

San Bernardino Community College District POLICIES & PROCEDURES ADVISORY COMMITTEE (PPAC) February 20, 2025 3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

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

I. Welcome & Introductions

Kristina A. Hannon & Jose F. Torres, Co-Chairs

- II. Confirmation of Quorum
- III. Approval of Meeting Minutes 12/12/2024
 - A. New Chapter Lead Recommendations
 - 1. Level 1 Information Only
 - i. 2015 Student Trustees 1
 - ii. 2340 Agendas 1
 - 2. Level 2
 - 3430 Prohibition of Harassment 2
 - ii. 3501 Campus Security and Access 2
 - iii. 3530 Weapons on Campus 2
 - iv. 6610 Local, Minority, Women, and Veteran Owned Enterprise Program 2
 - v.7240 Confidential Employees 2
 - 3. Level 3
 - i. 5500 Standards of Student Conduct 3
 - ii. 5075 Course Adds, Drops, and Withdrawals 3
 - B. Information Only Level 1
 - 1. None
 - C. Feedback from Constituents and Academic Senate Level 2
 - 1. 3100 Organizational Structure 2
 - 2. 3505 Emergency Response Procedures 2
 - 3. 3510 Workplace Violence 2
 - 4. 3720 Computer and Network Use 2
 - 5. 6320 Investments 2

- 6. 6520 Security for District Property 2
- 7. 6620 Naming of Buildings 2
- 8. 6700 Civic Center & Other Facilities Use 2
- 9. 7340 Leaves 2
- 10. 7346 Employees Called to Military Duty 2

D. Review of Initial Input from Academic Senate - Level 3

- 1. 4222 Remedial Coursework 3
- 2. 5130 Financial Aid 3
- 3. 5220 Shower Facilities for Homeless Students 3
- 4. 5510 Off-Campus Student Organization 3

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

- 1. 2510 Local Decision Making 3
- 2. 4020 Program, Curriculum, and Course Development 3
- 3. 4100 Graduation Requirements for Degrees and Certificates 3
- 4. 4227 Repeatable Courses 3
- 5. 5070 Attendance Accounting 3

F. Adjournment & Next Meeting

The next scheduled meeting of PPAC is Thursday, March 20, 2025 at 3:00 p.m.



Policies & Procedures Advisory Committee

Meeting Minutes – December 12, 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

Kristina Hannon started the meeting shortly after 3:00 p.m. No introductions were necessary. Written comments from the SBVC Academic Senate were shared with the group via Zoom Chat.

B. Approval of Minutes

1. Confirmation of Quorum

Quorum was confirmed.

2. 11/21/2024

Chris Olivera made a motion to approve the 11/21/2024 minutes which Keith Wurtz seconded. The motion was approved by a unanimous vote.

C. Review of Final Input from Academic Senate - Level 3

- 1. 4010 Academic Calendar *
- 2. 4020 Program, Curriculum, and Course Development *
- 3. 4100 Graduation Requirements for Degrees and Certificates
- 4. 4230 Grading Academic Record Symbols
- 5. 5012 International Students
- 6. 5035 Withholding of Student Records
- 7. 5055 Enrollment Priorities
- 8. 5530 Student Rights and Grievances

Chris O. and Jessy Lemieux confirmed that neither Academic Senate had any further feedback on these items. Keith made a motioned which Carmen Rodriguez seconded to move all items forward in the process. The vote was unanimously approved.

*Note to committee – further chapter lead review occurred based on feedback from the prior meeting that had not yet been incorporated. 4010 and 4020 will return next year with those changes for a final PPAC review.

D. Review of Feedback from Constituents and Initial Input from Academic Senate – Level 3

- 1. 4227 Repeatable Courses
- 2. 5020 Nonresident Tuition
- 3. 5070 Attendance Accounting
- 4. 7150 Evaluation

There was no initial feedback on these items. They will return to the PPAC agenda on 2/20/2024 at which time the committee will hear final input from the Academic Senates.

E. Feedback from Constituents and Academic Senate - Level 2

- 1. 3100 Organizational Structure
- 2. 3505 Emergency Response Procedures
- 3. 3510 Workplace Violence
- 4. 3720 Computer and Network Use
- 5. 6320 Investments
- 6. 6520 Security for District Property
- 7. 6620 Naming of Buildings
- 8. 6700 Civic Center & Other Facilities Use
- 9. 7232 Classification Review
- 10. 7600 District Police

The SBVC Academic Senate made a request to extend the Level 2 review until the next meeting since this month's PPAC meeting was moved up one week. Based on committee discussion as to the urgency of each item, a motion was made by Kelly Goodrich to table items 1-8 until the February 2025 meeting, but to move forward items 7232 Classification Review and 7600 District Police through the process. To answer an SBVC Academic Senate question about 7600 District Police and the term "Military Equipment," it was explained that the equipment being referenced was already in use by the campuses, but that regulatory changes were now requiring the items be classified as "Military Equipment" and regularly reported on. In addition, any future purchases of such equipment requires Board approval. Chris O. and Jessy felt comfortable that their Academic Senates had no further concerns with 7600. The motion was passed by a unanimous vote.

F. New Chapter Lead Recommendations

1. Level 1 (information only)

None

- 2. Level 2 (minor review)
 - i. 7340 Leaves
 - ii. 7346 Employees Called to Military Duty

Jessy made a motion to approve these items for a Level 2 review which Carmen seconded. The motion passed by a unanimous vote.

- 3. Level 3 (extensive review)
 - i. 4222 Remedial Courses
 - ii. 5130 Financial Aid
 - iii. 5220 Shower Facilities for Homeless Students
 - iv. 5510 Off-Campus Student Organizations

These items were approved by consensus for a Level 3 review.

Policies & Procedures Advisory Committee (PPAC)
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December 12, 2024 Meeting Minutes

Additional Agenda Item - 2510 Participation in Decision Making

Kristina introduced this topic even though it was not on the agenda since it was a subject of concern touched on in the SBVC Academic Senate Report. She recalled for the committee that this AP had been through the AP2410/PPAC process but had been pulled from the BOT first read on May 9 in open session.

SBVC Academic Senate felt the language incorporated by the BPPAC on 11/13/2024 (shown in green), which was shared with the PPAC on 11/21/2024 was not consistent with the "spirit of shared (participatory) government," and would like the item pulled from the 12/13/2024 Board agenda so that it could have a second read at the Academic Senate before final Board approval.

Davena Burns-Peters commented as a guest at the meeting from a faculty perspective. While the BOT does have a responsibility and a role, the proposed wording of the new language might be construed to negate all the additional language being added (shown in red). She commented that the role and responsibility could be stated in less authoritative language that indicates the trustees have the final decision and will act in good faith in the participatory governance process.

Kristina verified that the language was researched and meant to provide definition of the Board's role; it was not meant to be harsh. This is language that is in Title 5.

The timing of the changes made, along with the move of the PPAC from December 19 to December 12 did not allow enough time for proper Senate review and feedback.

Various other language was discussed. Ray Carlos commented on the difference between policy and value statements – from his perspective, simple language can often provide more clarity.

Kristina accepted a motion from Jessy to recommend to the BOT that 2510 be pulled from the December 13 Board agenda and sent back through the PPAC process. Carmen seconded the motion, which was unanimously approved by a roll call vote.

Kristina thanked the committee for their work and conversation and advised she will communicate this recommendation to the Chancellor.

G. Adjournment & Next Meeting

Blake Bonnet joined the meeting and gave further details as to the equipment being referenced as military equipment – it includes Colt Semiautomatic Patrol Rifles and Remington 870 Bena Bag Shotguns.

The next scheduled meeting of PPAC is Thursday, 02/20/2024 at 3:00 p.m. The meeting adjourned at approximately 4:15 p.m.

December 12, 2024 Meeting Minutes

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

yes	1) 50% + one of appointed voting members (not 50% of members plus vacancies).
yes	2) One faculty member from each campus
yes	3) Two persons from each site (CHC, SBVC, DSO)
yes	4) Three of four constituent groups represented (faculty, classified, student, management)

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1	Latino Faculty, Staff, & Administrators Association	Carmen Rodriguez	present
2	CSEA (appointed by CSEA President)	Cassandra Windhausen	present
3	Faculty, CHC (appointed by Academic Senate President)	Chis Olivera	present
4	Management Association	Christopher Crew	present
5	ASG President or designee, SBVC	Dyami Ruiz-Martinez	absent
6	Police Officer's Association	James Quigley	absent
7	CTA (appointed by CTA)	Jeff Demsky	present
8	Faculty, SBVC (appointed by Academic Senate President)	Jessy Lemieux	present
1	Executive Vice Chancellor, Co-Chair	Jose Torres	absent
2	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	present
3	Management, CHC (appointed by college president)	Keith Wurtz	present
4	Confidential Group	Kelly Goodrich	present
5	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	present
6	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyean	present
7	Management, SBVC (appointed by college president)	Ray Carlos	present
8	Asian Pacific Islanders Association	Rejoice Chavira	absent
9	Black Faculty & Staff Association	Veada Benjamin	present
10	ASG President or designee, CHC	Thalia Radillo	absent





10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Reasons for Review

- > 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.

Level 3 Review Schedule

02/21/2024 • Recommendation Received

03/05/2024 • BPPAC Review of Chapter 1 and 2 Recommendations

02/25/2024 ◆ PPAC Approves Review Level

02/26/2024 • Level 2 to Constituents and AS for Feedback

03/06/2024 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/11/2024 • PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

02/05/2025 AS Reviews Level 3 for Final Input

02/20/2025 • PPAC Reviews Final AS Input

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 2510 Participation In Local Decision-Making

Board of Trustees

The Board of Trustees shall comply with Title 5 §53200 (d) and shall develop policies on academic and professional matters.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for action under which the District is governed and administered. The Governing Board has the final say and is never prohibited from taking action on matters.

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

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

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

- 1. Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2. Degree and certificate patterns;
- 3. Grading policies:
- 4. Educational program development:
- 5. Standards or policies regarding student preparation and success:
- 6. Policies for faculty professional development activities;

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback





10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Torres ◆ Both BP & AP Exist

- 7. District and college governance structures, as related to faculty roles:
- 8. Faculty roles and involvement in accreditation processes, including self-study and annual reports:
- 9. Processes for program review:
- 10. Processes for institutional planning and budget development; and
- 11. Other academic and professional matters.

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

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

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

Staff (Title 5 Section 51023.5)

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

Students (Title 5 Section 51023.7)

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

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

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

References:

Education Code Section 70902(b)(7);

Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students); ACCJC Accreditation Standards 4.2 and 4.3

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback





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End Recommendation for BP 2510 Participation In Local Decision-Making





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

Reasons for Review

- > 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.

Begin Recommendation for AP 2510 Participation In Local Decision-Making

Overview

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

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

Governance Process

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

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

Organization

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

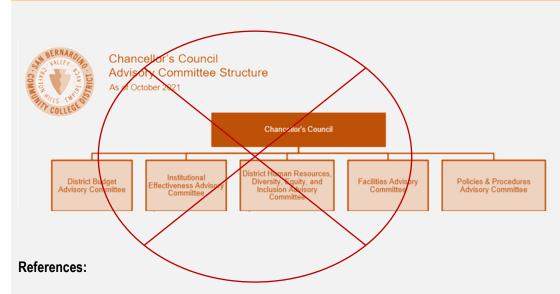
To promote additional participation in local decision-making and efficacy, five advisory committees have been created which make recommendations to Chancellor's Council. Subcommittees/task force/workgroup's structure for each advisory committee (if needed, not mandatory) will be unique and established by the respective advisory committee. Advisory committees can adjust as they see fit to promote participation and efficacy. The list advisory committee structure will be posted on the Chancellor's Council webpage @ https://sbccd.edu/about-sbccd/committees/chancellors-council/index.php.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback





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



Education Code Section 70902(b)(7);

Title 5 Sections 53200 et seq., 51023.5, and 51023.7;

ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5) 4.2 and 4.3

End Recommendation for AP 2510 Participation In Local Decision-Making



2340 Agendas



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

Reasons for Review

> Legal Update 45: Update the usage note, clarify the location where the District should post its physical agenda, and add optional language about time limits for public comments on items of business initiated by a member of the public.

Level 1 Review Schedule

01/31/2025 • Estimated Receipt of Recommendation

02/04/2025 • BPPAC Review of Chapter 1 and 2 Recommendations

02/20/2025 • PPAC Approves Review Level

02/21/2025 • Level 1 to Constituents and AS for Info Only

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 2340 Agendas

An agenda shall be posted adjacent to the place of meeting in a location physically accessible 24 hours per day, as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

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

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

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

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

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

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

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



2340 Agendas



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

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

References:

Education Code Sections 72121 and 72121.5; Government Code Sections 7920.000 et seq. and 54954 et seq.

End Recommendation for BP 2340 Agendas



2340 Agendas



Non 10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Reasons for Review

> FYI to support review of BP.

Level 1 Review Schedule

01/31/2025 ♦ Estimated Receipt of Recommendation

02/04/2025 • BPPAC Review of Chapter 1 and 2 Recommendations

02/20/2025 ◆ PPAC Approves Review Level

02/21/2025 • Level 1 to Constituents and AS for Info Only

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for AP 2340 Agendas

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

References:

Education Code Section 72121

End Recommendation for AP 2340 Agendas





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

Reasons for Review

>FYI Only

Level 2 Review Schedule

01/29/2025 • Estimated Receipt of Recommendation

02/20/2025 • PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3430 Prohibition of Harassment

This policy prohibits District employees, students, and student organizations from engaging in unlawful discrimination and harassment including sexual misconduct. Allegations that an employee, student or student organization has violated the Discrimination and Harassment Policy will be resolved consistent with AP 3430: Prohibition of Harassment.

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law; and this policy prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful discrimination and harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, pregnancy, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or because an individual is perceived to have one or more of the foregoing characteristics. Sexual violence (e.g.: non-consensual sexual intercourse and non-consensual sexual contact) and interpersonal/relationship violence are always violations of the sex and gender-based discrimination and harassment policies and stalking often can be as well.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of discrimination or harassment or for participating in a related investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

The District recognizes that sex discrimination, including sexual harassment and violence, harms all students, undermines students' physical safety, impedes students' ability to learn, and can reinforce social inequality throughout a student's lifetime. The District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.





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

Any individual who believes that they have been harassed, discriminated against, or retaliated against in violation of this policy may report such incidents by following the procedures described in AP 3435. The District requires supervisors to report all incidents of discrimination, harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to admission, classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor or designee shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor or designee shall establish procedures that define harassment on campus. The Chancellor or designee shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, unpaid interns, and volunteers, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

References:

Education Code Sections 212.5, 44100, 66252, 66281.5, and 66262.5;

Government Code Sections 12923, 12940 and 12950.1;

Civil Code Section 51.9;

Title 2 Sections 10500 et seg.:

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e;

Age Discrimination in Employment Act of 1967 (ADEA);

Americans with Disabilities Act of 1990 (ADA)

End Recommendation for BP 3430 Prohibition of Harassment





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> 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.

Level 2 Review Schedule

01/29/2025 • Estimated Receipt of Recommendation

02/20/2025 ◆ PPAC Approves Review Level

02/21/2025 ◆ Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025
BOT Final Approval

Begin Recommendation for AP 3430 Prohibition of Harassment

Procedures for handling complaints of unlawful discrimination under title 5 sections 59300 ET SEQ.

Introduction and Scope

The District is committed to providing an academic and work environment free of unlawful discrimination and harassment. This procedure defines discrimination and other forms of harassment. AP 3435 Discrimination and Harassment Complaints and Investigations sets forth a procedure for the investigation and resolution of complaints of harassment by or against any students, employees, unpaid interns, or volunteers within the District. on campus, and sets forth a procedure for the investigation and resolution of complaints of discrimination by or against any staff or faculty member within the District.

These are This procedures and the related policy protects students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

for filing and processing complaints of unlawful discrimination at San Bernardino Community College District. These procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of relevant procedures on unlawful discrimination will be displayed in a prominent location in the Office of Human Resources, San Bernardino Valley College President's Office, Crafton Hills College President's Office and other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

For information on the District's prohibition of sex discrimination including sex-based harassment under Title IX, see BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX. For other forms of harassment, Complainants should use this procedure.





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

The San Bernardino Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Board Approved February 2010

U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Authority: Cal. Code Regs., tit. 5, § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700, and 70901; Gov. Code § 11138. Reference: Ed. Code §§ 66250 et seq. and 72011; Gov. Code, §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794 and 794d; 42 U.S.C. §§ 6101, 12100 et seq. and 2000d; 36 C.F.R. § 1194.

References:

Education Code Sections 212.5, 44100, 66281.5, and 66281.8;

Government Code Sections 12940 and 12923;

Civil Code Section 51.9;

Title 2 Sections 10500 et seq.;

Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Gender based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape,





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sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;

submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;

the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or

submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance, or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders. The standard for





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determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee, to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Responsible District Officer

The San Bernardino Community College District has identified the Vice Chancellor Human Resources and Police Services to the State Chancellor's Office and to the public as the single District officer responsible for receiving unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation and resolution. Informal charges of unlawful discrimination should be brought to the attention of the Vice Chancellor Human Resources and Police Services, who shall oversee the informal resolution process pursuant to section 59327. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the Vice Chancellor is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the Vice Chancellor Human Resources and Police Services.

Authority: Cal. Code Regs., tit. 5, § 59324; 34 C.F.R. § 106.8.

Informal/Formal Complaint Procedure

(see Complaint Procedure Checklist at the end of the procedure)

When a person brings charges of unlawful discrimination to the attention of the Vice Chancellor of Human Resources and Police Services, they will:

- · Undertake efforts to informally resolve the charges;
- Advise the complainant that they need not participate in informal resolution;
- · Notify the person bringing the charges of their right to file a formal complaint and explain the procedure for doing





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so;

- Assure the complainant that they will not be required to confront, or work out problems with, the person accused
 of unlawful discrimination;
- Advise the complainant that they may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- If the complaint is employment-related, the complainant should also be advised that they may file a complaint
 with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair
 Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if they determine that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The District will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

Authority: Cal. Code Regs., tit. 5, §§ 59327, 59328, 59334, 59336, and 59339; NLRB v. Weingarten, Inc. (1975) 420 U.S. 251.

