## District Assembly Agenda

**November 3, 2015**  
3:00pm  
District Board Room

**Present:**  
Absent:  
Guests:

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
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<tbody>
<tr>
<td><strong>Call to Order</strong></td>
<td>Stanskas</td>
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<tr>
<td><strong>Chancellor’s Report</strong></td>
<td>None</td>
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<tr>
<td><strong>Approval of Minutes</strong> – 10/6/15 (p.3)</td>
<td>Once approved, minutes and materials will be posted on the District web-site: <a href="http://www.sbccd.org/District_Faculty,-a,-Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty,-a,-Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a></td>
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### Old Business
- Policies & Procedures for 2nd Reading
  - BP 2200 Board Duties & Responsibilities (p.6)
  - BP 2210 Officers (p.11)
  - BP 2220 Committees of the Board (p.15)
  - BP 2305 Annual Organizational Meeting (p.17)
  - AP 7250 Educational Administrators (p.19)
  - BP/AP 7150 Evaluation (p.46 &48)

### New Business
- Policies & Procedures for 1st Read
  - BP 7250 Educational Administrators (as requested by VC Human Resources) (p.54)
  - BP/AP 5530 Student Rights & Grievances (as requested by VP Student Services and VP Instruction) *(to be distributed at the meeting)*
  - BP/AP 7340 Leaves (as requested by VC Human Resources) *(to be distributed at the meeting)*

### Reports:
- Non-Credit Updates from Senates
- Calendar Committee Recap and Update
- Master Plan Update
- Academic Senates
- Classified Senates
- Student Senates

Written District Reports

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Public Comments
District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor’s Office at (909) 382-4091 as far in advance of the meeting as possible.

Future Agenda Items
- Policies & Procedures per review cycle spreadsheet
- Non-Credit Updates from Senates
- Calendar Committee Recap and Update
- Master Plan Update
- AB 86 Update

Adjourn
# DISTRICT ASSEMBLY
## MINUTES


**Absent:** Brink, Holbrook, Beebe, Garcia, Hallex, Gamboa, Miller, Paddock, Dale Carter, Chavira, Gilbert, Eaton, Lillard, Williams, Valdemar (designee for Marco Cota), Baron, Marshall

**Guests:** Kinde, Norman, Torres

### TOPIC

<table>
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<tr>
<th>DISCUSSION</th>
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<tr>
<td>Stanskas called the meeting to order at 3:02pm</td>
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### Chancellor’s Report

**Approval of Minutes – 9/1/15 (p.3)**

Once approved, minutes and materials will be posted on the District web-site: [http://www.sbccd.org/District_Faculty_-_a-Staff_Information-Forms/District_Committee_Minutes/District_Assembly](http://www.sbccd.org/District_Faculty_-_a-Staff_Information-Forms/District_Committee_Minutes/District_Assembly)

Fisher motioned Levesque seconded to approve the minutes of 9/1/15.

- **Ayes:** Huston, Danley, Crow, Briggs, Pires, Feist, Thomas, Levesque, Weiss, Rowley, Burgess, Vazquez, G. Jaramillo, Fisher, Allen, Tinoco, K. Jaramillo (designee for Aaron Beavor),
- **NOS:** None
- **Absent:** Brink, Holbrook, Beebe, Garcia, Hallex, Gamboa, Miller, Paddock, Dale Carter, Chavira, Gilbert, Eaton, Lillard, Williams, Valdemar (designee for Marco Cota), Baron, Marshall
- **ABSTENSIONS:** None

### Old Business

- Review Membership & Constitution
  - [Constitution](http://www.sbccd.org/District_Faculty_-_a-Staff_Information-Forms/District_Committee_Minutes/District_Assembly)
  - [Membership List](http://www.sbccd.org/District_Faculty_-_a-Staff_Information-Forms/District_Committee_Minutes/District_Assembly)
- 6-Year Review Cycle Spreadsheet for 2nd Reading (p.7)
- Policies & Procedures for 2nd Reading
  - AP 2410 (p.23)

Allen motioned Danley seconded to approve the 6-year review cycle spreadsheet for FY 15-16.

