identify supporting administrative procedures pursuant to changes to the Education Code. > Legal Update 43: 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. > Legal Update 42- The Service updated this policy to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.	9/30/2024	Recommendation Requested



## POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024



Title	10+1?	Reason	Current Step Date	Current Step
AP 3550 Drug Free Environment and Drug Prevention Program	Non 10+1	<ul style="list-style-type: none"> <li>&gt; Legal Update 44: Updated this procedure to include provisions related to fentanyl test strips pursuant to changes in the Education Code.</li> <li>&gt; Legal Update 43: 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.</li> <li>&gt; Legal Update 42: The Service updated this procedure to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.</li> </ul>	9/30/2024	Recommendation Requested
BP 3600 Auxiliary Organizations	Non 10+1	> Assess adoption of AP legally required for auxiliary organizations	9/30/2024	Recommendation Requested
AP 3600 Auxiliary Organizations	Non 10+1	> Assess adoption of BP legally required for auxiliary organizations	9/30/2024	Recommendation Requested
BP 3720 Computer and Network Use	Non 10+1	> Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3720 Computer and Network Use	Non 10+1	> Chapter Lead review of IT security	9/30/2024	Recommendation Requested
BP 3725 Information and Communications Technology Accessibility & Acceptable Use	Non 10+1	<ul style="list-style-type: none"> <li>&gt; Chapter Lead review of IT security</li> <li>&gt; Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)</li> <li>&gt; Moving language from below legal reference into the body of the AP.</li> </ul>	9/30/2024	Recommendation Requested
AP 3725 Information and Communications Technology Accessibility & Acceptable Use	Non 10+1	<ul style="list-style-type: none"> <li>&gt; Chapter Lead review of IT security</li> <li>&gt; Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.</li> <li>&gt; Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)</li> </ul>	9/30/2024	Recommendation Requested
AP 3726 Information Security Data Classification	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3727 Information Security Access Control	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3728 Information Security Physical Security	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3729 Information Security Logging & Monitoring	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3730 Information Security Remote Access	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3731 Information Security Internally Developed Systems Change Control	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3732 Information Security-Security Incident Response	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested



## POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024



Title	10+1?	Reason	Current Step Date	Current Step
AP 3733 Information Security-Security Secure Operations	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3734 Information Security-Security Network Security	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3735 Information Security Disaster Recovery	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3736 Information Security Cloud Storage	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
AP 3737 Information Security Payment Card Industry Requirements	Non 10+1	> New AP resulting from Chapter Lead review of IT security	9/30/2024	Recommendation Requested
BP 4010 Academic Calendar	10+1	> FYI Only: No Changes	9/30/2024	Recommendation Requested
AP 4010 Academic Calendar	10+1	> Legal Update 44: Updated to identify optional language pursuant to changes in the Education Code.	9/30/2024	Recommendation Requested
BP 4020 Program, Curriculum, and Course Development	10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.	9/30/2024	Recommendation Requested
AP 4020 Program, Curriculum, and Course Development	10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. > Legal Update 43: 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. > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	9/30/2024	Recommendation Requested
BP 4100 Graduation Requirements for Degrees and Certificates	10+1	> At 5/13/2024 PPAC, the impact of Legal Update 44 on the recommendation was substantial and it was decided to bring this item to 2024-25 as a new recommendation. > Legal Update 44: Updated to remove the requirement regarding publishing graduation requirements in the District's catalog pursuant to changes in the Title 5 regulations. > Chapter Lead suggestions	9/30/2024	Recommendation Requested
AP 4100 Graduation Requirements for Degrees and Certificates	10+1	> At 5/13/2024 PPAC, the impact of Legal Update 44 on the recommendation was substantial and it was decided to bring this item to 2024-25 as a new recommendation. > Legal Update 44: Updated to revise associate degree requirements to align with changes in the Title 5 regulations. > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations. > Legal Update 40: The Service updated this procedure to reflect new Title 5 Regulations regarding direct assessment competency-based education. (2022-23 carryover)	9/30/2024	Recommendation Requested



## POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024



Title	10+1?	Reason	Current Step Date	Current Step
BP 4103 Work Experience	10+1	> FYI only to support Legal Update 43 review of AP.	9/30/2024	Recommendation Requested
AP 4103 Work Experience	10+1	> Legal Update 43: The Service updated this procedure to revise the title and content to align with changes in the Title 5 regulations.	9/30/2024	Recommendation Requested
AP 4222 Remedial Coursework	10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to identify requirements related to placement pursuant to the 2024 changes in the Education Code.	9/30/2024	Recommendation Requested
AP 4227 Repeatable Courses	10+1	> Legal Update 43: The Service updated this procedure to align with revised Title 5 regulations.	9/30/2024	Recommendation Requested
BP 4230 Grading and Academic Record Symbols	10+1	> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade. > Legal Update 39: The Service updated this policy to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol. (2022-23 carryover)	9/30/2024	Recommendation Requested
AP 4230 Grading and Academic Record Symbols	10+1	> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade. > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations. > Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol for such purposes. (2022-23 carryover)	9/30/2024	Recommendation Requested
BP 4250 Probation, Dismissal, and Readmission	10+1	> Minor Clerical Update	9/30/2024	Recommendation Requested
AP 4250 Probation, Dismissal, and Readmission	10+1	> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	9/30/2024	Recommendation Requested
AP 4255 Dismissal and Readmission	10+1	> SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted. > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	9/30/2024	Recommendation Requested



**POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024**

Title	10+1?	Reason	Current Step Date	Current Step
BP 4260 Prerequisites and Co-requisites	10+1	> Requested by CHC Academic Senate at 3/11/2024 PPAC to review to change the five-day timeframe in which to resolve challenges to a ten-day time frame, and to define what working days mean for faculty.	9/30/2024	Recommendation Requested
AP 4260 Prerequisites and Co-requisites	10+1	> Requested by CHC Academic Senate at 3/11/2024 PPAC to review to change the five-day timeframe in which to resolve challenges to a ten-day time frame, and to define what working days mean for faculty.	9/30/2024	Recommendation Requested
BP 4300 Field Trips and Excursions	10+1	> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code. > 3/11/2024 PPAC requested additional review.	8/15/2024	BPPAC Review
AP 4300 Field Trips and Excursions	10+1	> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code. > 3/11/2024 PPAC requested additional review.	8/15/2024	BPPAC Review
AP 5012 International Students	10+1	> SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted.	9/30/2024	Recommendation Requested
BP 5020 Nonresident Tuition	Non 10+1	> Legal Update 42: The Service updated this policy to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they meet certain requirements pursuant to changes in the Education Code.	9/30/2024	Recommendation Requested
AP 5020 Nonresident Tuition	Non 10+1	> 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.	9/30/2024	Recommendation Requested
BP 5030 Fees	Non 10+1	> FYI only.	8/15/2024	BPPAC Review
AP 5030 Fees	Non 10+1	> Per Chapter Lead to incorporate BookSaver Program	8/15/2024	BPPAC Review
BP 5035 Withholding of Student Records	10+1	> Legal Update 42: The Service updated this policy to include an additional citation to the Education Code and clarify when a district may withhold registration privileges or transcripts.	9/30/2024	Recommendation Requested
AP 5035 Withholding of Student Records	10+1	> FYI Only	9/30/2024	Recommendation Requested
BP 5040 Student Records, Directory Information, and Privacy	10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this policy to clarify when a district may use a student's gender or legal name as indicated in a government-issued identification document pursuant to changes in the Education Code.	9/30/2024	Recommendation Requested
AP 5040 Student Records, Directory Information, and Privacy	10+1	> Legal Update 44: Updated to add a legal citation, clarify when a district may use a student's gender or legal name as indicated in a government-issued identification document, and clarify the records a district shall update to reflect an affirmed name and gender pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.	9/30/2024	Recommendation Requested
BP 5055 Enrollment Priorities	10+1	> FYI only to support Legal Update 43 review of AP.	9/30/2024	Recommendation Requested



## POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024



Title	10+1?	Reason	Current Step Date	Current Step
AP 5055 Enrollment Priorities	10+1	> Legal Update 43: The Service updated this procedure to align with revised Title 5 regulations > Legal Update 42: The Service updated this procedure to include an additional category of students eligible for priority for enrollment pursuant to changes in the Education Code.	9/30/2024	Recommendation Requested
BP 5070 Attendance Accounting	10+1	> BP requires an annual review; last updated 12/8/2023	9/30/2024	Recommendation Requested
AP 5070 Attendance Accounting	10+1	> AP being forwarded to support annual review of BP	9/30/2024	Recommendation Requested
BP 5075 Course Adds, Drops, and Withdrawals	10+1	> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade. > Minor Clerical Edit	8/15/2024	AS Final Review of Level 3
AP 5075 Course Adds, Drops, and Withdrawals	10+1	> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade. > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.	8/15/2024	AS Final Review of Level 3
BP 5130 Financial Aid	Non 10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. > Legal Update 42: The Service updated this policy to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.	9/30/2024	Recommendation Requested
AP 5130 Financial Aid	Non 10+1	> Legal Update 44: Updated to add a legal citation pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. > Legal Update 42: The Service updated this procedure to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.	9/30/2024	Recommendation Requested
BP 5220 Shower Facilities for Homeless Students	10+1	> Chapter Lead: Good Practice BP being Presented for adoption	9/30/2024	Recommendation Requested
AP 5220 Shower Facilities for Homeless Students	10+1	> Chapter Lead: Good Practice AP Presented for adoption	9/30/2024	Recommendation Requested
BP 5410 Associated Students Elections	10+1	> Legal Update 42: The Service updated this policy to allow a disabled student or student enrolled in a district's adult education program to serve on student government pursuant to changes in the Education Code.	9/30/2024	Recommendation Requested
AP 5410 Associated Students Elections	10+1	> Please note SBCCD has not adopted this AP; should it be adopted?	9/30/2024	Recommendation Requested
BP 5500 Standards of Student Conduct	10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. > Legal Update 42: The Service updated this policy to add legal citations.	8/15/2024	AS Final Review of Level 3
AP 5500 Standards of Student Conduct	10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. > Chapter Lead Changes resulting from legal review of BP	8/15/2024	AS Final Review of Level 3
BP 5510 Off-Campus Student Organizations	10+1	>Need to adopt; this is a legally required policy.	9/30/2024	Recommendation Requested



**POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024**

Title	10+1?	Reason	Current Step Date	Current Step
AP 5510 Off-Campus Student Organizations	10+1	> <i>Need to adopt; this is a legally required procedure</i>	9/30/2024	Recommendation Requested
AP 5520 Student Discipline Procedures	10+1	> <i>Legal Update 44: Updated to clarify and simplify language regarding determination of discipline and student discipline hearings.</i> > <i>Legal Update 40: The Service updated this procedure to reflect recent legislation that complainants or witnesses in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for violations of the student conduct policy unless the violation was egregious. (2022-23 carryover)</i> > <i>Legal Update 38: The Service updated this procedure to change the abbreviation AS to state "Associated Students" and to add optional language to highlight diversity, equity, and inclusion issues.(2022-23 carryover)</i>	9/30/2024	Recommendation Requested
AP 6355 Job Order Contracts	Non 10+1	> <i>Legal Update 44: Updated to revise the citations to the California Public Records Act pursuant to changes in the Government Code.</i> > <i>Legal Update 40: The Service updated this procedure to reflect recent amendments to the Public Contract Code that extended authorization for districts to enter into job order contracts and requirements that contractors use a workforce that involves apprenticeship occupations in the building and construction trades.</i>	9/30/2024	Recommendation Requested
BP 6520 Security for District Property	Non 10+1	> <i>Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.</i>	9/30/2024	Recommendation Requested
AP 6520 Security for District Property	Non 10+1	> <i>Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.</i>	9/30/2024	Recommendation Requested
BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program	Non 10+1	> <i>Chapter Lead: Requested changes to align with SBCCD goals and legal constraints.</i>	9/30/2024	Recommendation Requested
BP 6620 Naming of Buildings and Other Properties	Non 10+1	> <i>For information only to support review of AP 6620</i>	9/30/2024	Recommendation Requested
AP 6620 Naming of Buildings and Other Properties	Non 10+1	> <i>Request from CHC VPI Wurtz and CHC Development Director Riggs to revise amounts</i>	9/30/2024	Recommendation Requested
BP 6700 Civic Center and Other Facilities Use	Non 10+1	> <i>Legal Update 44: The Service updated this policy to align with changes in the Education Code.</i>	9/30/2024	Recommendation Requested
AP 6700 Civic Center and Other Facilities Use	Non 10+1	> <i>Legal Update 43: The Service updated this procedure to align with the Education Code.</i>	9/30/2024	Recommendation Requested



## POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024



Title	10+1?	Reason	Current Step Date	Current Step
BP 6910 Housing	Non 10+1	<p>&gt; Legal Update 42: The Service updated this policy to identify how a district may prioritize and restrict occupancy in affordable housing, to include language regarding prioritizing affordable housing for students, and to include language regarding data collection pursuant to changes in the Education Code and Health and Safety Code.</p> <p>&gt; Legal Update 41: The Service updated this policy to delete a legal reference to Education Code Sections 94110 et seq., to add a reference to Education Code Section 76010, and to remove provisions required by that section.</p> <p>&gt; Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.</p>	9/30/2024	Recommendation Requested
AP 6910 Housing	Non 10+1	<p>&gt; Legal Update 44: Updated to add a usage note regarding a district's ability to offer groups priority for housing.</p> <p>&gt; Legal Update 42: The Service updated this procedure to identify how a district may prioritize and restrict occupancy in affordable housing and to include language regarding data collection pursuant to changes in the Education Code and Health and Safety Code.</p> <p>&gt; Legal Update 41: The Service updated this procedure to delete a legal reference to Education Code Sections 94110 et seq., to add a reference to Education Code Section 76010, to remove provisions required by that section, and to update the template to align to current law.</p>	9/30/2024	Recommendation Requested
BP 6925 Refreshments or Meals Served at Meetings and District Events	Non 10+1	>Chapter Lead to retire policy and procedure which is no longer relevant due to more efficient process	8/15/2024	BPPAC Review
AP 6925 Refreshments or Meals Served at Meetings and District Events	Non 10+1	>Chapter Lead to retire policy and procedure which is no longer relevant due to more efficient process	8/15/2024	BPPAC Review
BP 7110 Delegation of Authority, Human Resources	Non 10+1	> Minor clerical edit	9/30/2024	Recommendation Requested
AP 7110 Delegation of Authority, Human Resources	Non 10+1	> Legal Update 44: Updated to add a usage note regarding a district's ability to offer groups priority for housing.	9/30/2024	Recommendation Requested
BP 7150 Evaluation	10+1	<p>&gt; Academic Senate Request at 11/14/2022 meeting to review process and timeliness (2022-23 carryover)</p> <p>&gt; Legal Update 44: Updated to clarify the records a district shall update to reflect an affirmed name and gender pursuant to changes in the Education Code.</p>	9/30/2024	Recommendation Requested
AP 7150 Evaluation	10+1	<p>&gt; Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to align content to the ACCJC Accreditation Standard and add a usage note to clarify optional language.</p> <p>&gt; Academic Senate Request at 11/14/2022 meeting to review process and timeliness (2022-23 carryover)</p>	9/30/2024	Recommendation Requested
BP 7160 Professional Development	10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.	9/30/2024	Recommendation Requested





**POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024**

Title	10+1?	Reason	Current Step Date	Current Step
AP 7160 Professional Development	10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to align content to the ACCJC Accreditation Standard.	9/30/2024	Recommendation Requested
AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies	10+1	> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.	9/30/2024	Recommendation Requested
AP 7235 Probationary Period - Classified Employees	Non 10+1	> Legal Update 42: The Service updated this procedure to implement requirements in non-merit system districts regarding employees who do not successfully complete their probationary period pursuant to changes in the Education Code. > Legal Update 40: The Service updated this procedure to reflect recent legislation that shortened the probationary period for classified employees and to clarify this change is not applicable to collective bargaining agreements entered into before January 1, 2022.	9/30/2024	Recommendation Requested
AP 7237 Layoffs	Non 10+1	> Legal Update 40: The Service updated this procedure to add legal citations regarding new requirements for layoffs and hearing rights of classified employees. (carryover from 2022-23)	9/30/2024	Recommendation Requested
BP 7240 Confidential Employees	Non 10+1	> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	9/30/2024	Recommendation Requested
AP 7240 Confidential Employees	Non 10+1	> FYI Only	9/30/2024	Recommendation Requested
BP 7250 Educational Administrators	10+1	> Request from Chapter Lead to reverse 10+1 Designation. > Legal Update 42: The Service updated this policy to align with updated Title 5 regulations. > Legal Update 38: The Service updated this policy to add clarifying language regarding the term "vacancy" as used in this policy. (2022-23 carryover) > Other Chapter Lead review. (2022-23 carryover)	9/30/2024	Recommendation Requested
AP 7250 Educational Administrators	10+1	> Request from Chapter Lead to remove 10+1 Designation > Minor Clerical Edit	9/30/2024	Recommendation Requested
BP 7260 Classified Supervisors, Managers and Administrators	Non 10+1	> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.	9/30/2024	Recommendation Requested
AP 7260 Classified Supervisors, Managers and Administrators	Non 10+1	> FYI Only	9/30/2024	Recommendation Requested
BP 7340 Leaves	10+1	> Request from Chapter Lead to remove 10+1 Designation. > Legal Update 44: Updated to add a citation to the Government Code and add language providing leave for reproductive loss pursuant to changes in the Government Code. > Legal Update 42: The Service updated this policy to add legal citations. > Legal Update 40: The Service updated this policy to include references to Government Code Sections 12945.2 and 12945.21. (2022-23 carryover)	9/30/2024	Recommendation Requested
AP 7340 Leaves	10+1	> Request from Chapter Lead to remove 10+1 Designation > Legal Update 44: Updated to add a legal citation regarding leave for reproductive loss pursuant to changes in the Government Code.	9/30/2024	Recommendation Requested
AP 7346 Employees Called to Military Duty	Non 10+1	> Legal Update 44: Updated to align with language from the Uniformed Services Employment and Re-employment Rights Act of 1994 ("USERRA"), the Education Code, and the Military and Veterans Code.	9/30/2024	Recommendation Requested



## POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024



Title	10+1?	Reason	Current Step Date	Current Step
BP 7360 Discipline & Dismissal - Academic Employees	Non 10+1	> <i>Minor Clerical Edit</i>	9/30/2024	Recommendation Requested
AP 7360 Discipline and Dismissal - Academic Employees	Non 10+1	> <i>Legal Update 42 Addendum: The Service updated this procedure to align with updated Title 5 regulations, add legal references, move some detail from the board policy to this procedure, and ensure consistent formatting between this procedure and the BP 7600 template.</i> > <i>Legal Update 42: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment.</i> > <i>Legal Update 40: The Service updated this procedure to reflect recent clarifications to the requirements for placement on involuntary paid administrative leave. (2022-23 carryover)</i> > <i>Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.</i>	9/30/2024	Recommendation Requested
BP 7365 Discipline & Dismissal - Classified Employees	Non 10+1	> <i>Minor Clerical Edit</i>	9/30/2024	Recommendation Requested
AP 7365 Discipline and Dismissal - Classified Employees	Non 10+1	> <i>Legal Update 42: The Service updated this procedure to implement requirements related to employee status during discipline proceedings pursuant to changes in the Education Code.</i>	9/30/2024	Recommendation Requested
BP 7600 District Police Department	Non 10+1	> <i>Legal Update 43: The Service updated this policy to clarify that Chief(s) of Police need not report to the CEO.</i> > <i>Legal Update 42 Addendum: The Service updated this policy to align with updated Title 5 regulations, make language corrections, move some detail to the accompanying procedure, and ensure consistent formatting between this policy template and the AP 7600 template.</i> > <i>Legal Update 42: The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.</i> > <i>Legal Update 40: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. (2022-23 carryover)</i> > <i>Legal Updates 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)</i>	9/30/2024	Recommendation Requested



## POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 8/15/2024



Title	10+1?	Reason	Current Step Date	Current Step
AP 7600 District Police Department	Non 10+1	<p>&gt; Legal Update 42 Addendum: The Service updated this policy to align with updated Title 5 regulations, make language corrections, move some detail to the accompanying procedure, and ensure consistent formatting between this policy template and the AP 7600 template.</p> <p>&gt; Legal Update 42: The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.</p> <p>&gt; Legal Update 40: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. (2022-23 carryover)</p> <p>&gt; Legal Updates 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)</p>	9/30/2024	Recommendation Requested

# BP 5500 Standards of Student Conduct



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Legal Update 42: The Service updated this policy to add legal citations.

## Level 3 Review Schedule

- 03/18/24 ♦ Recommendation Received
- 04/08/24 ♦ PPAC Approves Review Level
- 04/09/24 ♦ Level 2 to Constituents and AS for Feedback
- 04/17/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 05/13/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 05/15/24 ♦ AS Reviews Level 3 for Final Input
- 08/15/24 ♦ PPAC Reviews Final AS Input
- 09/12/24 ♦ BOT 1st Read
- 10/10/24 ♦ BOT Final Approval

## Begin Recommendation for BP 5500 Standards of Student Conduct

*(Replaces current SBCCD BP 5500)*

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state laws and regulations.