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, they must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District and also at the State Chancellor's website, as follows: https://www.cccco.edu/About-Us/Contact.

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges. Complainants may contact the Vice Chancellor of Human Resources and Police





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Services for assistance in filling out the form, if necessary.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct shall be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present their side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Authority: Cal. Code Regs., tit. 5, §§ 59311 and 59328.

Threshold Requirements Prior to Investigation of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under title 5, section 59300.
- The complaint must be filed by one who alleges that they have personally suffered unlawful discrimination or by
 one who has learned of such unlawful discrimination in their official capacity as a faculty member or
 administrator.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Authority: Cal. Code Regs., tit. 5, § 59328.

Defective Complaint

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.

Authority: Cal. Code Regs., tit. 5, §§ 59328, 59332.

Administrative Determination

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:





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- the determination of the chief executive officer or their designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- a description of actions taken, if any, to prevent similar problems from occurring in the future;
- the proposed resolution of the complaint; and
- the complainant's right to appeal to the District governing board and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

The San Bernardino Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

Authority: Cal. Code Regs., tit. 5, § 59336.

Complainant's Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or their designee shall notify the complainant of their appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal to the District's governing board within 15
 days from the date of the administrative determination. The District's governing board will review the original
 complaint, the investigative report, the administrative determination, and the appeal.
- The District's governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District's governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's governing board will be forwarded to the complainant and to the State Chancellor's Office.

Complainants must submit all appeals in writing.

Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59339.

Extensions

If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the Vice Chancellor of Human Resources and Police Services will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether the case involves employment discrimination. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that they may file written objections with the State Chancellor within 5 days of receipt. The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

Authority: Cal. Code Regs., tit. 5, § 59342.

Definitions

Definitions applicable to nondiscrimination policies are as follows:

Appeal means a request by a complainant made in writing to the San Bernardino Community College District governing board pursuant to title 5, section 59338, and/or to the State Chancellor's Office pursuant to title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

Association with a person or group with these actual or perceived characteristics includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

Complaint means a written and signed statement meeting the requirements of title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at title 5, sections 59300 et seq.

Days means calendar days.

District means the San Bernardino Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

Gender means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

General Harassment is based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment is found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining

whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment is it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions, demands for sexual favors, verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in their immediate surroundings, although the conduct is directed at other(s). The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonable interferes with an individual's learning or work.

Mental disability includes, but is not limited to, all of the following:

- Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
- Limits shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
- A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
- Major life activities shall be broadly construed and shall include physical, mental, and social activities and working.
- Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which
 is known to the District.
- Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition
 that has no present disabling effect, but that may become a mental disability as described in paragraph 1 or 2.

Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs. Physical disability includes, but is not limited to, all of the following:

- Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
- Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense
 organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and
 lymphatic, skin, and endocrine.
- Limits a major life activity. For purposes of this section:
- Limits" shall be determined without regard to mitigating measures such as medications, assistive devices,
 prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
- A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it
 makes the achievement of the major life activity difficult.
- Major life activities shall be broadly construed and include physical, mental, and social activities and working.
- Any other health impairment not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
- Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic

disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph 1 or 2.

Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs. Quid Pro Quo sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

Responsible District Officer means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to title 5, section 59328, and coordinating their investigation. The Responsible District Officer for San Bernardino Community College District is the Vice Chancellor of Human Resources and Police Services.

Sex includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. 'Sex' also includes, but is not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.

Sexual harassment is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, and/or invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)

Continuing to express sexual interest after being informed that the interest is unwelcome.

Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.

Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassification, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decision affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual's work or educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Unlawful discrimination means discrimination based on a category protected under Title 5, section 59300, including retaliation and sexual harassment.

Authority: Gov. Code, § 12926; Cal. Code Regs., tit. 5, §§ 59300, 59311; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Consensual Relationships

A "consensual relationship" is defined as one in which two individuals are involved by mutual consent in a romantic, physically intimate, and/or sexual relationship. This definition includes domestic partners and spouses.

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty member, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Ban on Certain Consensual Relationships with College Students

For purposes of this policy, "District/College employee" does not include student employees.

A consensual relationship that might be appropriate in other circumstances is prohibited when a District/College employee has responsibility for supervising, directing, overseeing, evaluating, advising, or influencing the employment or educational status of a student.

• Exception: There may be instances where a District/College employee is the only employee in the College that can provide a course or service to a person with whom they have a preexisting consensual relationship. Prior to supervising, directing, overseeing, evaluating, advising or influencing the employment or educational status of a student with whom they have a pre-existing consensual relationship, the College/District employee shall disclose this relationship to the appropriate College Vice President, or the appropriate Vice Chancellor (for employees that do not work at a College) and obtain their written approval. Additional controls, such as periodic review or providing additional oversight, shall be undertaken to prevent or detect problems.

Confidentiality of the Process

Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal





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information about such matters except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that their name not be revealed, the responsible officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.

Authority: Cal. Const. Art. I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; Silberg v. Anderson (1990) 50 Cal.3d. 205; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Notice, Training, and Education for Students and Employees

The San Bernardino Community College District's Vice Chancellor of Human Resources and Police Services shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with notice of online access to the District's written procedure on unlawful discrimination at the beginning of the first semester of the college year each time the procedure is revised.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and annually thereafter. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Authority: Ed. Code, § 66281.5; Cal. Code Regs., tit. 5, §§ 59324 and 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

Academic Freedom

The San Bernardino Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom San Bernardino Community College District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Reference: Cohen v. San Bernardino Valley College (1995) 883 F.Supp. 1407, 1412-1414, affd. in part and revd. in part on other grounds, (1996) 92 F.3d 968; Cal. Code Regs., tit. 5, § 59302.

Record Retention

Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1
Permanent records and retained indefinitely or microfilmed in accordance with title 5, California Code of Regulations, section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records. Class-2 Optional records shall be retained until reclassified as Class-3 Disposable Records. Class-3 Disposable Records shall be retained for a period of three years after being classified as Class-3 Disposable records.

Records related to a student discrimination complaint will be deemed worthy of preservation if, at the end of three years after the case is closed, a complaint on similar grounds has been filed against the same employee. In such cases, the records shall continue to be classified as Class 2 records and shall not be reclassified as Class-3 Disposable Records until complaints against that particular employee have been resolved.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

procedure.

Authority: 20 U.S.C. Sections 1681 et seq.; 34 C.F.R. Section 106; Cal. Code Regs., titl 5, Sections 59300 et Seq.; Complaint Procedure Checklist

- Complaint received by Vice Chancellor of Human Resources and Police Services
 - Acting in role of Equal Opportunity Officer
 - Within 180 days of occurrence
 - Extension of 90 days if knowledge attained after 180 days
- Acknowledgement of receipt in writing to complainant and State Chancellor's Office (SCO)
 - Within 10 days of complaint receipt
 - Designate resolution/investigation coordinator
 - Advise of formal complaint filing with Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).
- Advise individual accused
 - General nature of complaint
 - Assessment of accuracy has not yet been made
 - An investigation will be conducted
 - · Accused will be provided an opportunity to present their side of the matter
 - Retaliation of complainant or witnesses must be avoided
- District schedules informal resolution efforts or impartial investigation
 - Complete within 90 days of complaint receipt (extensions may be requested from SCO)
 - Extension requests must
 - Be filed at least 10 days prior to the original 90-day deadline
 - State reason why extension is necessary
 - The date by which District expects a determination
 - Corresponding copy sent to complainant
 - Notice to complainant of right to send objection to SCO within 5 days
 - Factual description of the matter
 - Summary of testimony provided by each witness
 - Analysis of data or evidence collected
 - · Probable cause determination for each allegation in the complaint
 - Other appropriate information
- If a formal complaint is filed with EEOC or DFEH, send complaint copy to SCO and request whether to continue with District formal investigation





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

- Investigative report and administrative determination letter forwarded to complainant and SCO
 - Within 90 days of complaint receipt
 - Pertinent information in letter
 - Ultimate determination on probably cause
 - Description of actions taken to prevent similar future allegations
 - Proposed resolution
 - Complainant's appeal DFEH rights
- · Complainant may file appeal to governing board
 - Within 15 days from date of administrative determination
 - Board issues final district decision within 45 days of receiving appeal
 - Forwarded to complainant with DFEH appeal rights
- Governing board determination is final
 - No appeal rights to SCO

References:

Education Code Sections 212.5; 44100; 66281.5; and 66281.8

Government Code Sections 12940 and 12923;

Civil Code Section 51.9:

Title 2 Sections 10500 et seq.;

Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

End Recommendation for AP 3430 Prohibition of Harassment

CCLC Legal Update 44 Summer AP 3430 Prohibition of Harassment

References:

Education Code Sections 212.5, 44100, 66281.5, and 66281.8;

Government Code Sections 12940 and 12923;

Civil Code Section 51.9:

Title 2 Sections 10500 et seq.;

Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

NOTE: This procedure is **legally required**.





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual-harassment_ and other forms of harassment on campus. AP 3435 Discrimination and Harassment Resolution Procedures Complaints and Investigations and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any students, employees, unpaid interns, or volunteers student-within the District.

This procedure and the related policy protects students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

For information on the District's Pprohibition of sSex-based Discrimination harassment under Title IX, see 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. For other forms of harassment, Complainants should use this procedure.

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.





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Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting
 the individual regarding benefits and services, honors, programs, or activities available at or through the
 community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance, or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, or staff membersemployees and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members, or employees staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee, to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Ban on Certain Consensual Relationships with College Students

A consensual relationship that might be appropriate in other circumstances is prohibited when a District employee has responsibility for supervising, directing, overseeing, evaluating, advising, or influencing the employment or educational status of a student.

• Exception: There may be instances where a District employee is the only employee in the college that can provide a course or service to a person with whom they have a preexisting consensual relationship. Prior to supervising, directing, overseeing, evaluating, advising or influencing the employment or educational status of a student with whom they have a pre-existing consensual relationship, the District employee shall disclose this relationship to the appropriate College Vice President, or the appropriate Vice Chancellor (for employees that do not work at a college) and obtain their written approval. Additional controls, such as periodic review or providing additional oversight, shall be undertaken to prevent or detect problems.

NOTE: The following language is **legally advised**.

Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Revised 7/02, 2/03, 2/05, 3/12, 4/14, 11/14, 4/15, 10/16, 3/19, 7/20, 4/22, 7/24



3501 Campus Security and Access



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

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.

Level 2 Review Schedule

01/29/2025 ♦ Estimated Receipt of Recommendation

02/20/2025 ◆ PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025 ◆ BOT Final Approval

Begin Recommendation for BP 3501 Campus Security and Access

The Chancellor shall establish procedures for security and access to District facilities.

The institution provides safe and effective physical resources at all locations where it offers instruction, student services, and learning supports.

Reference:

34 Code of Federal Regulations Part 668.46 subdivision (b)(3) ACCJC Accreditation Standard III.B.1 3.8

End Recommendation for BP 3501 Campus Security and Access



3501 Campus Security and Access



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ 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.

Level 2 Review Schedule

01/29/2025 ♦ Estimated Receipt of Recommendation

02/20/2025 • PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

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03/20/2025 • PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025 ♦ BOT Final Approval

Begin Recommendation for AP 3501 Campus Security and Access

During business hours, the District will be open to students, parents, employees, contractors, guests, and invitees. Business hours vary during different times of the year and the District has the right to close areas as needed. All District facilities and grounds are closed between 10:00 p.m. and 6:00 a.m. each day. Emergencies may necessitate changes or alterations to any posted schedules. During an emergency closure, the District Police Department will provide access approved by the Chancellor or designee. After hours visitors must check in with the District Police Department. During non-business hours access to all District facilities is by key, if issued, or by admittance via the District Police Department only-. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys.

<u>During the academic year, a</u>Administrators from the District Police Department/<u>Environmental Health & SafetySafety & Risk</u>
<u>Management Department</u>, and <u>Administrative Services</u> <u>Maintenance Supervisors, shall meet periodically to discuss security, safety, and access issues such as: and other concerned areas review these results. These surveys examine security issues such as general <u>safety issues</u>, landscaping, locks, alarms, lighting, and communications. <u>Additionally, during the academic year, the District Police Department/Environmental Health & Safety, and Maintenance staff shall meet to discuss campus security and access issues of <u>pressing concern.</u></u></u>

Distribution of Keys and Control Measures

The distribution of keys and key records for buildings shall be the responsibility and maintained by the Administrative Services Office at each college. Procedures for secure storage, issuing, returning and monitoring keys shall be established. All keys for new equipment and furniture are to be the responsibility and maintained by the college Administrative Services Office. Keys for equipment and furniture are to be turned in to the Administrative Services Office to maintain control and accurate records.

Keys and access control devices are provided to employees by the Administrative Services Office at each college on a need-to-enter basis when approved by the appropriate manager in accordance with the key distribution procedures attached herein. Lost keys and access control cards must be reported immediately to the manager and to the District Police Department. Payment for lost keys/access control cards may be required. Keys and access control cards may not be loaned to other employees or to students.

01/14/25



3501 Campus Security and Access



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

District keys may not be duplicated. District property may not be removed from District facilities without authorization. Misuse, abuse, lost keys, lost access control cards and non-compliance with the key distribution procedures may result in disciplinary action of employees.

Reference:

34 Code of Federal Regulations Section 668.46 subdivision (b)(3) ACCJC Accreditation Standard III.B.1 3.8

End Recommendation for AP 3501 Campus Security and Access



3530 Weapons on Campus



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

Reasons for Review

> Minor update

Level 2 Review Schedule

01/29/2025 ♦ Estimated Receipt of Recommendation

02/20/2025 • PPAC Approves Review Level

02/21/2025 Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3530 Weapons on Campus

(Replaces current SBCCD BP 3530)

The District strives to provide employees, visitors, and students with a safe environment in which to work, learn, and visit; therefore, the District does not tolerate violence or threats of violence within the District.

Firearms or other weapons shall be prohibited on any <u>campus or in other grounds or properties owned, controlled, or administered by the District</u> <u>college or District center or in any facility of the District except</u> for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

References:

Penal Code Sections 626.7, 626.9 and 626.10

End Recommendation for BP 3530 Weapons on Campus



3530 Weapons on Campus



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> Legal Update 44 - Updated to clarify the prohibition on weapons.

Level 2 Review Schedule

01/29/2025 ◆ Estimated Receipt of Recommendation

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025
BOT Final Approval

Begin Recommendation for AP 3530 Weapons on Campus

Except as set forth below, F firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus and other grounds or properties owned, operated, controlled, or administered by the or at any-District center, or in any facility of the District. The prohibition of firearms on any campus and other grounds or properties owned, controlled, or administered by the District includes both loaded and unloaded firearms and applies to persons holding a valid license to carry a concealed firearm.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the District Police Department before taking place.

Any person who believes that he/she they may properly possess a firearm or other weapon on campus or in other grounds or properties owned, controlled, or administered by the District a District center or other facility of the District must promptly notify the District Police Department.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her their employment, has been authorized by Chief of Police Vice Chancellor of Human Resources and Police Services or designee to have the knife, or is a duly appointed peace officer, who is engaged in the performance of his/her their duties, is prohibited on any campus or in other grounds or properties owned, controlled, or administered by the District District campus or at any District Center, or in any facility of the District. Any student or employee who is authorized by the Chief of Police Vice Chancellor of Human Resources and Police Services or designee to have a knife, including kitchen knives, must exercise caution in using and storing the knife.

Any person who, without the written permission of the Chief of Police or designee, brings or possesses a less lethal weapon, as defined in Section 16780, or a stun gun, as defined in Section 17230, upon on campus or in other grounds or properties owned, controlled, or administered by the District is guilty of a misdemeanor.

References:

Penal Code Sections 626.9 and 626.10

End Recommendation for AP 3530 Weapons on Campus

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback



6610 Local, Minority, Women, and Veteran Owned Enterprise Program



Non 10+1 ◆ Non CCLC ◆ Chapter Lead Torres ◆ No Matching BP or AP Exists

Reasons for Review

> Chapter Lead: Requested changes to align with SBCCD goals and legal constraints.

Level 2 Review Schedule

01/29/2025 • Recommendation Received

02/20/2025 • PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025 ♦ BOT Final Approval

Begin Recommendation for BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program

(Replaces current SBCCD BP 6610)

Definitions.

- "Bid" shall mean all <u>SBCCD Bond Measures M and all Nnon-bond measure UCCAP (Uniform Construction Cost Accounting Procedures) construction projects exceeding \$1 million the UCCAP maximum value as determined by the State of California that are to be funded by the District and are first advertised after the effective date of this policy.
 </u>
- "Local Hire" shall mean individuals residing within the District or the Inland Empire providing work on District Bid work sites.
- 3. "Local Business" shall mean a business serving as a contractor or supplier that has its principal headquarters or permanently staffed regional office located within the District or the Inland Empire, and that has held a business license with one of the cities counties within the Inland Empire for a minimum of three months.
- 4. Minority Business Enterprise (MBE) shall mean a business concern that meets all of the definitional requirements set forth in California Public Contract Code §§ 2050-2051.
- 5. Woman Business Enterprise (WBE) shall mean a business concern that meets all of the definitional requirements set forth in California Public Contract Code §§ 2050-2051.
- 6.4. Veteran Owned Business Enterprise (VOBE) shall mean a business concern certified as a VOBE by the U.S. Office of Small Business Administration.
- 7.5. Veteran Owned Small Business (VOSB) shall mean a business concern certified as a VOSB by the U.S. Office of Small Business Administration.
- 8-6. Service Disabled Veteran Business Enterprise (SDVBE) shall mean a business concern certified as a SDVBE by the U.S. Office of Small Business Administration.
- 9.7. Disabled Veteran Business Enterprise (DVBE) shall mean a business concern certified as a DVBE by the U.S. Office of Small Business Administration.