- **Ayes:** Stanskas, Huston, Danley, Crow, Briggs, Pires, Feist, Thomas, Levesque, Weiss, Rowley, Burgess, Vazquez, G. Jaramillo, Fisher, Allen, Tinoco, K. Jaramillo (designee for Aaron Beavor),
- **NOS:** None
- **Absent:** Brink, Holbrook, Beebe, Garcia, Hallex, Gamboa, Miller, Paddock, Dale Carter, Chavira, Gilbert, Eaton, Lillard, Williams, Valdemar (designee for Marco Cota), Baron, Marshall
- **ABSTENSIONS:** None

Urgent policies or procedures that are not in the scheduled cycle may be brought forward under the current AP 2410 process.

District Assembly disagreed with the changes made after the last meeting on 9/1/15. No action was taken on AP 2410. The current process will continue to be followed.
New Business

- Policies & Procedures for 1st Read
  - BP 2200 Board Duties & Responsibilities (as requested by the Board Policy Ad Hoc Committee) *(p.32)*
  - BP 2210 Officers (as requested by the Board Policy Ad Hoc Committee) *(p.37)*
  - BP 2220 Committees of the Board (as requested by the Board Policy Ad Hoc Committee) *(p.41)*
  - BP 2305 Annual Organizational Meeting (as requested by the Board Policy Ad Hoc Committee) *(p.43)*
  - BP/AP 7250 Educational Administrators (as requested by VC Human Resources)
  - BP/AP 7150 Evaluation (as requested by VC Human Resources)
  - BP/AP 5530 Student Rights & Grievances (as requested by VP Student Services and VP Instruction)

The following policies and procedures were brought to District Assembly for 1st Read and will be taken back to constituent groups for review and consideration.

- BP 2200, BP 2220, and BP 2305 were submitted without any recommended changes.
- BP 2210, AP 7250, BP/AP 7150 were presented with recommendations.
- BP/AP 5530 and BP 7250 were not included and will be brought forward next month for first read.

Reports:

- Non-Credit Updates from Senates
- Calendar Committee Recap and Update
- Master Plan Update *(p.45)*
- Academic Senates
- Classified Senates
- Student Senates

Written District Reports

- Technology/DTSP *(p.6)*

CHC Academic Senate approved the college to provide release time to faculty. Academic Senate has recommended to move forward and requested for District finding. SBVC resolution passed to ask the board to approve a stipend and release time for lead faculty to spearhead the non-credit process. Committee has met to work out the details of non-credit. Stanskas met with AB86 Coordinator, Chancellor, and Union. There may be AB86 funding available. Recommended negotiation for noncredit take place to effectively serve the community.

Calendar Committee report was submitted in writing.

Master Plan report was submitted in writing.

SBVC Academic Senate – Chancellor gave his fall update. SBVC will receive 8 FT faculty. Passed non-credit resolution, working on international student resolution, resolution for ACCJC expectations of academic senate, reimbursement of tuition for President.

CHC has 3 resolutions; non-credit, middle college high school, and international students. Opening 3 new buildings, recruiting for women’s golf in partnership with SBVC. Launch women’s swimming. Distance Ed Plan is with shred governance committee. Student Equity plans allocated funding. Adopted syllabus template. Completed basic skills plan. Vote of no confidence and budget process resolutions are coming forward. Working on Student Death policy. Disclaimers on courses will be discussed.

CHC Classified Senate having annual chili cook-off, Classified Senate meeting moving –location tbd.

SBVC Classified senate concession stands are doing well for scholarships.

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| None |

Future Agenda Items
- Policies & Procedures per review cycle spreadsheet

| 4:18pm |
San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

BP 2200   BOARD DUTIES AND RESPONSIBILITIES
(Replaces SBCCD BP 2000 and BP 2270)

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Select, hire, and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

The Board is committed to excellence and effectiveness in all the operations and entities that comprise the District. It is committed to student access, retention and success and to prudent management of all the District’s resources. The Board strives for and expects informed and excellent governance and leadership from themselves and from all the key leaders of the District.