The Chancellor shall establish procedures that clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

References:

Education Code Sections 66300, [and](#) 66301, [and](#) 76120;  
ACCJC Accreditation Standards [I.C.8 and 10 \(formerly II.A.7.b\)](#) 2

## End Recommendation for BP 5500 Standards of Student Conduct

# AP 5500 Standards of Student Conduct



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Chapter Lead Changes resulting from legal review of BP

## Level 3 Review Schedule

- 03/18/24 ♦ Recommendation Received
- 04/08/24 ♦ PPAC Approves Review Level
- 04/09/24 ♦ Level 2 to Constituents and AS for Feedback
- 04/17/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 05/13/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 05/15/24 ♦ AS Reviews Level 3 for Final Input
- 08/15/24 ♦ PPAC Reviews Final AS Input
- 09/12/24 ♦ BOT 1st Read
- 10/10/24 ♦ BOT Final Approval

## Begin Recommendation for AP 5500 Standards of Student Conduct

*(Replaces current SBCCD AP 5500)*

### Standards of Student Conduct

The District may impose discipline for the commission, or attempted commission, of the following types of violations by Students, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this Standards of Student Conduct, or for any violation of state or Federal law. Being under the influence of drugs and/or alcohol, or the existence of other psychological impairment does not excuse a violation of this Standards of Student Conduct.

1. Academic Misconduct. All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. Alcohol. Manufacture, distribution, dispensing, possession, use, consumption or sale of, or the attempted manufacture, distribution, dispensing, distribution, consumption or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, District policy, administrative procedures, or campus regulations.
3. Assault/Battery. Assault, battery, or any threat of force or violence upon a Student or upon any Member of the District Community. This includes, but is not limited to:
  1. Inflicting bodily harm upon any Member of the District Community;
  2. taking any action for the purpose of inflicting bodily harm upon any Member of the District Community;
  3. taking any reckless, but not accidental action, from which bodily harm could result to any Member of the District Community;
  4. Causing a Member of the District Community to believe that the offender or their agent may cause bodily harm to that person or any member of their family or any other Member of the District Community;
  5. Inflicting or attempting to inflict bodily harm on oneself.
4. Bias. Bias-related incidents are behavior that constitutes an expression of hostility against a person or property or another due to the

# AP 5500 Standards of Student Conduct



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targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability. These acts or behaviors may not rise to the level of a crime, or a violation of state or federal law, but may constitute to creating an unsafe, negative, or unwelcome environment for the targeted person.

- 4-5. Bullying. Defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.
6. Continued Misconduct or Repeat Violation. Repeated misconduct or violations of this Policy, when other means of correction have failed to bring about proper conduct.
- 5-7. Cyber Bullying. Defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.
- 6-8. Dating Violence. Violence committed by a member of the District Community who is, or has been, in a social relationship of a romantic or intimate nature with the victim.
- 7-9. Destruction of Property. The damaging, destroying, defacing, or tampering with District Property or the property of any person or business on District Property or at a District function, including but not limited to, taking down, defacing, or otherwise damaging District authorized posters, handbills and/or notices posted on District property.
- 8-10. Discrimination. Unlawful discrimination against a person on the basis of race, ethnicity, color, religion, national origin, sex, age, disability, military or veteran status, gender identification, gender expression, marital status; sexual orientation, or genetic information, except where such distinction is authorized by law.
- 9-11. Dishonesty. All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the District.
- 10-12. Disorderly or ~~lewd~~ Lewd ~~conduct~~ Conduct. Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.
- 11-13. Disruption of Educational Process. Destruction or disruption on or off District Property of the District educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class (regardless of modality), lab, administrative office, teaching, research, administration, disciplinary procedures, District activity or District authorized Student activity or administrative process or other District function; or disturbing the peace on District Property or at any District function.
- 12-14. Disruptive Behavior. Disruptive behavior, disobedience, profanity, vulgarity, or the open defiance of the authority of or abuse of District personnel, or which adversely ~~effects~~ affects the delivery of educational services to Students and the District Community.
- 13-15. Disturbing the Peace. Disturbing the peace and good order of the District by, among other things, fighting, quarreling, disruptive behavior, or participation in a disturbance of the peace or unlawful assembly.
- 14-16. Drugs. Unlawful or attempted manufacture, distribution, dispensing, possession, use, distribution or sale of, controlled substances, dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in state or federal statutes on District Property or at any District function. Possession of medicinal marijuana on District premises is prohibited.
- 15-17. Endangering the Welfare of Others. Violation of any state or federal law relating to the placing at risk of physical or emotional harm of a member of the District Community.
- 16-18. Failure to Appear. Failure to appear before a District official when directed to do so.
- 17-19. Failure to Comply or Identify. Failure to identify oneself to, or comply with the directions of, a District employee when requested.
- 18-20. Failure to Repay Debts or Return District Property. Failure to (a) repay debts to the District; (b) return District property; (c) return property of any member of the District Community.
- 19-21. False Report of Emergency. Knowingly and purposefully, causing, making, and/or circulating a false report or warning of a fire,

# AP 5500 Standards of Student Conduct



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explosion, crime, or other catastrophe.