2. Goals.

1. Local Hires and Local Business: The Board establishes goals of fifty percent (50%) participation of Local Hires and twenty-five



6610 Local, Minority, Women, and Veteran Owned Enterprise Program



Non 10+1 ◆ Non CCLC ◆ Chapter Lead Torres ◆ No Matching BP or AP Exists

percent (25%) participation of Local Businesses in its District Bid projects awarded each fiscal year. These goals are reflective of the demographics and diversity of the District's community. Bid documents will be amended to include these responsiveness requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.

- 2. Minority/Women Owned Business Enterprises: The Board establishes a goal of twenty-five percent (25%) combined participation of minority and women owned certified businesses as contractors on District Projects. Bid documents will be amended to include these responsiveness requirements on a project by project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.
- 3.2. The District encourages participation of all Veterans Owned Businesses, Women Owned Business, Small and Disadvantaged Businesses, as contractors on District Projects. Veteran Owned Business Enterprise Program: The Board establishes a goal of ten percent (10%) participation of veteran owned certified businesses as contractors on District Projects. Bid documents will be amended to include these responsiveness requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.

3. Bidding.

As a condition to be considered responsive, a Bid must include the following:

- 1. Demonstrated participation of at least fifty percent, (50%), and twenty-five percent, (25%), of the total bid being performed by Local Hires and Local Businesses; or
- 2. A demonstrated good faith effort, in writing, to include Local Hires and Local Businesses, in accordance with regulations to be issued by the Chancellor; or,
- The bidder certifies that it intends to perform ninety-five percent (95%) of the work within the scope of their contract.
- The District has set a goal of 25% combined utilization of MBE and WBE contractors on its District Projects.
- 5.3. The District has set a goal of 10% combined utilization of VOBE, VOSB, SDVBE AND DVBE contractors on its District Projects.
- 6.4. The District recognizes MBE, WBE, VOSB, VOSB, SDVBE, and DVBE businesses certified by the appropriate federal, state, and local agencies approved by the District for such purpose.
- 7.5. All Prime Contractors/Consultants are required to complete the Local, Minority/ Women, and Veteran Owned Enterprise Program Contractor/Consultant Identification Form.
- 8.6. If there is less than 25% participation of MBE/WBE businesses and/or less than 10% participation of VOBE, VOSB, SDVBE, and DVBE businesses on a District Project, then contractor must justify this deviation in a letter ("Justification Letter") to the District that accompanies the bid that shall be signed by contractor's Chief Executive Officer (CEO).

Community Outreach.

The District shall use effective efforts with community groups to bolster public awareness of the Local, Minority/Women, and Veteran Owned Enterprise Program, including its goals and how to participate. Community outreach shall include bid advertisements and articles of interest in local and minority media.

5. **Reporting.**

The Chancellor or his/her designee shall make a report to the Board at least quarterly regarding the District's performance of the Local, Minority/Women and Veteran Owned Enterprise Program.

References:

None

End Recommendation for BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program



7240 Confidential Employees



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations. Minor changes, clerical and title.

Level 2 Review Schedule

01/29/2025 ♦ Estimated Receipt of Recommendation

02/20/2025 • PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025 ♦ BOT Final Approval

Begin Recommendation for BP 7240 Confidential Employees

CONFIDENTIAL EMPLOYEES

Confidential employees are those who are required to develop or represent management positions with respect to employeremployee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board of Trustees in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Human Resources Departmen_tVice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor, and are outlined in the Confidential Employee Handbook. Additional local practice is provided in the Confidential Handbook. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments. The evaluation of confidential employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

The probationary period for Ceonfidential employees shall be one (1) year.

Reference:

Government Code Section 3540.1(c); Title 5 Section 53602; and Confidential Handbook

End Recommendation for BP 7240 Confidential Employees

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback



7240 Confidential Employees



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> Minor Changes, clerical and title.

Level 2 Review Schedule

01/29/2025 ♦ Estimated Receipt of Recommendation

02/20/2025 • PPAC Approves Review Level

02/21/2025 Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025 ◆ BOT Final Approval

Begin Recommendation for AP 7240 Confidential Employees

The terms and conditions of employment for Confidential <u>e</u>Employees are provided for as necessary by procedures developed by the <u>Vice Chancellor Human Resources</u>, <u>Payroll</u>, <u>Police Services</u>, <u>and Health and Safety Administrator</u> <u>Human Resources Department</u>. A Confidential Employee Handbook has been developed and is located on the SBCCD website.

End Recommendation for AP 7240 Confidential Employees





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

Reasons for Review

> FYI to support review of AP.

Level 3 Review Schedule

01/07/2025 ◆ Recommendation Received

02/20/2025 • PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/03/2025 AS Reviews Level 3 for Final Input

04/17/2025 • PPAC Reviews Final AS Input

05/08/2025 • BOT 1st Read

06/12/2025
BOT Final Approval

Begin Recommendation for BP 5500 Standards of Student Conduct

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, 66301, and 76120; ACCJC Accreditation Standard 2

End Recommendation for BP 5500 Standards of Student Conduct





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

Reasons for Review

> Legal Update 45: Clarify a reference to AP 3433 Prohibition of Sex Discrimination under Title IX and AP 3434 Responding to Sex Discrimination under Title IX.

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.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under AP 3433 Sex Discrimination under Title IX, and AP 3434 Responding to Harassment Based on Sex Discrimination under Title IX.

- A. Academic Misconduct. All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- B. 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.
- C. 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.
- D. Bias. Bias-related incidents are behavior that constitutes an expression of hostility against a person or property or another due to the 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.
- E. 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.
- F. Continued Misconduct or Repeat Violation. Repeated misconduct or violations of this Policy, when other means of correction have failed to bring about proper conduct.





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- G. 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.
- H. 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.
- I. 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.
- J. 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.
- K. Dishonesty. All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the District.
- L. Disorderly or Lewd Conduct. Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.
- M. 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.
- N. Disruptive Behavior. Disruptive behavior, disobedience, profanity, vulgarity, or the open defiance of the authority of or abuse of District personnel, or which adversely affects the delivery of educational services to Students and the District Community.
- O. 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.
- P. 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.
- Q. 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.
- R. Failure to Appear. Failure to appear before a District official when directed to do so.
- S. Failure to Comply or Identify. Failure to identify oneself to, or comply with the directions of, a District employee when requested.
- T. 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.
- U. False Report of Emergency. Knowingly and purposefully, causing, making, and/or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- V. 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.
- W. 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 them, 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





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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.

- X. Gambling. Unauthorized gambling on District Property or at any District function.
- Y. 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.
- Z. Hateful Behavior. Hateful behavior aimed at a specific person or group of people.
- AA. 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.
- BB. 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.
- CC. Library Materials. Cutting, defacing, or otherwise damaging or theft of college library or bookstore materials or property.
- DD. 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.
- EE. Misuse of Identification. Transferring, lending, borrowing, altering or unauthorized creation of identification.
- FF. 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.
- GG. 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.
- HH. 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.
- II. 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.
- JJ. Sexual Misconduct comprises 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 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,





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

- can be committed by anyone regardless of gender identity and can occur between people of the same or different sex or gender.
- KK. 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.
- LL. Smoking. Smoking in an area where smoking has been prohibited by law or regulation of the District.
- MM.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 their safety, or the safety of their 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.
- NN. 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.
- OO. 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 is has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
- PP. 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.
- QQ. 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.
- RR. 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.
- SS. 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).





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- TT. 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.
- UU. 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.
- VV. Unauthorized Use of Property or Services. Unauthorized use of property or services or unauthorized possession of District Property or the property of any other person or business.
- WW. Unreasonable Demands. Placing repeated, hostile, or unreasonable demands on District staff.
- XX. Unwelcome 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.
- YY. Violation of Driving Regulations. Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.
- ZZ. Violation of Health & Safety Regulations. Violation of any health, safety or related regulations, rule or ordinance on District property or at any District function.
- BA. 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.
- BB. 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.
- BC. Violation of Published Computer/Network Usage Policy(s), Procedures, or Guidelines.
 - 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.
 - 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.





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- 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.
- 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.
- 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.
- 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 ACCJC Accreditation Standard 2

End Recommendation for AP 5500 Standards of Student Conduct



5075 Course Adds, Drops, and Withdrawals



10+1 ◆ Non CCLC ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> FYI only to support review of AP

Level 3 Review Schedule

01/31/2025 ♦ Estimated Receipt of Recommendation

02/20/2025 • PPAC Approves Review Level

02/21/2025 ◆ Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/03/2025 AS Reviews Level 3 for Final Input

04/17/2025 • PPAC Reviews Final AS Input

05/08/2025 • BOT 1st Read

06/12/2025 ♦ BOT Final Approval

Begin Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

Students may add or drop courses in accordance with the procedures recommended by the Chancellor.

References:

Title 5 Sections 55024, 58004 and 58509

End Recommendation for BP 5075 Course Adds, Drops, and Withdrawals



5075 Course Adds, Drops, and Withdrawals



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

Reasons for Review

> Legal Update 45: Align with revised Title 5 regulations.

Begin Recommendation for AP 5075 Course Adds, Drops, and Withdrawals

The District may allow students to add and drop courses pursuant to policy.

Adding Courses

- A. Students may add courses during the first two weeks for a full-term course, or the first 10% of a short-term course, only with the instructor's permission, contingent upon:
 - 1. the course still having available space
 - 2. the instructor's judgment regarding pedagogical and safety issues
- B. After the add period concludes,
 - 1. students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
 - 2. students not officially registered in a course shall not be permitted to attend that course.

Withdrawal/Military Withdrawal

A. Withdrawal Prior to Census (20% of instruction)

Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

B. Withdrawal 20% - 60% of Instruction

Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a "W" posted to the permanent record.

C. Withdrawal After 60% of Instruction

The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than "W".

D. Extenuating Circumstances

Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the "W". Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, unforeseen job shift change, job assignment outside of the attendance area and extreme weather conditions.

E. Military Withdrawal

An "MW" (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The "MW" shall not be counted in progress probation and dismissal calculations.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback



5075 Course Adds, Drops, and Withdrawals



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

Intervention Program

A student will be permitted to withdraw from a class and receive a "W" no more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

- A. Students may be permitted to enroll in a class after having received the maximum authorized number of "W" symbols as long as the students will receive a grade or a non-evaluative symbol other than a "W" upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District's policy approves such withdrawal after a review of a petition submitted by the student.
- B. Students shall be allowed an excused withdrawal ("EW") in extenuating circumstances at any time, upon petition of the student or their representative. An excused withdrawal ("EW") will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. An excused withdrawal occurs when a student withdraws from a course due to an extraordinary condition under Title 5-Section 58509. In no case shall an excused withdrawal result in a student being assigned an "FW" grade,

Instructor Initiated Drops Prior to Census

- A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:
 - 1. Been identified as a no show
 - 2. Students who are no longer attending the course

Instructors shall clear their rolls of inactive students no later than the day prior to census. "Inactive students" include:

- Students identified as no-shows.
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor, except if there are extenuating circumstaces.

"No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student. NOTE: Districts should identify other conditions that constitute "extenuating circumstances," if any.

Course Repetition

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

References:

Title 5 Sections 55024, 58004, and 58509

End Recommendation for AP 5075 Course Adds, Drops, and Withdrawals



3100 Organizational Structure



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ No Matching BP or AP Exists

Reasons for Review

> Minor clerical edits

Level 2 Review Schedule

11/06/2024 • Recommendation Received

11/21/2024 ◆ PPAC Approves Review Level

12/14/2024 • Level 2 to Constituents and AS for Feedback

02/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 3100 Organizational Structure

(Replaces current SBCCD BP 3100)

NOTE: The language in current SBCCD BP 3100 parallels the language recommended by the Policy and Procedure Service.

From current SBCCD BP 3100 titled Organizational Structure

The Chancellor shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District. The organizational charts are subject to review by the Board.

Reference:

Education Code Section 72400

End Recommendation for BP 3100 Organizational Structure



3100 Organizational Structure



Non 10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Torres ◆ Suggested New AP

Reasons for Review

> Chapter Lead suggestion to adopt new AP

Begin Recommendation for AP 3100 Organizational Structure

The District's organizational charts reflecting the current organizational structure shall be on the District's website and all campus websites. Periodic reviews of operations, organizational structures, and assignment of duties are important to ensure the ongoing effective, efficient, and equitable operations of public organizations. Executive leadership changes, along with new laws and regulations, provide ideal opportunities to reassess current organizational structures and ensure alignment with strategic goals and objectives. Significant disruptions to normal operations often require a reassessment of organizational structures as institutions adjust to meet new demands and environmental conditions.

Guiding Principles of the District Organization Structure

The District will continue to assess and create organizational structures capable of meeting the District's strategic goals and objectives efficiently, effectively, and equitably; Create conditions in which all employees of in the District can excel; Create operational efficiencies by aligning connected functions; More evenly distribute responsibilities and workload among managers; Capitalize on areas of knowledge, experience, and expertise among executive managers to promote effective operations.

District Reorganization

A reorganization is any change in administrative structure that affects the duties assigned to a position since the last time it was studied, the creation of a new assignment for the unit member or manager, or an increase or decrease in staffing that causes a change in the assignment of a unit member or manager. The impact of an increase or decrease to a unit member is subject to negotiations. A reorganization includes the following: changing departments/division, changing the work assignments of managers, changing the reporting structure within a division or department, and in alignment with T5 53021, the creation of a position that capitalizes on individual knowledge, experience and expertise that does not constitute as a vacancy for the purposes of recruitment. A reorganization cannot be used to fill a vacancy in accordance with T5 53021. The process for all reorganizations including a reorganization due to change in legislation or law, specifically if the change requires different structures or a change to job duties shall be initiated by the Chancellor or Campus President.

The Chancellor shall initiate reorganizations that impact the District Support Services. The Chancellor and Campus Presidents shall be responsible for initiating reorganizations that impact the college campuses.

End Recommendation for AP 3100 Organizational Structure





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> Chapter Lead change to reflect current practices

Level 2 Review Schedule

11/06/2024 • Recommendation Received

11/21/2024 ◆ PPAC Approves Review Level

12/14/2024 • Level 2 to Constituents and AS for Feedback

02/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

03/10/2025
BOT Final Approval

Begin Recommendation for BP 3505 Emergency Response Procedures

(Replaces current SBCCD BP 35053740)

The District shall have emergency response, and evacuation, and notifications procedures for communicating to the <u>District empuses</u> community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff employees, faculty, students, and/visitors visitors, and children in childcare programs occurring at District Facilities and/or College Campuses.

The **Chancellor** shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and shall incorporate the functions and principles of the Incident Management System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among various responding and assisting agencies in the event of an emergency or natural disaster. Additionally, the District must be compliant with NIMS and SEMS standards in order to receive federal or state funding.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures and an Emergency Operations Plan (EOP); And
- The completion of training by college personnel District employees in compliance with NIMS and SEMS guidelines; and
- Training requirements vary based on job titles or assigned roles within the emergency plan.

District and College Campus employees personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The **Chancellor** should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and State.

The EOP shall contain information regarding response protocols, emergency operations activation procedures and chain of command responsibilities. Compliance with NIMS mandates requires addressing all phases of emergency management; Mitigation, Planning, Preparedness, Response, and Recovery. The District must ensure that its plan is updated regularly.

References:

2/7/2025



3505 Emergency Response Procedures



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Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; 19 California Code of Regulations Sections 2400-2450; 34 Code of Federal Regulations 668.46(g)

End Recommendation for BP 3505 Emergency Response Procedures





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> Chapter Lead change to reflect current practices

Begin Recommendation for AP 3505 Emergency Response Procedures

(Replaces current SBCCD AP 35053740)

EMERGENCY OPERATIONS PLAN

In order to ensure the health or safety well-being, safety, and security of all employees, faculty, students, visitors, and children in childcare programs before, during, and after an emergency and to protect the District property and/or College Campuses, the and data, San Bernardino Community College District has developed an Emergency Operations Plan (EOP). The EOP shall be followed in times of emergencies, as proclaimed by the **Chancellor** or designee.

The Incident Commander (typically the San Bernardino Community College District Police Department (SBCCD-PD) or other law enforcement first on-scene) shall have on-scene authority over an emerging or declared emergency or incident.

The Chancellor, in conjunction with the Chancellor's Cabinet, shall have authority over final emergency response direction and determinations. All emergency related press releases will be prepared by the involved campus and the District Public Information Officer and the Chancellor's Cabinet. In the absence of this person, the lead administrator will designate an individual responsible for this function.

An emergency is defined as a state of danger that demands immediate action to protect health, safety, and/or property within the District.

The written EOP is posted on the District website at:

- Emergency Operations Plan

The EOP shall comply with current federal and state standards for emergency management protocols including the following:

- Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) and Emergency
 Preparedness Components
 - The EOP is written in accordance with California SEMS and NIMS to manage incidents involving all threats and hazards. EOPs written in compliance with SEMS allow all District worksites/campuses to manage responses to multi-agency and multi-jurisdiction emergencies. By incorporating NIMS into the EOP, District worksites/-and-campuses will have a system to manage incidents involving all threats and hazards and will be able to reduce the loss of life, property, and harm to the environment.
 - The EOP should encompass steps and procedures to ensure the District is able to manage the event before it begins to after the event has concluded. Every step is vital in being able to save lives and deal with the emergency. The following five key components should be addressed in the plan:

1. Preparedness

Being prepared is a key part of the planning process. Colleges Ceampuses should be able to identify personnel, training, and equipment needed for a wide range of potential incidents. As part of this process, specific steps should be listed in order that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities.





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2. Prevention

Prevention is a vital step in emergency preparedness. Prevention is a part of the plan that includes steps to protect lives and property. The EOP should include those steps to avoid an incident or to intervene to stop an incident from occurring at the District and/or en-College Campuses.

3. Response

As part of the EOP, the processes and procedures to respond to an emergency once it has already occurred or is certain to happen in an unpreventable way shall be listed. The response plan should also include a way to establish a safe and secure environment, save lives and property, and facilitate the transition to recovery.

4. Recovery

The EOP should include steps to take immediately to save and sustain lives, protect property and the environment, and meet basic human needs. This plan shall include actions needed to support short-term recovery.

5. Mitigation

The EOP mitigation procedures seek to fix the cycle of disaster damage, reconstruction, and repeated damage.