To that end, the Board has established four Board Imperatives:

I. Institutional Effectiveness
II. Learning Centered Institution for Student Access, Retention, and Success
III. Resource Management for Efficiency, Effectiveness, and Excellence
IV. Enhanced and Informed Governance and Leadership

The Board directs the Chancellor to ensure that each entity of the District develops and meets goals to ensure that the Board’s Imperatives are met.
In addition, the Board of Trustees is committed to fulfilling the following duties and responsibilities:

**A. General**

1. Select the Chancellor of the District.

2. Approve the college calendar and determine which holidays to observe and on what days to observe them within the framework of providing the necessary number of days of instruction to qualify for state apportionment. The calendar shall be established after consultation with the District constituencies.

3. Consider communications and requests from citizens or organizations on matters of administration and policy.

4. Provide auxiliary services necessary to achieve the purposes of the community college.

5. Approve and provide such classes, programs and facilities under the provisions of the Community Service Act and the Civic Center Act as deemed appropriate.

6. Notify the Board President or Chancellor when a member shall be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as possible.

7. Evaluate annually, in writing, the Chancellor’s performance using selected evaluation instruments.

8. Evaluate annually, in writing, the Board of Trustees performance using selected evaluation instruments.

**B. Business**

1. Establish policies and approve long-range master plans for facilities, and submit such plans to the Board of Governors for review and approval.

2. Determine and control the District budget and present the budget to County authorities.

3. Consider reports of the financial condition of the District.
4. Provide for periodic audit of funds of the District as provided by law, including those of student organizations, food services, bookstores, and others handled under the supervision of the District.

5. Authorize expenditures of funds and approve payment for authorized purchases.

6. Manage and control District property.

7. Contract for the procurement of such goods and services as authorized by law.

8. Receive and administer gifts, grants, and scholarships.

C. Educational

1. Establish policies for, and approve, current and long-range educational plans and programs, and promote orderly growth and development of the colleges within the District.

2. Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors.

3. Approve courses, programs of instruction, and certificate and graduation requirements.

4. Establish ad hoc citizen advisory committees and curricular or career and technical advisory committees, and appoint, upon the recommendation of the Chancellor, the members of such committees.

D. Personnel

1. Employ and assign all personnel.

2. Establish employment practices, salaries, and benefits for all employees.

3. Serve as a Board of final appeal for employees and the public.

4. Act upon the recommendations of the Chancellor pertaining to the appointment or dismissal of District employees.

E. Students

1. Establish such student fees as authorized by law.
2. Establish rules and regulations governing student conduct.

3. Serve as a final appeal for complaints regarding administrative actions against students, employees, and citizens of the District. The Board shall serve in its appellate role for students, employees, and citizens only after a decision on the matter in contention has been made by administrative action and then upon the basis of a request for reconsideration of the matter to the Board. Appeals on grievances and discipline matters of bargaining unit members will be handled in accordance with the Collective Bargaining Agreements.

References:  ACCJC Accreditation Standard IV (formerly IV.B.1.d);
Education Code Section 70902

Adopted:  1/11/01 (BP 2000); 11/6/08 (BP 2270)
Revised:  4/8/04, 7/10/14, 12/11/14
Reviewed:  8/14/15
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<th>COMMENT</th>
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<td>BP 2200</td>
<td>Board Policy Ad Hoc Committee 8/14/15</td>
<td>Reviewed-no changes.</td>
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BP 2210

San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

BP 2210 OFFICERS
(Replaces current SBCCD BP 2100)

At the annual organizational meeting (See BP 2305 titled Annual Organizational Meeting), the Board of Trustees shall elect officers from among its members. The terms of officers shall be for one year, beginning the following January 1 through December 31.

Duties of the President of the Board:

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the Chancellor on the Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;
5. Participate in the orientation process for new Board members as outlined in the Board Orientation Handbook; The President is ultimately responsible for the orientation process of new board members and student trustees.
6. Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
7. Represent the Board at official events or ensure Board representation.

The Board President may contact District legal counsel regarding business of the District as he/she deems necessary and the Board President will provide a report to the Board and Chancellor regarding the topic of the call and the associated costs.

8. The President has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert’s Rules of Order.)
9. The Board President shall establish ad hoc committees to comply with Board Policies and deadlines.

10. When applicable, the Board President will orient the incoming Board President in duties and responsibilities.

9.11. The Board President will attend a New Board Chair Workshop in January.

Duties of the Vice President of the Board:

1. To perform in the absence of the President, all the duties of the President;

2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;

3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement.