- 20-22. **Forgery.** Any forgery, alteration, or misuse of any District document, record, key, electronic device, or identification, or knowingly furnishing false information to a District official.
- 21-23. **Fraud.** Any attempt to steal, take, carry, lead, or take away the personal property of another, or who fraudulently appropriated property which has been entrusted to him/~~or~~her/they, or who shall knowingly and designedly, by any false or fraudulent representation or pretense, defraud any other person of money, labor or property, or who causes or procures or obtains credit and thereby, or fraudulently gets or obtains possession of money, or property, or obtains the labor or service of another, is guilty of theft.
- 22-24. **Gambling.** Unauthorized gambling on District Property or at any District function.
- 23-25. **Harassment/Bullying.** A specific act, or series or acts, of a verbal or physical nature, including threats, intended to annoy, intimidate, pester, aggravate, irritate, dominate, ridicule, or cause fear to a member of the District Community, occurring within the jurisdiction of the District as set forth in Section 1.4.
- 24-26. **Hateful Behavior.** Hateful behavior aimed at a specific person or group of people.
- 25-27. **Hazing.** Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any Student or other person.
- 26-28. **Infliction of Mental Harm.** (a) Inflicting mental harm upon any member of the District Community; (b) taking any action for the purpose of inflicting mental harm upon any Member of the District Community; (c) taking any reckless, but not accidental action, from which mental harm to Member of the District Community could result; (d) causing a Member of the District Community to believe that the Student or their agent may cause mental harm to that person or any member of their family or any other member of the District Community; (e) any act which purposefully demeans, degrades, or disgraces any person.
- 27-29. **Library Materials.** Cutting, defacing, or otherwise damaging or theft of college library or bookstore materials or property.
- AB. **Misrepresentation.** A false statement or representation based upon the intentional disregard of false or possibly false information, or knowingly entering into a transaction based upon false information, or misrepresenting oneself to be an agent, employee, or representative of the District or its colleges.
- AC. **Misuse of Identification.** Transferring, lending, borrowing, altering or unauthorized creation of identification.
- AD. **Possession of Stolen Property.** Possession of District Property, or the property of any other person, when the Student knows or reasonably should know, that the property was stolen.
- AE. **Possession of Weapons.** Unauthorized possession, use, storage, or manufacture of explosives, dangerous chemicals, firebombs, firearms, or other destructive devices or weapons as defined in Section K of Appendix A.
- AF. **Public Intoxication.** Public intoxication or being under the influence of alcoholic beverages, any illegal narcotics, or any substance that causes impairment on District/College Property or at any District/College function.
- AG. **Sexual Harassment.** Sexual harassment against a member of the District Community. Sexual harassment is defined as (a) unwelcome verbal harassment, e.g., epithets, derogatory comments, or slurs; (b) physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual; (c) visual forms of harassment, e.g., derogatory posters, cartoons, or drawings; (d) unwelcome sexual advances, requests for sexual favors; or (e) an intimidating, hostile, or offensive environment. "Unwelcome conduct" is defined as conduct which the member of the District Community does not solicit or initiate, and which the person regards as undesirable or offensive.
- AH. **Sexual Misconduct.** ~~C~~omprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, is a form of Sexual Misconduct under this Procedure. Sexual Misconduct is any form of gender-based harassment, including, but not limited to, sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and non-conformity with gender stereotypes. Sexual misconduct may also include acts of a sexual nature, including acts of stalking, domestic



## 5500 Standards of Student Conduct



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violence, and dating violence, intimidation, or for retaliation following an incident where alleged Sexual Misconduct or has occurred. Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity and can occur between people of the same or different sex or gender.

- AI.  Serious Injury or Death . Any intentional, unintentional or reckless action or conduct which results in serious injury or death to a Member of the District Community or their family.
- AJ.  Smoking . Smoking in an area where smoking has been prohibited by law or regulation of the District.
- AK.  Stalking . Stalking behavior in which a Student repeatedly engages in the course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for ~~his or her~~their safety, or the safety of ~~his/her/ or their/er~~ family; where the threat is reasonably determined by the College Conduct Officer to create substantial emotional distress, torment, create fear, or to terrorize the person.
- AL.  Sexual Stalking . The course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress due to another's sexual interest or gender-based stalking. Stalking involves repeated and continued harassment of a sexual or gender-based nature, against the expressed consent of another individual, which causes the targeted individual to feel emotional distress, including fear or apprehension. Such stalking behaviors may include: pursuing or following; unwanted communication or contact—including face-to-face encounters, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.
- AM.  Theft or Abuse of District's Computers or Electronic Resources . Theft or abuse of District computers and other District electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others, and with the operation of a computer and electronic communications facilities, systems, and services. Theft or attempted theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
- AN.  Theft or Conversion of Property . Theft or conversion of District Property or services, or the property of any person or business on District Property or at a District function, or possession of any property when the Student had the knowledge or reasonably should have had knowledge that it was stolen.
- AO.  Trespass and Unauthorized Possession . Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, boats, water craft or facility, including the unauthorized use of District's name, insignia, or seal without permission or authorization.
- AP.  Unauthorized Recording . Recording any person on District Property or at any District function without that person's knowledge or consent. This definition shall not apply to recordings conducted in public, in a commonly recognized public forum.
- AQ.  Unauthorized Use of Course or Copyrighted Materials . Students of the District will abide by all aspects of United States copyright law, Title 17 of the United States Code, to the extent possible, under the authoritative interpretation of the law. Students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine. In addition, Students shall not sell, prepare, or distribute for any commercial purpose any course lecture notes or video or audio recordings of any course unless authorized by the District in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a Student is a violation of these Policies whether or not it was the Student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a District course unless authorized by the District in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).
- AR.  Unauthorized Use of District Keys . Unauthorized use, distribution, duplication or possession of any keys issued for any building, laboratory, facility, room, or other District Property.
- AS.  Unauthorized Use of Electronic Devices . Unauthorized use of an electronic device on District property or at any District function, including but not limited to, classes, lectures, labs, and field trips.
- AT.  Unauthorized Use of Property or Services . Unauthorized use of property or services or unauthorized possession of District Property or



# AP 5500 Standards of Student Conduct



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the property of any other person or business.