- .Emergency Communication Protocols

The SBCCD-PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, SBCCD-PD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the campus community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the SBCCD-PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of employees, faculty, students, visitors, and children in childcare programs students or employees-is occurring in the District or on College campuses, the SBCCD-PD will, without delay, take into account the safety of the community, initiate emergency procedures, determine the content of any notifications, and deploy the District's Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD-PD), compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

When reasonable, the Chancellor's Ceabinet, in conjunction with the Chief of Police, Safety & Risk Management, and other relevant stakeholders will be responsible for initiating emergency procedures and/or issuing an ENS message. They shall work in consultation to initiate emergency procedures and/or issue an ENS message if reasonable and possible. While efforts are made to confer with the consultation group prior to initiating emergency procedures and/or issuing an ENS message, the Chief of Police or designee or the involved College Campus President or designee has authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community.

The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community.

In the event a serious incident poses an immediate threat to members of the District/campus community or segment of the District/campus community, the SBCCD-PD will use some or all of the ENS components described below to communicate that





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threat to the campus community or to the appropriate segment of the community. These ENS communication components include:

- Network e-mail
- SMS text messages sent to mobile phones or other digital devices
- Live voice broadcasts through on-campus speakerphones
- Public address systems
- Posted information on District and/or College Campus websites
- Social media sites and applications
- Scrolling emergency messages on District connected computers
- Hand-held radios
- Recorded voice messages: (909) 382-4002
- Phone calling trees

During a critical incident, the SBCCD-PD will ensure updated information is provided at established regular intervals using any or all of the ENS components.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts.

The involved campus and/or District Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.

The following is a list of situations where one might expect an ENS message:

- Active Shooter/Armed Intruder
- Active violence
- Earthquake
- Wildfire
- Building fire
- Utility interruption
- Terrorist incident
- Bomb threat
- Civil unrest or rioting
- Explosion
- Approaching extreme weather
- Mudslide
- Campus closure
- Emergency preparedness drills
- Other incident or situation requiring rapid communication of life safety information

Employee Training and Legal Responsibilities

- Employee training is an integral part of the EOP in order to ensure safety of employees, faculty, students, visitors, and children in childcare programs on District and/or College Campuses staff, students, and visitors on campus. Training and exercises will be held on a regular basis following a developed plan that allows for all scenarios that will help staff react to emergency situations in an effective manner. The following groups include, but are not limited to, those who will need training:
 - All employees
 - Emergency Response Team(s)





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- Business Continuity Team(s)
- Crisis Communications Team(s)
- Legal Responsibilities of Public Employees During an Emergency

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term "public employees" to include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. It also defines the term "disaster service worker" to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is herbyhereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

- O Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations require that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.
- District Support Operations
 - District Support Operations employees fall under the respective emergency protocols of the worksite/campuses/worksite where they are located at the time of incident/emergency.
- Campus Specific Emergency Protocol
 - The EOP includes annexes which provide campus specific direction in the event of an emergency. It is the goal and purpose of the EOP to protect the health or safety and security of those associated with the District should an emergency occur. The effective use of the EOP will help protect life and safety, reduce property and environmental damage, minimize disruption and economic losses, and shorten the recovery period.

The EOP will have the following details as part of their overall guidelines for employees, faculty, and students staff, students, and children in childcare programs as required by the State of California.

- Establish the members of the President's Ceabinet as those with the authority to make campus level determinations
 regarding incidents that are localized and do not rise to the level of campus closure.
- Coordination protocol with local, state, federal, and non-governmental agencies that the campus will coordinate with to pool and allocate resources and emergency response activities. Coordination between agencies is to establish priorities for response; developing strategies for handling multi-agency response problems; sharing information; and facilitating communications.
- Incident response plans for each type of scenario that may arise at District worksites/campuses.
- Employee Assignments and Duties
 - The EOP shall include, at minimum, the assignments and duties of District leadership, worksite/campus leadership, and members of the Emergency Response Team(s), Business Continuity Team(s), and Crisis Communications Team(s).

EMERGENCY COMMUNICATION PROCEDURES





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All members of the campus community are notified on an annual basis that they are required to notify the San Bernardino Community College District Police Department (SBCCD PD) of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees in the District. The SBCCD PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, SBCCD PD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the campus community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the SBCCD PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring in the District or on campus, the SBCCD PD will, without delay, take into account the safety of the community, initiate emergency procedures, determine the content of any notifications, and deploy the District's Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD PD), compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

When reasonable, a consultation group will be responsible for initiating emergency procedures and/or issuing an ENS message. The consultation group consists of some or all of the following: the Chief of Police or designee, the Chancellor or designee, the involved Campus President or designee, the involved campus and/or District Public Information Officer, and other stakeholders when needed. They shall work in consultation to initiate emergency procedures and/or issue an ENS message if reasonable and possible. While efforts are made to confer with the consultation group prior to initiating emergency procedures and/or issuing an ENS message, the Chief of Police or designee or the involved Campus President or designee has authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community.

The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community.

In the event a serious incident poses an immediate threat to members of the campus community or segment of the campus community, the SBCCD PD will use some or all of the ENS components described below to communicate that threat to the campus community or to the appropriate segment of the community. These ENS communication components include:

- Network e-mail
- SMS text messages sent to mobile phones or other digital devices (requires individuals to "opt in" to receiving SMS messaging via WebAdvisor)
- Live voice broadcasts through on-campus speakerphones
- Public address systems
- Posted information on District and/or College websites
- Social media sites and applications
- Scrolling emergency messages on District connected computers
- Hand-held radios
- Recorded voice messages: (909) 382-4002
- Phone calling trees

During a critical incident, the SBCCD PD will ensure updated information is provided at established regular intervals using any or all of the ENS components.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available at .org/District_Police/Clery_Act.





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The involved campus and/or District Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.

The following is a list of situations where one might expect an ENS message:

- Active Shooter/Armed Intruder
- Earthquake
- Wildfire
- Utility interruption
- Terrorist incident
- Bomb threat
- Civil unrest or rioting
- Explosion
- Approaching extreme weather
- Campus closure
- Emergency preparedness drills
- Other incident or situation requiring rapid communication of life safety information

The recipients of ENS messages are responsible for providing and updating their personal emergency contact information with the District. All members of the District community are encouraged to include their cellular phone number and "opt in" to receive ENS messages via text, which is the guickest form of communication.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

A minimum of two (2) evacuation drills for all facilities at each District site are scheduled annually and coordinated by the Site Safety Officers and the SBCCD PD to test emergency response and evacuation procedures, as well as to assess and evaluate emergency evacuation plans and capabilities. During these exercises, students, faculty, and staff are provided guidance by trained staff members and learn the location of building emergency exits, building exit pathways, and exterior building evacuation locations.

Evacuation drills are monitored by the Site Safety Officers and SBCCD PD to evaluate egress and behavioral patterns. Exercise performance information is collected and After Action Reports (AAR) are prepared by participating departments in order to assess and evaluate emergency plans and capabilities, provide recommendations for improvement, and to identify deficient equipment so that repairs can be made immediately.

For each test conducted, the Site Safety Officer and/or the SBCCD PD will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

PURPOSE

The emergency procedures are the District's planned responses to all hazards on or effecting each campus, District facilities, or the surrounding community. The emergency procedures will be activated by the Chief of Police or designee, or Campus President or designee after consultation with the members of the consultation group as appropriate. The emergency procedures detail actions and responsibilities for all employees of the District.

RESPONSIBILITY





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Government Code Sections 3100 3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations require that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

EMERGENCY COMMAND POSTS (CIVILIAN AND LAW ENFORCEMENT)

Emergency Command Posts will be activated during emergency situations. After consultation with the members of the consultation group, the Chief of Police, Campus President, and/or the Chancellor, or their respective designee(s), will activate their local Emergency Command Posts and maintain effective communications between the Command Posts. The Emergency Command Post staffs will direct the District's response to the emergency situation, coordination with each other, coordination with outside agencies, and requests for outside support. The Emergency Command Post staffs will be aided in their duties by District, college and SBCCD PD personnel.—

The Command Posts shall jointly:

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall disaster based on reports from area managers.
- Initiate the emergency notification chain (call back of employees) if necessary.
- Mobilize any additional staff to heavily damaged areas.
- Determine the "All Clear" when the disaster is over.

All press releases will be prepared by the involved campus and/or District Public Information Officer. In the absence of this person, the lead administrator will designate an individual responsible for this function.

PREPAREDNESS

The District's preparedness is based on pre-staged supplies, training and awareness, and emergency drills. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

EMERGENCY TELEPHONE LIST

Please see the Confidential Administrative Staff Directory (i.e., confidential telephone list) with administrative personnel (including Executive and Senior Administrative Assistants) home phone numbers, cell phone numbers, and office phone numbers. This list is in the possession of all administrative personnel and is not published in a public document.

EMERGENCY ASSEMBLY AREAS

Emergency Assembly areas have been determined and designated on each campus and at each District facility location, and are indicated on location specific Evacuation Maps. Assembly areas will be subject to change during construction periods.

LEGAL RESPONSIBLITIES & DUTY ASSIGNMENTS

Legal responsibilities and duty assignments are listed in the District's Emergency Operations Plan (EOP).

EMERGENCY NUMBERS

POLICE/FIRE/MEDICAL EMERGENCY:

- 911

SBCCD POLICE DEPARTMENT:

(909) 384 4491





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SBCCD OFFICE OF EMERGENCY SERVICES:		(909) 382-4005
• FACILITIES/MAINTENANCE - SBVC:		(909) 384-8965/8958
FACILITIES/MAINTENANCE - CHC:		 (909) 389-3384/3217/3211
• SAN BERNARDINO POLICE DEPARTMENT (24/7 Non Emergency Dispatch):		(909) 383-5311
 YUCAIPA POLICE D 		(909) 918-2305
 SAN BERNARDINO 	CO. SHERIFF'S DEPT.(24/7 Non Emergency Dispatch):	(909) 790 3100 (909) (909) 790 3100 (909)
	ROSS - SAN BERNARDINO:	(909) 888-1481
 SOUTHERN CALIFO 		(800) 611-1911
	ORNIA GAS COMPANY:	(800) 427-2200
	ON CONTROL CENTER:	(800) 222-1222
DITIONAL RESOURCES		
ere are a number of addition	nal resources that are available regarding crisis response. These include	e, but are not limited to, the following:
Department of H	Homeland Security	
w.fema.gov Fe	oderal Emergency Management Agency	
w.redcross.org Ar	nerican Red Cross	
CR 91.9 FM San Berna	rdino, CA	
RG 95.1 FM San Berna	rdino, CA	
DLA 99.9 FM San Bernal	r dino, CA	
ZY 1240 AM San Bernal	r dino, CA	
DD 1290 AM San Berna	rdino, CA	
AL 96.7 FM Redlands,	CA	
RD 90.1 FM Yucaipa, C	A	
	CA	
YY 97.5 FM Riverside, (
YY 97.5 FM Riverside, (GI 99.1 FM Riverside, (CA	
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GI 99.1 FM Riverside, (
GI 99.1 FM Riverside, (XA	





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- Call or have someone else call 911 immediately.
- Move staff, faculty, students and visitors away from immediate vicinity of the crash.
- If necessary, evacuate staff, faculty, students and visitors to a safe evacuation area away from the crash scene.
- Check to ensure that all staff, faculty, students and visitors have evacuated.
- Maintain control of staff, faculty, students and visitors to ensure a safe distance from the crash site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the evacuation area and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ASSAULT/FIGHTING

- Call or have someone else call 911 immediately.
- If safe to do so, verbally direct combatants to stop fighting.
- DO NOT attempt to separate combatants during a physical altercation.
- Try to keep combatants isolated from others, if possible, until SBCCD PD arrive.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

CHEMICAL OR HAZ MAT SPILL

In the event of ANY spillage of a dangerous chemical or hazardous material:

- Evacuate the area as necessary for safety:
- Notify attending laboratory technician, faculty, staff, and/or supervisor of the spill
- If it is safe to do so, seal off the spill area to prevent further contamination of other areas; stay upwind of any contamination.
- Attending laboratory techniian, faculty, staff, and/or supervisor consult to determine proper cleanup is not safe, then call 911 for emergency response.
- Follow Chemical Hygiene Plan Protocols for notifications, containment, and cleanup/disposal.

Anyone who may become contaminated as a result of being in the immediate area affected by the spill should:

- Avoid physical contact with others as much as possible.
- Remain in the vicinity, and provide their names to first responders.
- To the best of your ability and without re-entering the affected area, assist first responders in determining that everyone has been
 evacuated safely.
- DO NOT return to any affected area unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.
- Required first aid and clean-up by specialized authorities should begin as soon as possible.

FIRE

Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby.
- Call or have someone else call 911 immediately and describe the location and size of the fire.
- Evacuate the area if you are unable to put the fire out.
- Close all doors and windows to confine the fire and reduce oxygen—but DO NOT LOCK THEM.
- EVACUATE when the sound of the fire alarm is heard.





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- DO NOT attempt to save possessions or collections at the risk of personal injury.
- DO NOT USE ELEVATORS to evacuate a building.
- Never allow the fire to come between you and the exit.
- Report to an evacuation site away from the fire.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

BOMB THREAT

If you receive a direct bomb threat via phone:

- Ask someone else to call 911 immediately and discreetly relay any information you obtain from the caller to the 911 operator.
- Keep the caller on the phone as long as possible and ask the following questions:
 - When and where is the bomb right now?
 - When is the bomb going to explode?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?

If a bomb threat alert is issued:

- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place.
- Limit usage of cell phones, radios or fire alarm system due to risk of activating a device.
- If a suspicious device or package is found ... DO NOT TOUCH.
- Clear the immediate area and call 911 immediately from a safe distance.
- If directed by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, evacuate a safe distance away from buildings.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

EXPLOSION

- Take cover under tables, desk, and similar places that will give protection against flying glass and debris.
- Call or have someone else call 911 immediately.
- If directed to do so by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, activate the fire alarm system and evacuate from the building to a safe evacuation area.
- Beware of falling debris and electrical wires as you evacuate.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ACTIVE SHOOTER/ARMED INTRUDER

IF AN ACTIVE SHOOTER, ARMED INTRUDER, OR WEAPONS ARE OBSERVED:





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- Immediately call or direct someone to call 911
- Take note of the assailant(s) description/behavior/weapons and report the details to the 911 operator
- To increase everyone's safety obey the verbal commands of any law enforcement personnel (i.e., freeze, halt, stop, raise your hands, etc.)

There are three basic actions one should take in such a violent situation: Run, Hide, or Fight.

- 1. Run Escape the area whenever possible and then notify authorities only when it's safe to do so.
- 2. **Hide** Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities only if it's safe to do so.
 - Note: If possible, you should remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.
- 3. Fight This is the option of last resort. If you're unable to secure your hiding location, prepare to fight or use force against the shooter.

To report a crime, suspicious person, suspicious situation, or for non-emergency inquiries call the SBCCD PD at (909) 384-4491.

LOCKDOWN

LOCKDOWN is a security measure used to prevent an armed violent intruder from entering occupied buildings and facilities, or areas of buildings and facilities, and to isolate students, faculty, staff, and visitors from danger while on campus or at any District facility.

The order to LOCKDOWN shall be communicated via the SBCCD Emergency Notification System (ENS) to ensure wide and rapid distribution of the order. The LOCKDOWN order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to LOCKDOWN procedures.

When a LOCKDOWN order is given, you should:

- Immediately close and lock all doors (if possible and safe to do so).
- Close all windows and lower/close all window shades or blinds (if possible and safe to do so).
- Turn off the lights.
- Block any hallway in-door windows (if possible and safe to do so).
- Move away from doors and windows, and get down on the floor to avoid discovery.
- Silence all mobile devices (phones, tablets, laptops, etc.).
- Assist those needing any special assistance.
- Document and report the names of individuals who are unaccounted for or absent.
- If the scene is safe, and you are trained to do so, initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders,
 SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

SHELTER-IN-PLACE

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff, faculty, students and visitors from any outdoor hazard (extreme weather, airborne contaminants, chemical release, and temporary incident). This procedure includes closing all doors, windows, and vents to outside air.





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The order to SHELTER IN PLACE shall be communicated via the District's ENS to ensure wide and rapid distribution of the order. In addition, the SHELTER-IN-PLACE order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to SHELTER-IN-PLACE procedures.

When a SHELTER-IN-PLACE order is given, you should:

- Help to clear everyone from hallways.
- Immediately close and lock all doors.
- Close and secure all windows.
- Move away from doors and windows.
- Assist those needing any special assistance.
- Document and report the names of individuals who are unaccounted for or absent.
- If the scene is safe, and you are trained to do so, initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

POWER OUTAGE

Although our electrical power delivery system is considered reliable, occasionally system failures that impact our campus community do occur. These impacts come with unpredictable variables: when and why they happen, what they impact, the duration of the impact, and more. The campus community must be aware of this possibility and know what to do should a power outage occurs. When a power outage occurs, information regarding the power outage (up to and including the possibility of campus closure) will be communicated via the Emergency Notification System (ENS).

The objective of this procedure is to plan for potential power interruptions and to mitigate loss of class time, college and/or District services. Faculty members and supervisors shall establish and announce a plan as to where to go (i.e., evacuation sites, parking lots, etc.) should a power outage occur. In the event of a power outage, please follow the guidelines listed below:

Daylight Power Outage

Faculty:

- If safe to do so, wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below).
- If power is not restored in 15 minutes, exit the building (if not already done so) to a safe location and await further instructions.
- Follow the instructions of administration throughout the outage.
- If there is no natural lighting in the classroom, proceed to a naturally lit area. If sufficient class time remains when the power is restored, return to the classroom when the event has ended and resume class.
- If less than 60 minutes of class time remains when the power is restored, the instructor has the option to continue or suspend the remainder of the class time.
- Should a power outage occur before a class session begins, students should wait outside the building until power is restored.
- Once the power outage has ended, faculty and students can enter the building and the class session can begin (for laboratories, refer to Laboratory section below).