Duties of the Clerk of the Board:

1. To perform in the absence of the President, or the Vice President all the duties of the President;

2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;

3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement;

4. To certify copies of records of the District as required.

4.5. Monitor calendar deadlines pertinent to the Board and report them to the Board President and the Board.

Board Secretary

The Chancellor of the District shall serve as the Secretary to the Board.

Duties of the Secretary to the Board:

1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
2. Prepare and post the Board meeting agendas;

3. Have prepared for adoption minutes of the Board meetings;

4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;

5. Conduct the official correspondence of the Board;

6. Certify as legally required all Board actions;

7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The Board does not have an official system of rotation or officers; it elects the officers each year from among all its members.

Reference: Education Code Section 72000

Adopted: 6/11/09
Revised: 4/9/15
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<tr>
<td>BP 2210 Officers of</td>
<td>Board Handbook</td>
<td>Line 26 – change to: Ultimately responsible for the orientation</td>
<td>8/14/15 – Board Policy Work Group</td>
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<tr>
<td>the Board</td>
<td>committee –</td>
<td>process of new board members and student trustees.</td>
<td>Agreed.</td>
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<td>5/7/15</td>
<td>5/7/15</td>
<td>Line 36 – make this sentence</td>
<td>8/14/15 – Board Policy Work Group</td>
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<td>#9 The President has the right to vote on all issues and to</td>
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<td>participate in the discussions.</td>
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<td>8/14/15 – Board Policy Work Group added to line 14 “beginning the</td>
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<td>following January 1 through December 31”</td>
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<td>Added to line 27-29 as outlined in the Board Orientation Handbook and</td>
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<td>“The President is ultimately responsible for the orientation process</td>
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<td>of new board members and student trustees.”</td>
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<td>Strike 36-39 “The Board President may contact District legal counsel</td>
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<td>Added 47-51 “When applicable, the Board President will orient the</td>
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<td>incoming Board Chair in duties and responsibilities.</td>
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<td>Add line 79-80 #5 Monitor calendar deadlines pertinent to the Board</td>
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<td>and report them to the Board President and the Board.</td>
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BP 2220 COMMITTEES OF THE BOARD
(Replaces current SBCCD BP 2220)

The Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Reference: Government Code Section 54952

Adopted: 1/11/01
Revised: 4/8/04, 4/9/15
Reviewed: 8/14/15
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<tr>
<td>BP 2220 Committees of</td>
<td>Board Policy Work Group – 8/14/15</td>
<td>List standing committees of the Board as determined by the Board at the Retreat.</td>
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BP 2305     ANNUAL ORGANIZATIONAL MEETING
(Replaces current SBCCD BP 2100)

The Board shall hold an annual organizational meeting on a day within fifteen calendar
days of the last Friday in November.

The purpose of the annual organizational meeting is to elect a president, vice president,
and a clerk, and conduct any other business as required by law or determined by the
Board.

Reference: Education Code Section 72000(c)(2)(A)

Adopted: 6/11/09
Revised: 4/9/15
Reviewed: 8/14/15
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<tr>
<td>BP 2305 Annual Organizational Meeting</td>
<td>Board Policy Work Group – 8/14/15</td>
<td>No change</td>
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San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7250  EDUCATIONAL ADMINISTRATORS
(Replaces current SBCCD AP 7250)

NOTE: This procedure is optional. BP 7250 titled Educational Administrators addresses legal requirements related to educational administrators. Local practice may be inserted, if any, beyond Board policy.

From current SBCCD AP 7250 titled Management Employees

NOTE: Recommend deleted the language shaded in gray as it broadly discusses hiring all categories of employees and this procedure only pertains to classified employees.

The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open, inclusive, and lawful, hiring process that supports the goals of diversity and equal opportunity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the most qualified candidate who best meets the needs of our students both directly and indirectly.

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

RECRUITMENT AND HIRING – (NOTE: Also see new BP/AP 7120 titled Recruitment and Hiring)

HIRING QUALIFICATIONS

The San Bernardino Community College District has established the following hiring qualifications for all classified management educational administrator positions:
A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.