- AU. Unreasonable Demands. Placing repeated, hostile, or unreasonable demands on District staff.
- AV. Unwelcome Conduct: ~~conduct~~ Conduct of a sexual, gender-based, or harassing nature, which is considered unwelcome if a person did not request or invite it, and considered the conduct to be unwelcome, undesirable, or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), hazing, bullying, or other conduct that may be physically or psychologically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, or directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.
- AW. Violation of Driving Regulations. Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.
- AX. Violation of Health & Safety Regulations. Violation of any health, safety or related regulations, rule or ordinance on District property or at any District function.
- AY. Violation of Law. Violation of any federal, state or local law on District property, at a District function or involving a member of the District Community.
- AZ. Violation of Posted District Rules. Violation of any rule or regulation posted on District property by the District or the College, or printed in any District publication.
- BA. Violation of Published Computer/Network Usage Policy(s), Procedures, or Guidelines.
1. Accessing and/or without permission altering, damaging, deleting, destroying, or otherwise using any data, computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  2. Accessing and/or without permission taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  3. Using or causing to be used District computer services without permission.
  4. Accessing and/or without permission adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer systems, or computer network belonging to or used by the District or any Member of the District Community.
  5. Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  6. Providing or assisting in providing a means of accessing, without permission, a computer, computer, system, or computer network belonging to or used by the District or any Member of the District Community.
  7. Accessing or causing to be accessed without authorization any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  8. Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  9. Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
  10. Using any account or password without authorization.
  11. Allowing or causing to be used an account number or password by any other person without authorization.
  12. Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing a pornographic website which is part of the instructional process or assignment for a class the Student is currently enrolled in.

# AP 5500 Standards of Student Conduct



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

13. Use the District's systems or networks for commercial purposes; for example, by performing work for profit with District resources in a manner not authorized by the district.

~~13-14.~~ "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

~~14-15.~~ Inappropriate Usage of Social Media. Using social media to harass, intimidate, or threaten other individuals. Usage of social media that will have indirect or direct impact on an individual or interference with the educational process.

## References:

Education Code Sections 66300, [and 66301](#), ~~66302, 72122, and 76030-76038~~;  
ACCJC Accreditation Standard ~~1.C.8~~ [and 10.2](#)

**End Recommendation for AP 5500 Standards of Student Conduct**

# BP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> FYI only.

## Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constituents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

## Begin Recommendation for BP 5030 Fees

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 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 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 they regularly have two or more passengers commuting with 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

# BP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

### **Student Representation Fee** (Education Code Section 76060.5)

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

### **Student Transportation Costs** (Education Code Section 76361)

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

### **Transcript Fees** (Education Code Section 76223)

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

### **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 their application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

### **Fee Refunds**

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

### **References:**

Education Code Section 76300 et seq;  
 Title 5 Sections 58520;  
 ACCJC Accreditation Eligibility Requirement 20

**End Recommendation for BP 5030 Fees**

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> Per Chapter Lead to incorporate BookSaver Program

## Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

09/20/24 ♦ Level 2 to Constituents and AS for Feedback

10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

## Begin Recommendation for AP 5030 Fees

### Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree 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;

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

- 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 their immigration status, or will file an application as soon as they 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)
- 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)

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

- 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 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)

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

- 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. Enrollment Fee
  - \$46.00/unit
- G. Upper Division Coursework Fee
  - \$84/unit
- H. Insufficient Funds Check
  - \$15.00
- I. International Student Application
  - \$25.00 (nonrefundable)
- J. Key Deposit/Replacement
  - \$15.00 plus cost of rekeying if needed (metal/electronic key)



# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## 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

## 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

## M. Parking Permit Fees

\$45.00 - one semester (\$25 Promise Grant students)

\$24.00 - summer session

\$3.00 - daily

## 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

## O. Student Representation

\$2.00

## 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

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

At cost - Optional Medical Supplies

\$ 2.00 per item - Duplication of medical records

At cost - Birth Control Pills

## Q. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

## 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

## 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

## T. Book Rental Program Fee

\$20.00 per unit

## 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

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

8. Student Representation Fee

9. Capital Outlay Fee

10. Student Transportation Fee

## B. Conditions

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

## C. Military Service Exception

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

## D. Refund Schedule

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

### 1. Fees collected in error

Fees collected in error will be refunded in their entirety.

### 2. Class canceled by the college

If a class is canceled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.

### 3. Withdrawal from the College

#### a. Enrollment Fee/Nonresident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

#### b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

### 4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

### 5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the

# AP 5030 Fees



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

first 10% of a short-term class is not eligible for any refund.

### 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 Eligibility Requirement 20

### End Recommendation for AP 5030 Fees

**BP**

# 6925 Refreshments or Meals Served at Meetings and District Events



Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

>Chapter Lead to retire policy and procedure which is no longer relevant due to more efficient process

## Level 2 Review Schedule

- 07/17/24 ♦ Recommendation Received
- 08/15/24 ♦ PPAC Approves Review Level
- 08/16/24 ♦ Level 2 to Constituents and AS for Feedback
- 09/04/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 09/19/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 10/10/24 ♦ BOT 1st Read
- 11/14/24 ♦ BOT Final Approval

## Begin Recommendation for BP 6925 Refreshments or Meals Served at Meetings and District Events

**\*\*RETIRE POLICY & PROCEDURE\*\***

*(Replaces current SBCCD BP 3750)*

~~The Board of Trustees authorizes the Chancellor to develop administrative procedures allowing for a limited expenditure of funds for refreshments and/or meals served while conducting District business and District approved Associated Student Club business.~~