Staff:

- If there is insufficient light in the work area, proceed to a naturally lit area.
- Staff should follow the instructions of their supervisor throughout the outage.





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- If less than 60 minutes remain in the workday, supervisors have the option to release staff for the remainder of the workday at the
 direction of the President or designee.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and
 appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.
- Multi-day power outage: Staff are required to follow directions received through emergency notifications.

After Dark Power Outage

Faculty/Staff:

• If safe to do so, please wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below). If power is not restored, follow the evacuation procedures as described below.

In Laboratory Settings (Daylight or After Dark):

- Stop or stabilize all experiments immediately.
- Secure all chemicals that are being used.
- Turn off all heat sources (gas or electric burners) to prevent fires.
- If you are using a fume hood, and fumes are present, shut the fume hood sashes to prevent fumes from escaping.
- If an evacuation notice has been given, if power is out, or if ventilation is down, calmly leave the building.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and
 appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.

When power is restored:

- Follow contingency plans regarding restarting the laboratory.
- Check for unusual odors. Could be the sign of a leak or spill.
- Check the temperatures in cold storage units. Reset alarms if needed.
- Reset or plug in all the equipment as needed and check to make sure they are functioning properly.
- Check fume hoods for proper flow before using.

Faculty/Staff Evacuation Guidelines

- REMAIN CALM
- Gather your personal belongings.
- Prior to leaving, turn off all light switches, computers, and electrical devices if safe to do so.
- Proceed to the nearest exit.
- Faculty and staff should assist wih building evacuation and assist individuals with disabilities.
- DO NOT USE ELEVATORS to exitif they appear to be functioning.
- If on the 2nd floor or above, proceed to the nearest stainwell and exit to the ground level then proceed to the designated evacuation site for your building.
- If on the 2nd floor or above, individuals in wheelchairs should proceed to the nearest stairwell and wait for assistance to be evacuated.
- If directed to leave campus, drive in an orderly and safe manner and follow the directions of public and/or campus safety personnel.

MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?





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- Respirations difficulty or no breathing?
- Pulse weak or no heart rate?
- Responsive not awake /not alert?

EMERGENCIES INCLUDE: Uncontrolled bleeding, head injury, broken bones, poisoning, overdose, seizure, allergic reaction, persistent chest pain or pressure, numbness or paralysis of arms or legs, sudden slurred speech, major burns, intense pain.

Calmly communicate the following information to the 911 operator:

- What is the emergency situation?
- What is the background of the emergency?
- What's your assessment?
- What response do you expect?
- Where is the location of the emergency? SBVC or CHC, building name, room number, phone number, etc.

Before help arrives, if you are trained and the scene is safe:

- Bleeding apply pressure.
- Fracture don't move the person unless they must be moved to avoid further injury.
- No Breathing or Pulse begin CPR and send someone for AED.
- Seizure help to the floor, protect head; do not try to restrain.
- Choking Back blows and abdominal thrusts.
- Emotional Upsets/Suicidal stay with person until help arrives.
- Impaled Object don't remove the object, just support the object with bandages.
- Vomiting move person onto their side.
- Stay with the victim providing reassurance that help is on the way and keep them comfortable.
- Stay at the scene until help arrives and clear "on-lookers" from the scene

FOR MINOR INJURY OR ILLNESS:

- Provide first aid using available campus medical supplies.
- After initial treatment, students should be referred to the Student Health Center.
- Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).

EMERGENCY EVACUATION PROCEDURES

Those assigned as Building Captains and Emergency Site Coordinators will be called upon to be leaders in any evacuation scenario. Building Captains and Emergency Site Coordinators will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed.

- Each Building Captain and Emergency Site Coordinator is responsible for the direct evacuation in their assigned area and will do the following:
 - Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site map).
 - If safe to do so, immediately shut down all potentially hazardous operations (equipment in use, etc.).
 - If safe to do so, take personal items you can safely carry with you. If the emergency is potentially life-threatening, access emergency supplies (i.e. Building Captain response bags (CHC, Emergency Site Coordinator emergency supply boxes (SBVC)).
 - Shut all doors behind you to slow the spread of fire, smoke, and water.
 - Proceed as quickly as possible, but in an orderly manner.





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- Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.
- Once outside, move everyone away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.
- Document and report the names of any known individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid.

Evacuation of Persons with Disabilities

- Building Captains and Emergency Site Coordinators help individuals with disabilities evacuate by quickly assigning a "buddy" to lead them to the closest evacuation site or area of safe refuge.
- Building Captains and Emergency Site Coordinators should be familiar with emergency alarms and signs showing the emergency exit
 routes. If an elevator is not available or is unsafe to use, direct wheelchair-users to the top of the nearest staircase where an Evac+Chair
 is located or the nearest area of safe refuge.
- Only individuals trained in the use of an Evac+Chair should attempt to transport someone using the chair.
- If an individual is unable to be transported via an Evac+Chair, or if an Evac+Chair is not available, immediately notify a member of the Emergency Response Team of the individual's location.

EARTHQUAKE

If indoors:

- When the earth begins shaking DROP, COVER and HOLD ON. If in a Lab, move away from the lab bench, unsecured equipment, or exposed chemicals and DROP, COVER and HOLD ON.
- If in a lab, when shaking stops and when safe to do so, turn off all heat sources (gas or electric burners) to prevent fires.
- DO NOT evacuate immediately during the earthquake.
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- If the classroom, building or facility is heavily damaged, initiate immediate evacuation.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

If outdoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Move quickly away from buildings, utility poles, and other structures.
- Be alert for gas leaks, live wires, flooding, etc.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.





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 DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

DISASTER MANAGEMENT

Should an emergency or other major disaster strike a particular campus or the entire District, the need for a coordinated response will be necessary. The plan for a major disaster is contained in the District's Emergency Operations Plan. The plan is aligned with the State of California "Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

In an emergency, designated managers and supervisors will gather to implement the appropriate response.

These individuals will provide leadership, policy guidance, gather intelligence on the emergency and development specific plans of action to best address the emergency.

FLOODING

If indoors:

- If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. SBCCD administrators will identify temporary shelters to house materials.
- Be prepared to move your vehicle if certain parking areas are at risk of being flooded.
- Be prepared to evacuate your location at a moment's notice if your building or facility lies in a known flood zone. If there is any possible danger or if given the order to do so, EVACUATE the building.
- Unplug all electrical equipment. If there are electrical appliances or electrical outlets in any flooded area do not proceed; there is an
 extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and
 take personal belongings with you.
- Report to an evacuation site away from the flooding. Document and report the names of individuals who are unaccounted for or absent.
- DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

If outdoors:

- Do not try to walk or drive through flooded areas; stay away from moving water. The sheer force of just six inches of swiftly moving water
 can knock people off their feet. Cars are easily swept away in just two feet of water.
- Stay away from flooded areas unless authorities ask for volunteers.
- Stay away from downed power lines.
- Be aware of areas where flood waters may have receded and may have weakened road surfaces.
- Wash your hands frequently with soap and water if you come in contact with flood waters.

After the flood:

- Only authorized district or campus personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood
 waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble.
- Report broken utility lines to the appropriate authorities.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.





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Do not throw away any flood damaged items until an official inventory has been taken.

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

Legal Responsibilities of Public Employees During an Emergency

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term "public employees" to include all persons employed by the state or any county, city, and county, state agency or public district, excluding aliens legally employed. It also defines the term "disaster service worker" to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

CIVILIAN EMERGENCY COMMAND POST

The Civilian Emergency Command Post, from which the Chancellor or designee will direct operations, will be activated by the Chancellor or designee, taking into account the safety of the District, campus community, and the emergency situation.

LAW ENFORCEMENT COMMAND POST

The Law Enforcement Command Post, from which the Chief of Police or designee, SBCCD PD, will direct public safety operations, will be activated by the Chief of Police or designee, taking into account the safety of the District, campus community, and the emergency situation.

ASSIGNMENT OF DUTIES

Every staff member has a responsibility for performing certain duties in times of emergency. Specific assignments are outlined and additional assignments may be given via the chain of command.

The Chancellor or designee is responsible for the control and welfare of all students. The Chancellor or designee directs the college staff in the implementation of emergency procedures and the assignment of duties as outlined. The Chancellor, Campus President, or their respective designee is the overall commander of any and all operations on the campus during normal and emergency operations. After the people present on campus have been evacuated to an appropriate evacuation assembly area and their safety is secured, the Chancellor or designee may instruct Campus Presidents or designee, Chief of Police or designee, and the involved campus and/or District Public Information Officer to meet at the Civilian Command Post where they will be briefed on findings from personnel after which they will give direction for further activities. The Chancellor or designee will brief the Board of Trustees as necessary and to the extent possible on the state of affairs as the situation permits.

The administrator on duty will direct the college staff in the implementation of emergency procedures and the assignment of duties as outlined until their respective Campus President or designee assumes control of the emergency situation. The administrator on duty will be contacted immediately and apprised of the emergency situation by SBCCD PD and will, in turn, report this information directly to the respective Campus President or designee and the involved campus and/or District Public Information Officer.

The respective Campus President or designee and Site Safety Officer will proceed to the evacuation assembly areas designated for their personnel and confer with them to determine who may need rescue and the last known location(s) of the missing. The respective Campus





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President or designee and Site Safety Officer will assign their personnel further activities, which may include providing assistance to the injured, relocating groups of people, or responding to the Civilian Emergency Command Post to assist as necessary.

Faculty members, managers, and supervisors will guide students, personnel, and visitors to designated evacuation assembly areas and attempt to determine who did not arrive as well as seek medical attention for the injured and note any conditions/hazards in their area that would require facilities medical, or other response. They will report this information and the last known location of any people missing to their respective Campus President or designee and Site Safety Officer.

Facilities department personnel will be responsible for the use of emergency equipment, the handling of emergency supplies, and the safe use of available utilities. They will:

- 1. Survey the campus and report damage through their chain of command.
- 2. Assist in rescue operations as directed.
- 3. Assist in disaster fire suppression activities if trained and directed to do so.
- 4. Assist in controlling main shut-off valves for gas, water, and electricity.
- 5. Disburse emergency equipment as needed.

Clerical staff will help provide for the safety of essential records and documents, operate telephones, and act as messengers and couriers when directed.

Cafeteria staff will make food stock and water available to campus emergency service providers whenever feeding becomes necessary during a disaster.

REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

- The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to
 phone 911 or the SBCCD PD for assistance. Dial extension 4491 from on-campus phones or dial (909) 384-4491 from a mobile phone or
 when off campus.
- When calling stay calm, and carefully explain the problem and location to the Dispatcher.

Quickly notify your instructor or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.

References:

Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; California Code of Regulations Title 19, Sections 2400-2450; 34 Code of Federal Regulations, Section 668.46(b)(13) and (g)

End Recommendation for AP 3505 Emergency Response Procedures





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Reasons for Review

> Minor clerical edit

Level 2 Review Schedule

11/06/2024 • Recommendation Received

11/21/2024 ◆ PPAC Approves Review Level

12/14/2024 • Level 2 to Constituents and AS for Feedback

02/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 3510 Workplace Violence

(Replaces current SBCCD BP 3510)

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor is responsible for establishing administrative procedures that assure all employees are informed regarding what actions will be considered violent acts, -and requiring any employee who is the victim of any violent conduct in the workplace, -or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

References:

Cal/OSHA: Labor Code Sections 6300 et seq.;

8 California Code of Regulations Section 3203;

"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8 and Penal Code Section 273.6)

End Recommendation for BP 3510 Workplace Violence





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Reasons for Review

- > 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.
- > Chapter Lead recommendations to clarify definitions and add preventative actions and reporting language.

Begin Recommendation for AP 3510 Workplace Violence

The District is committed to providing a safe work environment that is free of violence and the threat of violence. The District maintains zero tolerance regarding violence or the threat of violence against or by any employee of the District or any other person in the workplace.

Definitions

Preventative Activities: Activities that increase awareness and minimize the potential for workplace violence events in the workplace. Training is essential for all employees to learn how to recognize early warning signs so that appropriate intervention can be provided for identifying areas of concern in the workplace.

Non-Emergency: An event or circumstance that may require assistance but does not require immediate intervention as there is not an immediate risk to health, life, property, or the environment.

Emergency: An event or circumstance that poses an immediate risk to health, life, property, or the environment and requires urgent/immediate action.

Act of Violence: Any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property.

Threat of Violence: Any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property.

Workplace: District properties, worksites, and off-site locations that hold District-sponsored activities where employees or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the District community.

Preventative Activities

The District has a Workplace Violence Prevention Plan which includes, at minimum:

- Names or job titles of the persons responsible for implementing the plan:
- Procedures to obtain the involvement of employees and authorized employee representatives in developing and implementing the plan;
- Methods the district will use to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles;
- Procedures for the District to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report;
- Procedures to ensure that employees comply with the plan;





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- Procedures to communicate with employees regarding workplace violence matters, including how an employee can report a
 violent incident, threat, or other workplace violence concern and how employee concerns will be investigated;
 - Procedures to respond to actual or potential workplace violence emergencies:
- Procedures to develop and provide required training;
- Procedures to identify and evaluate workplace violence hazards;
- Procedures to correct workplace violence hazards;
- Procedures for post-incident response and investigation;
- Procedures to review the effectiveness of the plan and revise the plan as needed; and,
- Procedures or other required information.
- Record keeping and the location of records.

Reporting

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person or property at the District to their supervisor and the District Police Department and/or local law enforcement. Such reports will be promptly and thoroughly investigated by District Police Department and/or local law enforcement and/or Human Resources. The District may also conduct an independent administrative investigation and take appropriate corrective action.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, in the workplace, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the Workplace, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided with both due process and representation before disciplinary action is taken, including termination of employment. If in the event that the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District Police Department or 911 will be called.

Responding to Threats of Violence

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she they may be subject to criminal prosecution. Criminal investigations will be conducted by the law enforcement agency having primary jurisdiction. The policies and procedures of the agency having primary jurisdiction are not necessarily those of the District. When warranted, an investigation will be conducted by Human Resources and will be prompt and thorough; this investigation may occur concurrently with any criminal investigation.





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Should an employee, during working hours, demonstrate or threaten violent behavior he/she they may be subject to disciplinary action, including termination of employment.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any
 facsimile firearm, knife, or explosive, in the workplace, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the Workplace, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.

False Claims and Defamation Claims

Defamation occurs when a statement, which is communicated to another individual, is false, unprivileged, and causes injury.

Consequences and appropriate remedial action for employees or student employees found to have falsely accused another shall be subject to disciplinary action in accordance with board policies, administrative regulations, collective bargaining agreements, and/or Educational Code as appropriate.

Restraining Orders/Court Orders

An employee shall immediately notify law enforcement of any restraining orders/court orders when named as a petitioner or person restrained and provide a copy of the order to the District Police Department. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the District Police Department, including Human Resources, to ensure they are aware of it and that a copy of the restraining order is on file with the District Police Department. Human Resources will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

District Police or 911

-

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District police or 911 will be called.

The following actions are considered violent acts:





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- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any
 facsimile firearm, knife, or explosive, on District property, including parking lots, other exterior premises, District vehicles, or
 while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her their employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her their duties.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her their supervisor or other appropriate person.

District Police or 911

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District police or 911 will be called.

NOTE: Effective July 1, 2024, a district's injury prevention program must include a workplace violence prevention plan conforming to the requirements of Labor Code Section 6401.9. The workplace violence prevention plan may be incorporated as a stand-alone section in the district's written injury and illness prevention program or maintained as a separate document. The workplace violence prevention plan must include all of the following:

- Names or job titles of the persons responsible for implementing the plan;
- Procedures to obtain the involvement of employees and authorized employee representatives in developing and implementing the plan;
- Methods the district will use to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles;
- Procedures for the Ddistrict to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report;
- Procedures to ensure that employees comply with the plan;
- Procedures to communicate with employees regarding workplace violence matters, including how an employee can report a
 violent incident, threat, or other workplace violence concern, and how employee concerns will be investigated;
- Procedures to respond to actual or potential workplace violence emergencies;
- Procedures to develop and provide required training;
 - Procedures to identify and evaluate workplace violence hazards;
- Procedures to correct workplace violence hazards;





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

Reasons for Review

> Minor clerical edit.

Level 2 Review Schedule

10/24/24 ◆ Recommendation Received

11/21/24 • PPAC Approves Review Level

12/14/24 ◆ Level 2 to Constituents and AS for Feedback

02/05/25 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/25 • PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

02/13/25 • BOT 1st Read

04/10/25
BOT Final Approval

Begin Recommendation for BP 3720 Computer and Network Use

(Replaces current SBCCD BP 3720)

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

References:

Education Code Section 70902; Government Code Section 3543.1(b); Penal Code Section 502; Cal. Const., Art. 1 Section 1; 17 U.S. Code Sections 101 et seq.

End Recommendation for BP 3720 Computer and Network Use





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

Reasons for Review

- > Request Chapter Lead compare against CCLC version.
- > Legal Update 44 Updated to revise the citations to the California Public Records Act pursuant to changes in the Government Code.

Begin Recommendation for AP 3720 Computer and Network Use

(Replaces current SBCCD AP 3720)

OWNERSHIP RIGHTS

The San Bernardino Community College District ("District") owns, leases, and/or operates a variety of computer and communication systems, including but not limited to: host computers, file servers, work stations, stand-alone computers, laptops, software, and internal or external communications networks (Internet, email, mass notification systems, cloud storage, telephone and voicemail systems). These systems are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the "District Network." Modification or Removal of Equipment – Computer users must not attempt to modify or remove computer equipment, software, or peripherals without proper authorization.

PRIVACY INTERESTS

The District recognizes the privacy interests of faculty, staff and students and their rights to freedom of speech, collegial consultation, and academic freedom, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users anticipate, and may be subject to public disclosure. In addition, the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are virtually no online activities or services that guarantee an absolute right of privacy, and therefore the District Network is not to be relied upon as confidential or private.

DISTRICT RIGHTS

System administrators may access users' files or suspend services they manage without notice only: 1) to protect the integrity of computer systems; 2) under time-dependent, critical operational circumstances; 3) as required by and consistent with the law; 4) where evidence exists that violations of law or District Policy or Procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on evidence that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board Policy and/or to protect system integrity.