B. Meet the minimum qualifications as stated in the job description.

C. Commitment to participate in the collegiate consultation process of the College and the District.

C-D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.

GENERAL HIRING PROVISIONS

A. Approval to Fill a Position

Requests to fill new or vacant positions must be processed through the appropriate administrator, College President, Fiscal Services and the Office of Human Resources, and must receive the approval of the Vice Chancellor of Human Resources & Employee Relations or Designee. All management positions shall be approved by Chancellor’s Cabinet prior to being announced.

B. Online Employment Application Process

The Office of Human Resources implemented this system in order to automate and streamline many of the paper-driven aspects of the employment application process. All requested positions must be submitted through the Online Application System. After the requested information for the vacant position is filled out and submitted, the request will then be approved by the appropriate administrators. The receipt of the Personnel Requisition Form by the Office of Human Resources and budget authorization by Fiscal Services indicates approval to begin the recruitment process.

C. Recruitment

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

D. Job Announcements

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications which the District wishes to utilize shall be reviewed by the appropriate administrator and the Office of Human Resources before the position
is announced to ensure conformity with the requirements of Title 5 and both
State and Federal non-discriminatory laws. The content of the job
announcement is the responsibility of the appropriate administrator and the
Office of Human Resources and must be approved by the Vice Chancellor of
Human Resources & Employee Relations or Designee.

The position announcement must include the following:

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

E. Pre-Screening Process

The Office of Human Resources will pre-screen the applications to ensure that
applicants meet minimum qualifications and requirements as set forth in the
position announcement and, on that basis, will certify the “qualified” pool of
applicants.

F. The Screening Committee

1. The appropriate administrator in consultation with the Office of Human
   Resources will designate the composition of the Screening Committee to
   ensure appropriate representation from the affected department.

2. The Screening Committee for management positions shall have no less
   than three (3) and no more than nine (9) members who have been trained
   by the Office of Human Resources.

3. All Screening Committee members must receive training on equal
   opportunity, diversity, and the employment process for each Screening
   Committee on which they serve. Such training will be provided by the
   Office of Human Resources.
4. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.

5. Every Screening Committee shall have at least one management member and one California Schools Employee Association (CSEA) appointee and when appropriate, an appointee from the Academic Senate.

6. The administrator of the vacant position will appoint the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.

7. The Equal Employment Opportunity representative’s role and responsibility is to maintain confidentiality and ensure the hiring process remains fair and equitable.

8. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.

9. The appropriate administrator of the vacant position submits the membership of the Screening Committee to the Office of Human Resources for approval.

G. Interview Process

1. In cases where fewer than three (3) candidates are invited for interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources.

2. The screening Committee develops job related interview questions. All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or designee. All Interview questions are confidential.

3. The Screening Committee will determine the candidates, date, and time to interview.

4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.

6. All Screening Committee members must sign a confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.

7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation unless otherwise determined by the Vice Chancellor of Human Resources & Employee Relations.

8. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to 2nd level interviews.

9. The supervisor may participate on the 1st level interviews on recommendation of the appropriate administrator. In unique situations where the only representative of the affected department is the supervisor, the Office of Human Resources will assess the particular circumstance.

10. The Screening Committee will recommend at least three (3) candidates to the appropriate administrator for 2nd level interviews. The Screening Committee shall recommend no less than three (3), unless fewer were interviewed or unless the Screening Committee Chair presents written justification for submitting fewer than three (3) for 2nd level interview.

11. Second level interviews will be convened for all finalists by the appropriate administrator or designee.

12. The Office of Human Resources will contact the finalists to be interviewed at 2nd level and communicate the arrangements for the time and place for the interview, as determined by the appropriate administrator or designee.

H. Selection Process

The appropriate administrator and designee shall select one of the finalists, who is best qualified to fill the position and shall recommend such person to the Chancellor.
The appropriate administrator will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

I. Reference Check

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

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

Once the successful candidate has accepted the offer, the Office of Human Resources will notify the unsuccessful candidates in writing of non-selection.

EMPLOYMENT REQUIREMENTS

All management employees will be required to comply with all federal, state, and local requirements for employment.