-

**References:**

None

## End Recommendation for BP 6925 Refreshments or Meals Served at Meetings and District Events

**AP****6925 Refreshments or Meals Served at Meetings and District Events**

Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ Both BP &amp; AP Exist

**Reasons for Review**

&gt;Chapter Lead to retire policy and procedure which are no longer relevant due to more efficient process

**Level 2 Review Schedule**

07/17/24 ♦ Recommendation Received

08/15/24 ♦ PPAC Approves Review Level

08/16/24 ♦ Level 2 to Constituents and AS for Feedback

09/04/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

09/19/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

10/10/24 ♦ BOT 1st Read

11/14/24 ♦ BOT Final Approval

**Begin Recommendation for AP 6925 Refreshments or Meals Served at Meetings and District Events****\*\*RETIRE POLICY & PROCEDURE\*\****(Replaces current SBCCD AP 3750)***1. Refreshments and/or Meals**

The Board of Trustees authorizes the expenditure of funds for refreshments and/or meals served at District or approved Associated Students meetings and trainings in order to conduct District business or Associated Student Clubs business under the conditions set forth in sections A.1 and A.2.

**1. Attended by Employees and/or Students**

For meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total \$1000 for that meeting or training. Expenditures in excess of \$1,000 require Board approval prior to the meeting or training. Bottled water for individual use is exempt from the conditions below.

**2. Attended by Employees and/or Students as well as Non-employees or Non-Students**

For meetings or training attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, are authorized for up to \$500. Expenditures in excess of a total \$500 for that meeting or training require Board approval prior to the meeting or training.

**2. Refreshments or Meals for events**

Events are defined as activities in which non-employees and/or non-students will be or can be attending and/or participating (e.g. job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training. Any refreshments and/or meals for an event require Board approval prior to the event.

**3. Refreshments or Meals Charged to Grant Funds**

Any expenditure for refreshments or meals charged to grant funds must meet the requirements set forth in paragraphs A and B above. In addition, such expenditures must be specifically authorized by the terms and conditions set forth in the grant agreement.

**4. Purchase Order and/or Requisition**

Expenditures for refreshments and/or meals must specify on the District purchase order, trust account requisition, or submitted with Cal Card statement reconciliation:

1. The name(s) of the individuals or group name, or general description of the parties, for which the refreshments or meals are to be served.
2. The agenda or purpose of the meeting, training, or event.
3. The location and date of the meeting, training or event.

AP

# 6925 Refreshments or Meals Served at Meetings and District Events



Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ Both BP & AP Exist

~~4.—If required by Section A.1, A.2, or B, the Board approval date for the expenditure.~~

~~Expenditures for Associated Student accounts must be made in accordance with Board Policy (BP) 5420 titled Associated Students Finance and approved by appropriate person listed within BP 5420.~~

~~References:~~

~~None~~

**End Recommendation for AP 6925 Refreshments or Meals Served at Meetings and District Events**

# BP 4300 Field Trips and Excursions



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

- > Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.
- > 3/11/2024 PPAC requested additional review.

## Level 3 Review Schedule

- 05/13/24 ♦ Recommendation Received
- 08/15/24 ♦ PPAC Approves Review Level
- 08/16/24 ♦ Level 2 to Constituents and AS for Feedback
- 09/04/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 09/19/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 10/02/24 ♦ AS Reviews Level 3 for Final Input
- 10/17/24 ♦ PPAC Reviews Final AS Input
- 11/14/24 ♦ BOT 1st Read
- 12/13/24 ♦ BOT Final Approval

## Begin Recommendation for BP 4300 Field Trips and Excursions

*(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 Recommendation for BP 4300 Field Trips and Excursions



# AP 4300 Field Trips and Excursions



10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

- > Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.
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- 10/02/24 ♦ AS Reviews Level 3 for Final Input
- 10/17/24 ♦ PPAC Reviews Final AS Input
- 11/14/24 ♦ BOT 1st Read
- 12/13/24 ♦ BOT Final Approval

## Begin Recommendation for AP 4300 Field Trips and Excursions

*(Replaces current SBCCD AP 4300)*

The District may ~~conduct~~ provide 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.

Field trips or excursions must be approved in advance by the appropriate administrator and be supervised by an approved faculty member or other district employee. A field trip or excursion generally falls into one of the following categories:

- Required trips are local and are designed as an integral part of the class and listed in the syllabus. Trips scheduled during class time are considered part of normal class attendance. For example, an administration of justice class may visit a local police department; an art class may meet at a gallery exhibit.
- Required trips or excursions take place outside of class time and are described in the syllabus and catalog description, for example, a field laboratory experience in biology or geology.
- Optional field trips or excursions are not required. Students who cannot attend the field trip/excursion incur no academic penalty and are provided alternative assignments. These are trips which take place outside of class when the dates and times are agreed to by consent of students enrolled and the instructor.
- Other field trips or excursions as approved and deemed beneficial to students by providing educational/cultural enrichment.

~~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.~~

# AP 4300 Field Trips and Excursions



10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

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

- 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.~~

- Expenditure of Funds

Travel requests shall be made in accordance with the District's travel request and approval processes. Please reference AP 7400 regarding those processes.

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.~~

- 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.

- 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 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~~ their private vehicle on college business.

- Liability

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability

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# 4300 Field Trips and Excursions



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insurance shall be secured from a carrier licensed to transact insurance business in the foreign country. 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 Recommendation for AP 4300 Field Trips and Excursions**