PASSWORD PROTECTION

A computer user who has be authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

LISAGE

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

MISREPRESENTATION AND LIABILITY

Users of Electronic Communications Resources shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless appropriately authorized to do so. The District is not responsible for any loss or





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damage incurred by an individual as a result of personal use of the District's Electronic Communications Resources.

PERSONAL IDENTIFIABLE INFORMATION (PII)

Users must not intentionally seek, provide, or release any individual's (student, faculty, or staff) personal information to anyone without proper authorization.

HARRASSMENT

Users are prohibited from using the District's information systems in any way that may be disruptive or offensive to others, including, but not limited to, the intentional viewing and/or transmission of sexually explicit messages, graphics, cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others. This is consistent with the District's non-discrimination policy.

UNLAWFUL MESSAGES

Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

COMMERCIAL USE

Commercial use of the District computing resources for personal gain or illegal purposes is prohibited. Computer resources on the District network are provided to support District-related academic and administrative activity. They may not be used for the transmission or storage of commercial, political, or personal advertisements, solicitations and promotions, destructive programs (viruses and/or self-replicating code), or any other unauthorized use. Transmitting unsolicited advertising, promotional materials or other forms of solicitation are prohibited without prior authorization by District administration.

POLITICAL AND COMMERCIAL USE

The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

FAIR USE

Information appearing on the internet should be regarded as copyright protected, whether or not it is expressly noted as such. Section 107 of the Copyright Law (Title 17, US Code) allows for fair use of copyrighted materials. Teaching, scholarship, research, comment, news reporting, and criticism are considered fair and allow for reproduction of a given work. Acknowledgement of the source is recommended but is no substitute for obtaining permission (http://www.copyright.gov/fls/fl102.html).

REPORTING PROBLEMS

Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

SOFTWARE LICENSING

Software, used on District owned computers, must be properly licensed. These licenses provide the acceptable use of the software and hold the user and in some cases the District legally responsible for copyright violations.

All software must be approved by District and/or campus technology departments prior to purchase. Software, its associated license material, and proof of purchase will be submitted and stored with District and/or campus technology departments. For specific District purchasing procedures, please refer to Administrative Procedure 6330.

EXCEPTIONS





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Activities will not be considered misuse when authorized by appropriate District officials for security or performance testing. Technology support staff, under the direction of senior management, may at any time examine the equipment, software and services of District owned equipment.

COPYING

Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Technology support staff monitors for any unauthorized equipment or software on the District's networks, and reserves the right to remove, disconnect, or disable the unauthorized equipment or software.

NETWORK ACCESS, MEDIA, AND SOCIAL NETWORKING

The District provides network and telecommunications services as a tool for students, staff and faculty. Internet access is provided to assist in the completion of college related work and assignments. As such, the District provides this service and is subject to state and federal regulations. This applies to all equipment attached to the provided network, wired or wireless, without regard to ownership of the equipment. The District recognizes that incidental personal activities may occur provided that such use is within reason, is ordinarily on one's own time, is occasional, and does not interfere with or burden the District's operation. (Please review "Privacy Interests" and "District Rights" sections above.)

Personal social networking accounts shall not be used to officially represent campus or District entities on social networking, wiki, or other social media sites. For official representation of any District entity, a campus or district account, approved by the president/chancellor or their designee, must be used. The account holders must agree to use the resources legally, ethically and in keeping with the intended use per the procedures of their respective sites.

TRAINING

All employees must complete annual cybersecurity training to ensure compliance with security protocols and safeguard the district's digital assets.

PERSONAL MOBILE DEVICES

The District does not provide support for personal mobile devices. The District only provides the connection settings to the District systems for the synching of District email, calendar and contacts on mobile devices and supported cloud storage files and folders.

The District may also provide the licensing and download methods for software to be used on mobile devices. It is the user's responsibility to install and/or enter settings for such devices and software.

MOBILE DEVICE ENCRYPTION

Any mobile device used by employees to access SBCCD student, employee, financial or other forms of sensitive data will be required to be encrypted prior to such access. This will aide in the protection of District data on lost or stolen mobile devices.

BRING YOUR OWN DEVICE

Bring Your Own Device ("BYOD") refers to personally-owned technology devices such as computers, laptops, tablets/eReaders, smart-phones and other devices ("Devices") used by employees for District purposes to stay connected to, access data from, or complete tasks in their capacity as District employees ("Users").

This procedure provides standards and rules of behavior for the use of personal Devices to access District network resources and





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information for District business purposes. Users may access District information on personal Devices only in the conduct of District business. The District's interests are to foremost protect District data and information while allowing Users to utilize personal Devices.

In accordance with this and other District policies, personal Devices used for business purposes are to be used in a responsible manner. These procedures are mandatory requirements for any Devices used for District purposes.

Compliance with District Policies and Administrative Procedures: Users understand that the use of Devices for District purposes is subject to the same District rules and regulations with respect to such use as if the Users are using District-owned devices. Users shall abide by applicable laws and policies with respect to access to, use, disclosure, and/or disposal of District information. These policies and procedures include, but are not limited to: Computer and Network Use BP/AP 3720; Electronic Mail BP/AP 3920; Student Records Directory Information and Privacy BP/AP 6040; and Records Retention and Destruction BP/AP 3310.

Users are Responsible for all Maintenance of their Device(s)

Users acknowledge that they are solely responsible for the configuration, maintenance, troubleshooting and repair of their
personal Devices. This includes maintaining original device operating systems and keeping the Device current with security
patches and updates as released by the manufacturer.

Requirements for all BYODs Accessing District network services and District information.

Users shall not download, transfer or store "Sensitive Business Data" on their Devices. "Sensitive Business Data" is defined
as documents or data that is not publicly available and that is protected by laws governing confidentiality of information (e.g.,
student records FERPA, confidential personnel data, third party confidential information, etc.). Users shall delete any
Sensitive Business Data that may be inadvertently downloaded and stored on the Device (for example, through the process
of viewing email attachments sent by others).

The District's IT Department will provide Users with instructions for identifying and removing these unintended downloads. Users shall not download/transfer Sensitive Business Data to any non-District device.

- Users shall password protect Devices using existing password protect utilities available on the User's device. This is inclusive of but not limited to alpha numeric passwords, swipe, finger print and pin codes. Users shall use strong passwords and keep them well protected. It is recommended that when appropriate, Users choose long password of at least 8 characters and change them periodically. Users shall immediately notify the District's IT Department Help Desk if you believe your passwords have been compromised.
- Users shall not share the Device with other individuals or family members due to the business use of the Device.
- Users shall notify the District's IT Department Help Desk at 877-241-1756 and their cellular providers if the device is lost or stolen within one hour, or as soon as practical, after you notice the device is missing. If the device is a cell phone or tablet with District email the District will remotely wipe the device removing all data from the phone and possible rendering the device unusable in any capacity.
- If a Device has a remote tracking device, such as the "find my device" option on the iPhone, it should be turned on by the User.
- Users shall maintain anti-virus (AV) protection on a device when appropriate and possible. Instructions on the recommended





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AV protection is provided by the District's IT Department.

 Users shall set an idle timeout that will automatically lock the Device after a period of time. Users should contact their mobile device manufacturer or service provider for assistance.

Compliance with Applicable Laws.

Users must comply with federal and state laws that provide further protections to certain types of information, or that may influence how Users handle District information with the Devices. Examples include, but are not limited to:

- Family Educational Rights and Privacy Act (FERPA) and corresponding Education Code provisions that provide students
 right of access to their education records and generally prohibits the disclosure of student education records without the prior
 written consent of the student.
- Health Insurance Portability and Accountability Act (HIPAA) which imposes various privacy and security requirements on personal health information collected or maintained by covered entities.
- Financial Services Modernization Act of 1999 ("Gramm Leach Bliley") and accompanying FTC Standards for Safeguarding
 Customer Information Requires the District to develop and implement an information security program designed to protect
 nonpublic personal information gathered and maintained with respect to certain financial activities.
- The Fourth Amendment to the U.S. Constitution, and various federal and state laws concerning access by law enforcement to information and establishes the procedures and circumstances under which law enforcement authorities may gain access to District data. All warrants, subpoenas, and other legal requests, demands, or orders seeking access to institutional data or systems must be forwarded immediately to the District's Human Resources Department.
- California Public Records Act provides for public access to District records that are not otherwise exempt from disclosure. All requests for records shall be forwarded to the District's Human Resources Department.
- California invasion of privacy laws that prohibit the disclosure of personal information about an individual.
- Civil Discovery and E-Discovery Rules, including the duty to preserve data

References:

17 U.S. Code Sections 101 et seq.;

15 U.S. Code Sections 6801 et seq.;

Penal Code Section 502:

Cal. Const., Art. 1 Section 1;

Government Code Section 3543.1 subdivision (b); and

16 Code of Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

End Recommendation for AP 3720 Computer and Network Use





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Matching BP or AP Exists

Reasons for Review

> Annual review by Board of Trutees

Level 2 Review Schedule

11/30/2024 ◆ Recommendation Receied

12/12/2024 ◆ PPAC Approves Review Level

12/13/2024 • Level 2 to Constituents and AS for Feedback

02/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 6320 Investments

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

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

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

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

Investments shall be made based on the following criteria:

- 1. The preservation of principal shall be of primary importance. Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.
- 2. The investment program must remain sufficiently flexible to permit the District to meet all operating requirements. The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Matching BP or AP Exists

- 3. **Transactions should be avoided that might impair public confidence.** Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
- 4. **Return on Investment.** The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

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

End Recommendation for BP 6320 Investments





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Matching BP or AP Exists

Reasons for Review

> FYI to support annual review of BP

Begin Recommendation for AP 6320 Investments

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

Ethics and Conflict of Interest

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

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

Acceptable and Prohibited Investments

District funds may be invested in any of the following:

- 1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.





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- f. State of California notes.
- g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
- 2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
- 3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.
- 4. San Bernardino County Treasurer's Office, whenever required by law.

Authorized Personnel

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

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

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

Safekeeping and Custody

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

Recording and Reconciliation

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

Reporting

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

References:

Government Code Sections 53600 et seq., 87200





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Matching BP or AP Exists

End Recommendation for AP 6320 Investments



6520 Security for District Property



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ 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.

Level 2 Review Schedule

10/21/2024 • Recommendation Received

11/21/2024 ◆ PPAC Approves Review Level

11/22/2024 ♦ Level 2 to Constituents and AS for Feedback

12/04/2024 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025 • BOT Final Approval

Begin Recommendation for BP 6520 Security for District Property

(Replaces current SBCCD BP 6520)

The Chancellor shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

References:

Education Code Sections 81600 et seq.; ACCJC Accreditation Standard ##.B.1 3.8

End Recommendation for BP 6520 Security for District Property



6520 Security for District Property



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ 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.

Begin Recommendation for AP 6520 Security for District Property

(Replaces current SBCCD AP 6520)

Each District employee shall take appropriate measures to secure the equipment under his/her-their control and shall not loan or allow the use of the equipment to any individual who is not authorized by the District (see AP 6535 titled Use of District Equipment and AP 6500 titled Property Management). Loss of equipment and unauthorized use of equipment shall be reported immediately to the responsible administrator.

The District will not assume either responsibility or liability for personal property belonging to employees or students either on or off campus. The District will not provide reimbursement or replacement for loss, destruction, or damage by arson, burglary, or vandalism of personal property. Personal property will not be received or stored by maintenance personnel on District property. The use of an individual's personal automobile in connection with District business is an exception authorized under this procedure. No personnel of the District shall will use any equipment belonging to the District or consume any supplies or utilize any District personnel for any purposes other than the business of the District.

District facilities and grounds are for the use of District-authorized activities and events. (Also see BP/AP 6700 titled Civic Center and Other Facilities Use.)

Assignment of Responsibilities

The District's Police Department is designated the responsibility to develop and implement:

- 1. Patrolling schedules and practices to monitor and protect District property, including buildings, parking lots, and other open spaces;
- 2. Maintaining fire, security cameras, and other alarm systems in working order;
- 3. Emergency notification and disaster response practices (e.g., earthquake, fire, flood) and
- 4. Plans for publication of warnings about unsafe areas of campus as necessary.

The Campuses' Maintenance Department and District sites facilities office are designated the responsibility to develop and implement:

- 5. Processes for assigning, distributing, monitoring, and retrieving keys, including electronic key cards, which may include assessing fees to responsible parties for replacement of lost keys and/or re-keying buildings necessitated by such loss; and
- 6. Maintaining other aspects of the property in the interest of security (e.g., tree pruning, adequate lighting, and workable locks).

The District's Information Technology Department is designated the responsibility to maintain security of all electronic equipment (e.g., telephones, computers), including but not limited to password protection, virus control, and locking systems as needed.

2/7/2025



6520 Security for District Property



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Keys

The campus Vice President of Administrative Services or DSO, Facilities Department, or designee, must approve the assignment of keys. Employees and others who are authorized to hold keys are responsible for protecting said keys while they are in the individual's possession. Upon termination or completion of duties that mandate a key, the key holder must return the key. In the event a key is lost, the responsible individual shall sign an affidavit to that effect and may be assessed a fee for the replacement of the key, up to and including the cost of re-keying the impacted facility.

References:

ACCJC Accreditation Standard III.B.1 3.8

End Recommendation for AP 6520 Security for District Property

2/7/2025



6620 Naming of Buildings and Other Properties



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Reasons for Review

> For information only to support review of AP 6620

Level 2 Review Schedule

10/21/2024 • Recommendation Received

11/21/2024 ◆ PPAC Approves Review Level

11/22/2024 ◆ Level 2 to Constituents and AS for Feedback

12/04/2024 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025 • BOT Final Approval

Begin Recommendation for BP 6620 Naming of Buildings and Other Properties

The Board of Trustees retains authority for naming college facilities and properties. This shall include buildings, portions of buildings, college streets or roads, stadiums and fields, areas of major assembly or activity, malls, and other large areas of campus circulation, and other facilities and properties, which are significant because of their use or visibility.

All recommendations for naming buildings and other properties shall be submitted to the Board by the Chancellor for action. No commitment for naming shall be made prior to approval by the Board of Trustees of the proposed name.

Each proposal for naming a District-owned facility or property shall be considered on its own merits.

References:

None

End Recommendation for BP 6620 Naming of Buildings and Other Properties



6620 Naming of Buildings and Other Properties



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Reasons for Review

> Request from CHC VPI Wurtz and CHC Development Director Riggs to revise amounts

Begin Recommendation for AP 6620 Naming of Buildings and Other Properties

This procedure serves as a guideline for the San Bernardino Community College District (hereafter referred to as "the District") with the naming of facilities. It is established to assure an appropriate reflection of the history of the District as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a program, fund, or physical aspect of the District.

The District, the Chancellor, College Presidents, and Board of Trustees, seek private funds to enhance the District's ability to meet the higher education needs of its community, particular toward a level of excellence that would otherwise not be possible given state funding levels and restraints on student tuition and fees. To that end, the District seeks to provide appropriate recognition to donors for their generosity. Although such recognition may take many forms, this procedure seeks to establish guidelines for the naming of facilities, campus spaces and programs as donor recognition.

This procedure is to establish the criteria to guide the process for naming facilities at the District.

- 1. **Guidelines for Naming** (Financial Contributions and Commemorative or Memorial)
 - 1. **Financial Contributions:** To recognize a person, group, or business that has donated significant resources to SBCCD.
 - 1. A significant financial contribution to the actual construction cost, if for new construction; a major portion of the replacement or major renovation cost, if for an existing building or facility; or the fund raising goal.

The donation may be made in cash or a legally binding pledge and can be paid within 5 years of naming the facility, unless other arrangements are made.

- 1. A portion of the gift may be in the form of an irrevocable trust or planned gift.
- 2. Qualified contributions are receipted by the District.
- 3. The District Board of Trustees reserves the right to remove names from facilities when the gift remains unpaid beyond the 5-year limit or the agreed upon date.
- 2. The levels for specific naming based on financial contribution are established and reviewed periodically by the District.

Financial Contribution Opportunities	Gift Minimums and Ranges
Building or Stadium	\$5,000,000 minimum
Portion of Building (Wing or Floor or Portion of Stadium)	\$2,000,000 minimum
Street	\$1,000,000 minimum
Pathway	\$250,000 minimum
Large Athletic Facility (Not a Building nor Stadium)	\$250,000 minimum



6620 Naming of Buildings and Other Properties



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Laboratory (Large)	\$250,000 minimum
Entrance Hall, Lobby, Student/Staff Lounge, Courtyard	\$50,000 to \$150,000 \$50,000 minimum
Small Athletic Facility (Not a Building nor Stadium)	\$50,000 to \$500,000 \$50,000 minimum
Endowed Chair or Faculty Member	\$250,000 minimum
Classroom or Small Laboratory	\$25,000 to \$100,000 \$25,000 minimum
Conference Room, Division Office, or Department, or Learning Community Space	\$25,000 to \$100,000 \$25,000 minimum
All Other Commemorative Items or Scholarships	Determined by Chancellor or Designee
Outdoor Area, Commemorative Table/Bench	\$1,000 to \$25,000
Paver, Brick, Tile, Sidewalk/Concrete Etched Name, etc.	\$250 to \$5,000
Faculty/Other Office	\$2,500 minimum

- 2. **Commemorative or Memorial:** To honor and recognize individuals who have made significant and extraordinary contributions to the District or community for a minimum of 10 years.
 - 1. A temporary naming (a minimum of 3 years) in recognition of distinguished service may honor a gift of time or talent that has had a direct, significant positive impact on the institution over a 10-year period. This honor is reserved for extraordinary positive leadership directly to the District. A naming associated with a donation will replace a temporary naming following the minimum 3-year period.
 - 1. A period of at least 1 year shall lapse between the end of the individual's direct service to the District and consideration for naming.
 - 2. The Chancellor or a committee will determine whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting the name for approval.
 - 2. There will be no named buildings for living political figures or for current employees of the District.