A. Fingerprinting (NOTE: This is addressed in new See AP 7337 titled Fingerprinting)

1. All managers shall be required to provide fingerprint cards at the time of hire. The cost of the fingerprinting shall be borne by the employee.

2. Substitute and temporary employees employed for less than a school year are exempted from the provisions of this policy.

B. Examination for Tuberculosis (NOTE: This is addressed in new See AP 7336 titled Certification of Freedom from Tuberculosis)

1. New Employees:

All management employees of the San Bernardino Community College District must file with the District a certificate of evidence showing the employee was examined and found free from active tuberculosis. This evidence must be filed prior to the date of the original employment. An intradermal tuberculin test is provided free of charge at each college Health Services Office. Any charge for an exam by an outside agency will be borne by the employee.

2. Renewals:
a. Thereafter, all employees shall be required to undergo an X-ray of the lungs or an approved intradermal tuberculin test that, if positive, shall be followed by an X-ray of the lungs every four years. Intradermal tests are available as described above.

b. Notice of renewal requirements shall be the responsibility of the District Personnel Office and will be mailed to the home 45 days prior to the expiration date.

c. Adequate release time from the employee’s workstation will be allowed to comply with this requirement.

d. Failure to comply may result in immediate suspension without pay until such time as the employee undergoes such an examination and presents evidence thereof to school officials.

e. Requests for exemptions for religion or other reasons will not be approved.

C. Loyalty Oath

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

D. Employment Eligibility Verification I-9 (NOTE: This is addressed in new See AP 7125 titled Verification of Eligibility for Employment)

All new employees are required to satisfy the requirements of the Employment Eligibility Verification Form I-9.

E. Scheduling of Interviews

Applicants who are invited for an initial interview and who live more than 200 miles away will be scheduled for an interview with the college president or chancellor, if possible, in addition to the committee interview on the same day as the initial interview.

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

HOURS OF EMPLOYMENT

A. The workweek for all management personnel shall be a minimum of forty (40) hours.
B. No overtime or compensatory time off will be granted for overtime necessary in the performance of management duties.

PROFESSIONAL GROWTH (NOTE: This is addressed in new BP/AP 7160 titled Professional Development)

A. Management personnel on the management salary schedule shall be eligible for tuition cost reimbursement from an accredited institution.

B. Reimbursement will only be given for courses completed with a grade of "C" or better, "credit", or equivalent grade, which pertains to their management position.

C. Such reimbursement shall not exceed costs of 18 semester units of course work per year.

D. Reimbursement shall not be allowed for courses carrying zero units.

E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.

F. All courses/programs for which a manager seeks tuition reimbursement must have prior approval of the Chancellor and the Board.

MANAGEMENT EVALUATION (NOTE: This is addressed in new BP/AP 7150 titled Evaluation)

All management employees shall be evaluated in accordance with these procedures and Board Policy 7251-7150.

A. Frequency of Evaluation

Each manager will be evaluated once per year for the first two years of employment, and every three years thereafter. Evaluations may be held on a more frequent basis when significant deficiencies are noted.

B. Goals/Objectives

Each manager will meet with his/her supervisor at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

C. Evaluation Committee
By September 1 of each year of required evaluation, the supervisor and employee will meet and mutually agree upon the formation of an evaluation committee.

In the case of campus-level managers, the committee shall include the immediate supervisor as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA as appropriate to the job assignment. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the case of the College Presidents, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA as appropriate to the campus. In each case, the President will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the case of the district-level managers, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA as appropriate to the job assignment. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

D. Campus/District Survey

As appropriate to the assignment, the committee shall seek written feedback from the campus and/or district community. In obtaining this feedback, the committee shall use an evaluation form approved by the Board of Trustees. Using the approved form, the committee shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities. To assist in this task, the manager will provide the committee with a preliminary list of those with whom he/she interacts with on a regular basis. Responses on the approved form shall be signed, and the committee shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the manager at the conclusion of the evaluation procedure.

E. Evaluation Committee Meeting
Prior to the evaluation conference, the person being evaluated will submit to the supervisor a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The employee may submit a portfolio of representative work, or any other items he/she considers appropriate.

The supervisor and the evaluation committee will meet to consider the self-evaluation, the campus/district survey, and any additional material submitted by the manager. The committee may consider any other documents or information sources which they agree are appropriate.

F. Evaluation Report

The committee will produce a written evaluation no later than November 15. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.

2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and his/her supervisor.

3. An assessment of the extent to which the manager meets his/her stated goals and objectives.

4. An assessment of the management strengths of the manager.

5. The identification of any areas in which the manager can improve his/her performance or management skills.

The written report shall specify one of the following:

1. Commendation for superior performance;

2. Confirmation of satisfactory performance;

3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the manager, the immediate supervisor, and the responsible evaluators before being placed in his/her file. The manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish. An official file of evaluation reports shall
be maintained in the District Personnel Office. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

There will be only three copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated, one copy will remain with the immediate supervisor, and the original will become a part of the official file in the Personnel Office.

G. Procedures in the Case of Unsatisfactory Performance of Responsibilities

When a manager’s performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives, and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the immediate supervisor who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the immediate supervisor will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervisor, but in no case later than six months after the initial findings of the evaluation committee. The re-evaluation process shall include the submission of new goals and objectives to the immediate supervisor, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack-of-progress) made since the last evaluation.

H. Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract nonrenewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

VACATIONS (See BP/AP 7340 titled Leaves)

A. Management employees earn vacation at the rate of 1.91 days per month for each complete month of service. In determining vacation accrued at the end of any calendar month, the product of 1.91 X months worked shall be rounded to the nearest whole number.

B. All vacation computation is based on a fiscal year of July 1 to June 30.
C. New employees with an employment date other than the first working day of the month shall not start accruing vacation until the first working day of the following month of employment.

D. Each July all management employees shall be notified by the Payroll Department of their June 30 accrued vacation credits. Management employees can accrue vacation credits up to 46 days. Once vacation credits reach the maximum accrual level no more vacation credits will be earned.

E. Vacations will be set at the convenience of both the employee and the District, and are subject to the approval of the manager to whom he/she is responsible, and the Campus President or Chancellor, as appropriate.

F. Upon leaving the employment of the District, a management employee shall be entitled to lump sum compensation for earned and unused vacation at his/her current salary. Payment shall be made up to the accrued number of vacation days not to exceed forty-six (46) days.

LEAVES OF ABSENCE (See BP/AP 7340 titled Leaves)(NOTE: The information in the following section could be addressed in new AP 7340)

A. Professional Growth - A leave of absence for professional growth and study shall be provided for managers. Such leave shall be for a period of two months at full pay.

1. Managers must have completed six years of service with the District, two of which must have been in a management position.

2. Such leave will be at the convenience of the District and is subject to approval by the Board upon recommendation by the Chancellor.

3. Application

   a. An application for professional growth leave shall be submitted for approval by February 1st of the year proceeding the fiscal year in which the leave is to be taken. Approval or denial shall be made prior to June 1st of the same year.

   b. Employees who meet the eligibility requirements will make application to the Chancellor after having secured the endorsement of their immediate supervisor and the college president when applicable.

   c. Applications will be evaluated on the following factors:

      (1) Purpose of the leave
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(2) Value to the District  

(3) Convenience to the District  
d. If the number of applications exceeds the allowable leaves (see 
below), resolution and selection will be based on the following: 

(1) Length of service with the District  

(2) Length of time since last leave  

4. Conditions  
a. Managers/administrators are not eligible for faculty sabbatical 
   leaves.  

b. Granting of a professional growth leave shall not adversely affect 
   the implementation of the faculty sabbatical leave policy.  

c. Acceptance of a leave under this policy removes the recipient 
   from the eligibility list for a period of at least an additional six years.  

d. Not more than three managers from SBVC, one from CHC, and 
   one from Central Services shall be granted leave in any one fiscal 
   year. No more than three managers from the entire District shall be 
   on leave at the same time.  

e. For the purpose of this procedure, administrative management 
   groups are defined as follows: 

   (1) Central Services  

   (2) College--Instruction, Student Services  

f. Leaves granted in each administrative/management group listed 
   in above shall be limited to the number of persons that may be on 
   leave at one time as follows: 

   (1) Groups with three managers or less--1  

   (2) Groups with four through seven managers--2  

   (3) Groups with over seven managers--3
g. The president of either campus shall not be on professional
growth leave at the same time as the manager responsible for
instructional administration.

h. Duties of the manager(s) on leave are to be assumed and
performed by other members of management for the period of the
leave at no additional cost to the District when possible.