2. Permanency of Names

- 1. When a gift is received for a naming, a facility receives a designation that shall last the lifetime of the facility, subject to paragraph 2. of this rule.
- Removal of Naming
 - 1. Any legal impropriety or other act which brings dishonor to the District on the part of the donor, or a corporate donor that is no longer in existence, shall make the gift and naming subject to reconsideration by the District.



6620 Naming of Buildings and Other Properties



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

- 2. Demolition or significant renovation shall terminate the designation. In such case, the individual, family, corporation, foundation (donor) involved in the initial naming may be offered an opportunity to retain the naming before any other naming gifts are considered.
- 3. Following the minimum 3-year period for a commemorative and memorial naming.

3. Responsibility

- 1. Prior to approval, the District Board of Trustees shall have reasonable assurance that:
 - 1. The proposed name shall bring additional honor and distinction to the District.
 - 2. Any philanthropic commitments connected with the naming shall be realized.
- 2. The Chancellor has the right to:
 - 1. Determine content, timing, location and frequency of any public announcements associated with the gift.
 - 2. Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
 - 3. Determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts, or their physical markers.
- 3. The final authority of any naming, memorial or tribute decision rests with the elected Board of Trustees.
- 4. The guidelines set forth in this procedure shall not be deemed all-inclusive. Flexibility and remaining donor-centered are keys to successful philanthropic naming opportunities.
- 5. The Chancellor and Board of Trustees reserve the right to consider any and all factors regarding the privilege of name association with the program, fund or physical aspect of the District as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of the District.

References:

None

End Recommendation for AP 6620 Naming of Buildings and Other Properties



6700 Civic Center and Other Facilities Use



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

Reasons for Review

> Legal Update 44: The Service updated this policy to align with changes in the Education Code.

Level 2 Review Schedule

11/06/2024 • Recommendation Received

11/21/2024 • PPAC Approves Review Level

11/22/2024 • Level 2 to Constituents and AS for Feedback

12/04/2024 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 6700 Civic Center and Other Facilities Use

There is a Civic Center at each of the colleges and Centers. The Civic Centers are the auditoriums and outdoor sporting fields. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of college District property and facilities, including but not limited to property designated by the District as a Civic Center, facilities, equipment and supplies, by community groups, and other outside contractors, and others.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The *regulations* procedure shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using *college* District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)) the community and organizations for public, literary, scientific, recreational, educational, or public agency meetings, or for the discussion of matters of general or public interest upon terms and conditions which that the governing board deems proper, and subject to the limitations allowed by law. In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

References:

Education Code Sections 82537 and 82542 Title 5 Sections 59601 et seg.

End Recommendation for BP 6700 Civic Center and Other Facilities Use

2/7/2025



6700 Civic Center and Other Facilities Use



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

Reasons for Review

> Legal Update 43: The Service updated this procedure to align with the Education Code.

Begin Recommendation for AP 6700 Civic Center and Other Facilities Use

General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Chancellor or President, or their designee, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Vice President of Administrative Services is responsible for the coordination and implementation of these procedures. The Office of Administrative Services shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply:

- 1. All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
- 2. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or public agency meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542 subdivision (a) will be permitted, "when an alternative location is not available," as described in the statute, to use District facilities upon payment only of the following:

- 3. the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties:
- 4. the cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his/her-their normal duties;
- 5. the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
- 6. the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs or not to exceed the fair rental value of District facilities and grounds under its control. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees and contracted workers, and salaries and benefits paid to District employees necessitated by the organization's use of District facilities. Additionally, except for classroom-based programs that operate after school hours and organizations retained by the college or District to provide instruction or instructional activities to students during school hours, direct costs shall also include the costs for maintenance, repair, restoration and refurbishment of college facilities and grounds used by the group.

The following shall be charged fair rental value for the use of District facilities:

- 7. Any church or religious organization for the conduct of religious services, which may be conducted for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- 8. Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community...

Rules for Facilities Use

Requests for use of the District's Civic Center should be made at least 10 business days (or 20 business days for requests requiring Board approval) in advance of the first date of use being requested. Requests shall be made to the Office of Administrative Services on forms provided by the District. Authorization to use the Civic Center shall be based on a reservation system and the priorities for student and other use detailed at the



6700 Civic Center and Other Facilities Use



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

end of this Section.

Note: This request requirement does not apply to groups intending to use available designated public forums for expressive activities. Rules applicable to those areas are described in the procedure for Speech: Time, Place, and Manner.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

All charges for the use of District facilities are payable a minimum of 5 days in advance. Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/she they are is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities. Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Chancellor or President, or their designee.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

Reserving parking, or requests for suspending parking, for events shall be approved by the President's Office for each campus.

Priority for the Use of District Facilities

Priority for the use of District Civic Center facilities will be as follows:

- 9. Student clubs and organizations
- 10. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
- 11. Parent-teachers' associations
- School-community advisory councils

References:

Education Code Sections 82537and 82542; Public Resources Code Section 42648.3; Title 5 Sections 59601 et seq;

2/7/2025



6700 Civic Center and Other Facilities Use



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

Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221

End Recommendation for AP 6700 Civic Center and Other Facilities Use

BP

7340 Leaves



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ No Matching BP or AP Exists

Reasons for Review

- > 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)

Level 2 Review Schedule

12/06/24 ◆ Estimated Receipt of Recommendation

12/12/24 ◆ PPAC Approves Review Level

12/13/24 ◆ Level 2 to Constituents and AS for Feedback

02/05/25 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/25 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/25 • BOT 1st Read

04/10/25
BOT Final Approval

Begin Recommendation for BP 7340 Leaves

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- Illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88191);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors, and managers (Education Code Section 88197);
- leave for service as an elected official or steward of a community college district public employee organization, or of any statewide or
 national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified
 employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee
 organization (Education Code Sections 87768.5; and 88210; Government Code Section 3558.8);
- leave of absence for permanent academic employees to serve as an elected member of the State legislature; (Education Code Section 87701);
- pregnancy leave: Education Code Sections 87766; and 88193; Government Code Section 12945];
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- family care and medical leave (Government Code Sections 12945.1 and 12945.2)
- use of illness leave for personal necessity; (Education Code Sections 87784; and 88207);
- industrial accident and illness leave; (Education Code Sections 87784 and 88207);
- bereavement leave (Government Code Section 12945.7 and Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court—(Education Code Section 87036; and 87037);

BP

7340 Leaves



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ No Matching BP or AP Exists

- military service: (Education Code Section 87700); and
- sabbatical leaves for permanent faculty; academic employees, administrators, and managers.; and
- Leave for reproductive loss (Government Code Section 12945.6).
- Crime Victim Leave (AB 2499)
- Family School Partnership Leave (Labor Code 230.8)

Vacation leave for members of the confidential service, educational administrators, and classified supervisors and managers shall not accumulate beyond 48 days (384 hours) of paid. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

References:

Education Code Sections 87763 et seq. and 88190 et seq. and additional cites above Government Code Section 12945.6; and Labor Code Sections 245 et seq. 230.8 et seq.

End Recommendation for BP 7340 Leaves



7346 Employees Called to Military Duty



Non 10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Hannon ◆ No Matching BP or AP Exists

Reasons for Review

> 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.

Level 2 Review Schedule

12/06/24 • Recommendation Received

12/12/24 ◆ PPAC Approves Review Level

12/13/24 ♦ Level 2 to Constituents and AS for Feedback

02/05/25 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/25 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/25 • BOT 1st Read

04/10/25
BOT Final Approval

Begin Recommendation for AP 7346 Employees Called to Military Duty

The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

Leave

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

Salary

Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive their salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service regardless of length of service with the District.

In addition, the District may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of his/her their military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty.
- All benefits that he/she they would have received had he/she they not been called to active military duty unless the benefits
 are prohibited or limited by vendor contracts.
- Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

Health Benefits



7346 Employees Called to Military Duty



Non 10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Hannon ◆ No Matching BP or AP Exists

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of 24 months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

Vacation and Sick Leave

Employees on military leave accrue any benefits the District provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the District for at least one year shall continue to accrue vacation, sick leave and holiday privileges up to a maximum period of 180 days.

Reinstatement

An employee on active duty military leave shall be entitled to return to the position held by him/her them at the time of his/her their entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

An employee on active duty military leave for any other reason shall be reinstated in accordance with state and federal laws.

In the case of a contract academic employee, absence on military leave due to a national emergency declared by the President of the United States or a war in which the United States is engaged shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the district under a lawful contract for more than a period in excess of one year, but had not vet become a regular academic employee of the district, he/she is are entitled to return to the position for the period of time his/her their contract of employment had to run at the time they entered military service.

In the case of an academic employee, absence on military leave due to a national emergency declared by the President of the United States or during any war in which the United States is engaged shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave due to a national emergency declared by the President of the United States or during any war in which the United States is engaged shall not be construed as a break in the continuity of service.

References:

Education Code Sections 87018, 87700, 87832 and 88116; Military and Veteran's Code Sections 389 et seg; 38 U.S. Code Sections 4301 et seg.

End Recommendation for AP 7346 Employees Called to Military Duty



4222 Remedial Coursework



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ No Matching BP or AP Exists

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. The Service also updated this procedure to identify requirements related to placement pursuant to the 2024 changes in the Education Code.

Level 3 Review Schedule

12/05/2024 • Recommendation Received

12/12/2024 ◆ PPAC Approves Review Level

12/13/2024 ◆ Level 2 to Constituents and AS for Feedback

02/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/05/2025 AS Reviews Level 3 for Final Input

03/20/2025 PPAC Reviews Final AS Input

04/10/2025 • BOT 1st Read

05/08/2025 • BOT Final Approval

Begin Recommendation for AP 4222 Remedial Coursework

- Course Definition
 - Remedial coursework refers to non degree, pre collegiate, basic skills offered for college credit to include reading, writing, computation, learning skills, study skills, and English as a Second Language designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses. A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures, and in accordance with state guidelines and regulations.
- Remedial English or Mathematics Coursework
 - 1. Intention: The primary goal is to ensure that students enter and complete transfer-level coursework in English and mathematics within one year of their initial attempt in the discipline. This coursework should align with the requirements of the student's intended certificate or associate degree, or the requirements for transfer within their intended major.
 - Placement Measures: The District shall use measures, such as high school coursework, grades, grade point average, or self-placement for placing students into English and mathematics courses. High school transcript data shall be used as the primary means for determining placement in English and mathematics courses. For students who have not graduated from high school, or for high school graduates unable to provide self-reported high school information, the District may use guided placement or self-placement. When multiple measures are used, they should be applied in a way that compensates for low performance on one measure with higher performance on another. The District shall not recommend or require students to enroll in pretransfer-level English or mathematics coursework.
 - Avoiding Redundant Coursework: The District shall not require students to repeat coursework that they successfully
 completed in high school or college or for which they demonstrated competency through other methods of credit for
 prior learning.



4222 Remedial Coursework



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ No Matching BP or AP Exists

- 4. If the District places and enrolls students into transfer-level course sequences, composed of no more than two transfer-level courses, that prepare students for the first STEM calculus course, the counselor shall determine that (1) the student is highly unlikely to succeed in the first STEM calculus course without the additional transfer-level preparation, (2) the enrollment will improve the student's probability of completing the first STEM calculus course, and (3) the enrollment will improve the student's persistence to and completion of the second calculus course in the STEM program, if a second calculus course is required.
- 5. Students who have not graduated from a United States high school or been issued a high school equivalency certificate, students enrolled in a certificate program without English or mathematics requirements, students enrolled in a noncredit English as a Second Language course who have not graduated from a United States high school or been issued a high school equivalency certificate, students with documented disabilities in educational assistance classes who are otherwise not able to benefit from general college classes, students enrolled in adult education programs who have not graduated from a United States high school or been issued a high school equivalency certificate, students enrolled in adult education programs who are enrolled in coursework other than mathematics or English, current high school students in dual enrollment or taking courses not available in their local high school are exempt from the limitations of this procedure.

Waivers

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

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

Academic Probation, Dismissal

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

Reinstatement

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



4222 Remedial Coursework



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ No Matching BP or AP Exists

College Catalog

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

Reference:

Education Code Section 78212.5 and 78213; Title 5 Section 55035; and ACCJC Accreditation Standard-II.A.4 2

End Recommendation for AP 4222 Remedial Coursework





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ 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 implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.

Level 3 Review Schedule

12/05/2024 ◆ Recommendation Received

12/12/2024 ◆ PPAC Approves Review Level

12/13/2024 ◆ Level 3 to Constituents and AS for Feedback

02/02/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 • PPAC Hears Feedback on Level 2 and AS Initial Feedback on Level 3

03/05/2025 AS Reviews Level 3 for Final Input

03/20/2025 • PPAC Reviews Final AS Input

04/10/2025 • BOT First Read

05/08/2025
BOT Final Approval

Begin Recommendation for BP 5130 Financial Aid

The Financial Aid Office is responsible for the administration of federal and state financial aid programs. Financial Aid programs may include, internal and external scholarships, grants, waivers and work study programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by federal and state laws and other applicable regulatory and institutional requirements.

The Financial Aid Office shall establish, publicize and apply satisfactory academic progress standards to all participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

Scholarship Displacement

The District shall not engage in scholarship displacement. The Chancellor shall establish procedures that provide that the District shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance.

2/7/2025



5130 Financial Aid



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

References:

Education Code Sections 66021.6, 70045, et seq., and 76300;

20 U.S. Code Sections 1070, et seq.;

34 Code of Federal Regulations Section 668; (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard III.D.15 3

End Recommendation for BP 5130 Financial Aid





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

Reasons for Review

- > 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.

Begin Recommendation for AP 5130 Financial Aid

San Bernardino Community College District participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal regulations and requirements.

San Bernardino Community College District offers the following financial aid awards to all students who are enrolled at the colleges within the District:

- 1. The California College Promise Grant (formerly known as the Board of Governors Fee Waiver (BOG Fee Waiver)
- 2. Chafee Grant
- 3. Cal Grant A, B and C
- 4. California DREAM Loan Program Federal Direct Loans
- Federal Pell Grant
- Federal Work Study
- 7. Federal Supplemental Educational Opportunity Grant (FSEOG)
- 8. Full Time Student Success Grant Student Success Completion Grant (SSCG)
- 9. Internal and external scholarships

The financial aid procedures, listed below, provide guidance in the financial aid process within the District and give students information needed to make informed decisions about financing their education. Students should regularly check the financial aid website at the college they are attending and receiving financial aid, as these procedures and policies are reviewed and updated to remain compliant with federal and state requirements to ensure that the District is supporting the success of our students.

Application Procedures

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and include either San Bernardino Valley College school code (001272) or Crafton Hills College school code (009272). The application is available beginning in October for the following academic award year unless specified by the U.S.Department of Education. If a student is applying for a Cal Grant, the FAFSA or CADAA and cumulative GPA must be submitted to the California Student Aid Commission (CSAC). Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students complete the FAFSA or CADAA by the state published deadline.

Student Eligibility

General student eligibility requirements consist of the following:

- demonstrate financial need for need-based federal student aid programs;
- be a U.S. citizen or an eligible noncitizen;





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

- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled as a <u>regular student</u> in an eligible degree or certificate program;
- maintain satisfactory academic progress;
- provide consent and approval to have your federal tax information transferred directly into your *Free Application for Federal Student Aid* (FAFSA®) form;
- not in default or overpayment on any federal aid;
- have a high school diploma, GED, or equivalent.

CADAA eligibility requirements are different than the list above. Please check with your financial aid office for more information.

1.

There are also program specific eligibility requirements that may be required.

Deadlines

See the Financial Aid office website for semester-specific financial aid deadlines. All deadlines shall be strictly adhered to.

Payment Procedures

Financial aid disbursements are calculated based on a student's Expected Family Contribution (EFC) Student Aid Index (SAI), financial need, availability of funds, and enrollment intensity. the number of units in which the student is enrolled in each semester.

Waitlist courses are not considered as enrolled units and are not included in the calculation of eligibility.

Disbursements are refunded electronically to the students BankMobile (Bmtx) selection. college issued Debit Card. Students must enroll and make their selection at https://disbursements.bmtx.com/refundchoices/, request their Debit Card at www.enroll.moneynetworkedu.com/. Students also have the ability to have their refunds transferred to their existing bank account using the ACHoption,, applying for a Vibe account, or having a check mailed to them. This option may delay a student receiving their disbursement 3-5 business days depending on the existing banking institution procedures. Students who do not select a refund preference will default to a refund check being processed and mailed 21 days after disbursement to the student's home address as reported with Admissions and Records.

Overpayment Recovery (Return of Title IV)

The District Financial Aid Office will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV Funds (R2T4) requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received within 30 days of being notified. If students do not repay within the 30-day requirements the student account will be forwarded to collections with the department of education. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received.

Determination of a student's withdrawal date:

- The date the student officially notified the Admissions and Records Office of their intent to withdraw;
- The midpoint of the semester for a student who leaves without notifying the college;
- The student's last date of attendance at a document academically-related activity; or
- The date posted by the instructor indicating the last day of attendance.

Accounting Requirements and Disbursement of Funds

The District ensures internal checks and balances by separating the functions of authorizing payments and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

Fraudulent Documents

Students may be reported to the Office of Inspector General (OIG), or Department of ED (DOE) if they are committing or suspected of committing Federal Fraud.

Submission of fraudulent documents is a violation of the Standards of Student Conduct and as such, subject to disciplinary action. The student will





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be informed that withdrawing the fraudulent document is not a pardon from disciplinary action. • Any student submitting a fraudulent document will be referred to the Chief Student Services Officer or designee for disciplinary action.

Satisfactory Academic Progress

In accordance with Federal and State regulations, financial aid recipients are required to meet Satisfactory Academic Progress (SAP) requirements. SAP requirements include qualitative, quantitative, and maximum time frame standards by which the financial aid office can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their course of study. Students who are receiving federal student aid must be enrolled in a course of study leading to an associate's degree, a certificate program, and/or a transfer program to a four-year college. Failure to maintain SAP standards will result in the loss of financial aid assistance. The Financial Aid Office reviews academic progress, annually, at the end of each Spring semester. Satisfactory Academic Progress will evaluate periods of enrollment in which the student did not receive financial aid funds as well as courses that were taken at another college and apply towards their program of study.

Students are required to adhere to the following SAP requirements:

- Maintain a cumulative GPA of 2.0 or above (qualitative);
- Successfully complete a minimum of 67% of the total number of units attempted/ completed (quantitative); and
- Not exceed 150% of the published length of an academic program.
 Program timeframes will vary.

These procedures may change periodically and may be superseded by current state and federal laws and regulations.

Satisfactory Academic Progress (SAP) Appeal Procedure

Appeal Process

SAP Appeals, Petition for Reinstatements or Term Dismissals, can be requested through the Financial Aid office. You must read the appeal carefully and submit your supporting documentation, prior to the appeal deadline. Incomplete appeals will be rejected.

SAP Appeal Special Circumstances

In reviewing a student's appeal and documentation, the Financial Aid Office may consider any additional special circumstances that the institution deems appropriate and shall consider a broad range of special circumstances, including, but not limited to, any of the following:

- Death of a relative or other significant person
- Injury or illness, including, but not limited to, behavioral health conditions, of the student or a relative or other significant person
- · Pregnancy or birth of a child
- Homelessness
- Loss of childcare
- Loss or change in employment
- Loss of access to personal or public transportation
- Being a victim of a serious crime, including, but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal prosecution or civil liability
- Natural disaster
- Change of major (Once per SAP Policy)

If a student does not successfully complete the courses on the SEP plan with a passing grade of A, B, C, or D where applicable, and/or maintain a 2.0 for the term, this will revoke the Term Dismissal agreement and the student will no longer receive Financial Aid. Students will be notified of the appeal decision via their student email within 45 days of a complete appeal submission. If the student has outside transcripts, they must be evaluated, and students must submit their official transcripts to Admissions & Records before the appeal submission is considered complete.





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If a student has been approved and is eligible for a financial aid disbursement, they may receive a disbursement within 2-4 weeks after the SAP approval notification.

If the student's appeal is denied, the decision notification will specify the conditions for future consideration for financial aid eligibility. Students may request a second review process from the Financial Aid Office if the initial SAP appeal is denied.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for California College Promise Grant (formerly known as a BOG Fee Waiver)

A student shall become ineligible for a <u>California College Promise Grant</u> if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the <u>California College Promise Grant BOG Fee Waiver</u> until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility California College Promise Grant BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a <u>California College Promise Grant BOG Fee Waiver</u> due to extenuating circumstances, or whenever a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, Homeless and SAS student status.

Foster Youth shall not be subject to loss of <u>California College Promise Grant</u> <u>BOG Fee Waiver</u> due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

Students Enrolled in a Baccalaureate Degree Program

Students enrolled in a baccalaureate degree program who wish to apply for a California College romise Grant (CCPG) waiver must submit either a Free Application for Federal Student Aid (FAFSA) or a California Dream Act application in lieu of completing the California College Promise Grant Board of Governors-fee waiver application.

Scholarship Displacement

The Financial Aid Office shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance. The Financial Aid Office shall not consider receipt or anticipated receipt of private scholarships when considering a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for qualification for institutional gift aid.





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

References:

Education Code Sections 66021.3, 66021.6, 66025.9, 69432.7, 69514, <u>70045 et seq.</u>, 70030 et seq., 76300, <u>78042</u>, and 94912.5; Title 5 Sections 55031,58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section $668_{\tilde{z}}$ (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard 111. D.15 3

End Recommendation for AP 5130 Financial Aid



5220 Shower Facilities for Homeless Students



10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> Chapter Lead: Good Practice BP being Presented for adoption

Level 3 Review Schedule

12/05/2024 ◆ Recommendation Received

12/12/2024 ◆ PPAC Approves Review Level

12/13/2024 ◆ Level 3 to Constituents and AS for Feedback

02/02/2025 • AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 • PPAC Hears Feedback on Level 2 and AS Initial Feedback on Level 3

03/05/2025 ◆ AS Reviews Level 3 for Final Input

03/20/2025 PPAC Reviews Final AS Input

04/10/2025 • BOT First Read

05/08/2025 ◆ BOT Final Approval

Begin Recommendation for BP 5220 Shower Facilities for Homeless Students

The Chancellor shall establish procedures necessary to make on-campus shower facilities available to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the District.

References:

Education Code Section 76011

End Recommendation for BP 5220 Shower Facilities for Homeless Students

2/7/2025



5220 Shower Facilities for Homeless Students



10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> Chapter Lead: Good Practice AP Presented for adoption

Begin Recommendation for AP 5220 Shower Facilities for Homeless Students

An unhoused student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Shower facilities are available for unhoused students who are actively enrolled in courses and are in good standing with the District. Students may refer to the individual campuses for specific locations, building names, days, and hours of availability at San Bernardino Valley College, Crafton Hills College, and Economic Development & Corporate Training. In the event of any conflicts in hours due to intercollegiate athletic programs or other scheduled events, each campus will implement appropriate measures to ensure access to these resources.

References:

Education Code Section 76011

End Recommendation for AP 5220 Shower Facilities for Homeless Students



5510 Off-Campus Student Organizations



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

Reasons for Review

>Need to adopt; this is a legally required policy.

Level 3 Review Schedule

12/05/2024 ◆ Recommendation Received

12/12/2024 ◆ PPAC Approves Review Level

12/13/2024 ◆ Level 3 to Constituents and AS for Feedback

02/02/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/02/2020 AO Neviews Level 2 for 1 eedback and Level 3 for initial input

02/20/2025 • PPAC Hears Feedback on Level 2 and AS Initial Feedback on Level 3

03/05/2025 • AS Reviews Level 3 for Final Input

03/20/2025 ◆ PPAC Reviews Final AS Input

04/10/2025 • BOT First Read

05/08/2025 ◆ BOT Final Approval

Begin Recommendation for BP 5510 Off-Campus Student Organizations

The District shall work with local law enforcement agencies to monitor and record criminal activity at off-campus locations of owned or controlled by student organizations officially recognized by the District or used to support the District's educational purpose.

This policy includes student organizations with off-campus housing facilities.

Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

End Recommendation for BP 5510 Off-Campus Student Organizations



5510 Off-Campus Student Organizations



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

Reasons for Review

> Need to adopt; this is a legally required procedure

Begin Recommendation for AP 5510 Off-Campus Student Organizations

The SBCCD Police Department does not provide law enforcement service to off-campus organizations, nor are off-campus activities monitored by the District. Any incidents or investigations that occur off-campus fall under the jurisdiction of the local police in that area, which would lead in any investigation or response. However, SBCCD Police may assist local agencies when needed and maintain radio communication with them for events in close proximity to the campuses.

Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

End Recommendation for AP 5510 Off-Campus Student Organizations



2510 Participation In Local Decision-Making



10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Reasons for Review

- > 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.

Level 3 Review Schedule

02/21/2024 • Recommendation Received

03/05/2024 • BPPAC Review of Chapter 1 and 2 Recommendations

02/25/2024 • PPAC Approves Review Level

02/26/2024 • Level 2 to Constituents and AS for Feedback

03/06/2024 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/11/2024 • PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

02/05/2025 AS Reviews Level 3 for Final Input

02/20/2025 • PPAC Reviews Final AS Input

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 2510 Participation In Local Decision-Making

Board of Trustees

The Board of Trustees shall comply with Title 5 §53200 (d) and shall develop policies on academic and professional matters.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for action under which the District is governed and administered. The Governing Board has the final say and is never prohibited from taking action on matters.

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

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

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

- 1. Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2. Degree and certificate patterns;
- 3. Grading policies;
- 4. Educational program development;
- 5. Standards or policies regarding student preparation and success;
- 6. Policies for faculty professional development activities;



2510 Participation In Local Decision-Making



10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Torres ◆ Both BP & AP Exist

- 7. District and college governance structures, as related to faculty roles;
- 8. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- 9. Processes for program review;
- 10. Processes for institutional planning and budget development; and
- 11. Other academic and professional matters.

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

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

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

Staff (Title 5 Section 51023.5)

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

Students (Title 5 Section 51023.7)

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

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

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

References:

Education Code Section 70902(b)(7);

Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students); ACCJC Accreditation Standards 4.2 and 4.3

2/6/2025



2510 Participation In Local Decision-Making



10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Torres ◆ Both BP & AP Exist

End Recommendation for BP 2510 Participation In Local Decision-Making



2510 Participation In Local Decision-Making



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

Reasons for Review

- > 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.

Begin Recommendation for AP 2510 Participation In Local Decision-Making

Overview

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

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

Governance Process

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

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

Organization

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

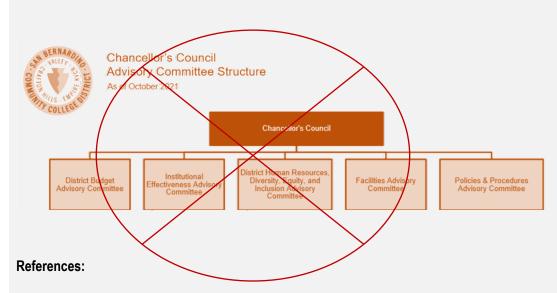
To promote additional participation in local decision-making and efficacy, five-advisory committees have been created which make recommendations to Chancellor's Council. Subcommittees/task force/workgroup's structure for each advisory committee (if needed, not mandatory) will be unique and established by the respective advisory committee. Advisory committees can adjust as they see fit to promote participation and efficacy. The list advisory committee structure will be posted on the Chancellor's Council webpage @ https://sbccd.edu/about-sbccd/committees/chancellors-council/index.php.



2510 Participation In Local Decision-Making



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



Education Code Section 70902(b)(7);

Title 5 Sections 53200 et seq., 51023.5, and 51023.7;

ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5) 4.2 and 4.3

End Recommendation for AP 2510 Participation In Local Decision-Making



4020 Program, Curriculum, and Course Development



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.

Level 3 Review Schedule

01/07/2025 • Recommendation Received

02/20/2025 ◆ PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/05/2025 AS Reviews Level 3 for Final Input

04/17/2025 • PPAC Reviews Final AS Input

05/08/2025 • BOT 1st Read

06/12/2025 ◆ BOT Final Approval

Begin Recommendation for BP 4020 Program, Curriculum, and Course Development

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

The Board acknowledges that District faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Diversity, Equity, Inclusion, and Anti-Racism (DEIA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latinx people. The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with faculty to implement equity-minded practices.

All new programs and program discontinuances shall be approved by the Board of Trustees.



4020 Program, Curriculum, and Course Development



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

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish procedures:

- which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.
- to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.
- for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial
 aid. The conversion formula is used to determine whether such a credit hour program has an appropriate minimum number
 of clock hours of instruction for each credit hour it claims.

References:

Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards II.A and II.A.9 2

End Recommendation for BP 4020 Program, Curriculum, and Course Development



4020 Program, Curriculum, and Course Development



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 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.

Begin Recommendation for AP 4020 Program, Curriculum, and Course Development

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations

District faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Diversity, Equity, Inclusion, and Anti-Racism (DEIA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latinx people. The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with faculty to implement equityminded practices.

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately
 [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of
 work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established
 by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit
 hours.

The District shall develop and offer programs and curricula in ethnic studies. The District shall develop 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.

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

Faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that Ethnic Studies course materials and curriculum:

- Are written by and for Native American, Black and African American, Latinx, and Asian American communities rather than only about those communities.
- Address structural and institutional racism, discrimination, oppression, and privilege.
- Focus on the eleven principles of Ethnic Studies:
 - 1. Love
 - 2. Respect
 - 3. Reflection

2/6/2025



4020 Program, Curriculum, and Course Development



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

- 4. Hope
- Solidarity
- 6. Critical Consciousness
- 7. Community
- 8. Interconnection
- Wellness
- 10. Healing
- 11. Transformation

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2; ACCJC Accreditation Standard H.A; 2

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

End Recommendation for AP 4020 Program, Curriculum, and Course Development



4100 Graduation Requirements for Degrees and Certificates



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

Reasons for Review

- > 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
- >Additional Chapter Lead changes received but not reviewed on 12/12/24

Level 3 Review Schedule

10/06/2024 • Recommendation Received

10/17/2024 ◆ PPAC Approves Review Level

10/18/2024 ◆ Level 2 to Constituents and AS for Feedback

11/06/2024 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 • PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

02/05/2025 AS Reviews Level 3 for Final Input

02/20/2025 • PPAC Reviews Final AS Input

03/13/2025 • BOT 1st Read

04/10/2025 • BOT Final Approval

Begin Recommendation for BP 4100 Graduation Requirements for Degrees and Certificates

(Replaces current SBCCD BP 4100)

The District grants the degrees of Associate in Arts, Associate in Arts-Transfer, Associate in Science and Associate in Science-Transfer (AA/AS) to those students who have completed the subject requirements for graduation. The District also grants Certificates of Achievement and Certificates of Completion. Non-credit certificates, such as Certificates of Competency (e.g., Job Readiness Skills Certificate), will be included to ensure recognition of diverse student achievements. Note: Non-credit certificates are not transcribed on the official academic transcript.

and who have maintained a 2.0 grade point average in degree-applicable coursessubjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.

Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher of a minimum of 16 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

References:

Education Code Section 66746 (a) and (b), 70902 subdivision (b)(3); Title 5, Sections 55002(b), 55070, 55800, et seq. 55060 et seq.

End Recommendation for BP 4100 Graduation Requirements for Degrees and Certificates



4100 Graduation Requirements for Degrees and Certificates



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

Reasons for Review

- > 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)

Begin Recommendation for AP 4100 Graduation Requirements for Degrees and Certificates

(Replaces current SBCCD AP 4100)

Graduation Requirements for Degrees and Certificates

for graduating with a Degree or Certificate graduation requirements are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

For the Associate in Arts or Associate in Science d Associate in Arts and Associate in Science Degrees (AA/AS), the requirements include:, a student must

- Delemonstrate competence in reading, in written expression, and in mathematics as defined in the college catalog.
- The student must sSatisfactorily complete at least 60 semester units of college work and have maintained a 2.0 grade point average
 in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and
 competency requirements set forth in Title 5 regulations and Education Code.
- Complete at least 18 semester units in general educations—and at least 18 semester units in a major listed in the State Chancelor's Taxonomy of Programs.
- Complete at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Governing Board when an injustice or under hardship would result.
- Complete a minimum of general education course work in the natural sciences, the social and behavioral sciences, humanities and language and rationally. communication, analytical thinking and Ethnic Studies.

Note: Detailed graduation requirements are listed in the respective college catalog.

College work includes all courses acceptable toward the associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in general education, (Note: SBVC requires at least 24 units) and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs".

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Scholastic Standards Committee when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality, (note: ethnic studies must be offered in at least one of these four areas), communication and analytical thinking, and lifelong learning and self-development as applicable. In addition, the general education transfer requirements may apply.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.



4100 Graduation Requirements for Degrees and Certificates



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

The District must offer ethnic studies as part of the general education curriculum.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

Certificates

Successful completion of a course of student or curriculum that consists of 16 or more semester units of degree-applicable credit coursework for a certificate of achievement shall be designed to demonstrate that the students has completed coursework and developed capabilities relating to a career or general pathway.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Requirements for the District include:

- Shorter credit programs that lead to a certificate may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs at either college are consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
- The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's
 office.

Certificates for which State Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

References:

Education Code Section 70902(b)(3);

Title 5, Sections <u>55070</u>, <u>55800</u>, <u>et seq.</u> 55060 et seq. <u>and 55270 et seq.</u>

End Recommendation for AP 4100 Graduation Requirements for Degrees and Certificates



4227 Repeatable Courses



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ No Matching BP or AP Exists

Reasons for Review

> Legal Update 43: The Service updated this procedure to align with revised Title 5 regulations.

Level 3 Review Schedule

11/14/2024 ◆ Recommendation Received

11/21/2024 • PPAC Approves Review Level

11/22/2024 Level 2 to Constituents and AS for Feedback

12/04/2024 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

12/20/2024 • PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

02/05/2025 AS Reviews Level 3 for Final Input

02/20/2025 • PPAC Reviews Final AS Input

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for AP 4227 Repeatable Courses

(Replaces current SBCCD AP 4227)

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times.

Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Students can repeat such courses any number of times.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments or if a student petitions for repetition due to extenuating circumstances. Activity courses are defined as courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, art, theater, and dance

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5, Section 56029.

2/6/2025



4227 Repeatable Courses



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ No Matching BP or AP Exists

A student may repeat a cooperative work experience program any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a); however, the grade received by the student each time will be included in calculations of the student's grade point average. A student may repeat a work experience education course subject to Title 5 Section 55040...

The District shall develop and implement a mechanism to allow it to properly monitor course repetition. References:

Title 5 Sections 55040, 55041, 55253, and 56029

End Recommendation for AP 4227 Repeatable Courses



5070 Attendance Accounting



10+1 ◆ Non CCLC ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

- > BP requires an annual review; last updated 12/8/2023
- > Chapter Lead reviewed and recommends no changes.

Level 3 Review Schedule

11/07/2024 • Recommendation Received

11/21/2024 ◆ PPAC Approves Review Level

11/22/2024 ◆ Level 2 to Constituents and AS for Feedback

12/04/2024 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

12/20/2024 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

02/05/2025 AS Reviews Level 3 for Final Input

02/20/2025 • PPAC Reviews Final AS Input

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 5070 Attendance Accounting

NOTE: This policy is unique to SBCCD.

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

References:

Ed. Code § 71020, 76300, 84040, 84040.5, and 84040.6; Title 5, Sections 58000 et seq.

End Recommendation for BP 5070 Attendance Accounting



5070 Attendance Accounting



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

Reasons for Review

> FYI. AP being forwarded to support annual review of BP

Begin Recommendation for AP 5070 Attendance Accounting

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

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

The Office of Research, Planning & Institutional Effectiveness shall verify compliance with prescribed State procedures for reporting attendance according to valid census dates and FTES calculations for all classes. Attendance is reported on the Apportionment Form CCFS-320 and Apprenticeship Form CCFS-321.

References:

Education Code Sections 84500-84501;

Title 5 Sections 58000 et seq.

End Recommendation for AP 5070 Attendance Accounting