B. Sick Leave

1. Every full-time, 12-month management employee employed 5 days a
week shall be entitled to 12 days leave of absence for illness and injury
per year.

2. A management employee, employed 5 days a week, who is employed
for less than a full fiscal year, is entitled to that proportion of 12 days leave
of absence for illness or injury as the number of months he/she is
employed bears to 12.

3. A management employee, employed less than 5 days per week, shall
be entitled for a fiscal year of service to that proportion of 12 days leave of
absence for illness or injury as the number of days he/she is employed per
week bears to 5. When such person is employed for less than a full fiscal
year of service, this and the preceding paragraph shall determine that
proportion of leave of absence for illness or injury to which he/she is
entitled.

4. Pay for any days of such absence shall be the same as the pay that
would have been received had the employee served during the day.

5. Credit for leave of absence need not be accrued prior to taking such
leave by the employee and such leave of absence may be taken at any
time during the year.

6. If an employee does not take the full amount of leave allowed in any
year under this policy, the amount not taken shall be accumulated from
year to year.

7. The Board may require proof of illness or injury for the purposes of this
policy.

C. Maternity Leave

1. A manager may use sick leave for absences necessitated by
pregnancy, miscarriage, childbirth, and recovery therefrom. The length of
absence, including the date on which the leave shall commence and the
date on which the employee shall resume duties, shall be determined by
the employee and the employee's physician.

2. Disabilities caused or contributed to by pregnancy, miscarriage,
childbirth, and recovery therefrom are, for all job-related purposes,
temporary disabilities, and shall be treated as such under any health or
temporary disability insurance or sick leave.

3. This provision shall be construed as requiring the District to grant leave
with pay only when it is necessary to do so in order that leaves of absence
for disabilities caused or contributed to by pregnancy, miscarriage, or
childbirth be treated the same as leaves for illness, injury, or disability.

D. Bereavement Leave

1. Every person employed in a management position is entitled to a paid
leave of absence, not to exceed 3 days, or 5 days if travel out-of-state or a
round trip of over 500 miles is required, on account of the death of any
member of his/her immediate family.

2. Member of the immediate family means the mother, father, grandparent
or a grandchild of the employee or the spouse of the employee, and the
spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law
or sister, sister-in-law of the employee, or any relative living in the
immediate household of the employee.

E. Personal Necessity Leave

1. Any days of leave of absence for illness or injury allowed pursuant to
the District sick leave policy may be used by the employee at his/her
election in cases of personal necessity.

2. Request for such personal necessity leave shall be submitted to the
Chancellor or designee prior to the absence, explaining the specific nature
of the personal emergency.

3. The employee shall not be required to secure advance permission for
leave taken for any of the following reasons:

   a. Death or serious illness of a member of his/her immediate family.

   b. Accident, involving his/her person or property, or the person or
   property of a member of his/her immediate family.

F. Industrial Accident and Illness Leave
1. Employees must have served in the District a minimum of 9 months.

2. Industrial accident or illness leave of absence shall not exceed 60 days in any one fiscal year for the same accident or illness.

3. Allowable leave shall not accumulate from year to year.

4. Industrial accident or illness leave shall commence on the first day of absence.

5. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness.

6. When an accident or illness overlaps in the next fiscal year, the employee is entitled only to the balance of the 60 days not used.

7. At such time that the employee has used his/her full entitlement of 60 days industrial leave, he/she may use his/her accumulated sick leave. Sick leave will be used at a rate equal to the pay received from the District less any contribution from Worker's Compensation.

8. Evidence must support the fact that the illness or accident arose out of employment. The Board of Trustees may require a physician's report on probable cause.

9. Management employees shall submit information regarding the nature and causes of all absences in order that adequate personnel records may be maintained.

G. Military Leave

Permanent employees or probationary employees whose combined District service and military service total one full year shall be entitled to full pay for the first 30 calendar days of absence for reserve training in any one fiscal year. Such leave must be verified by a copy of the military orders requiring military pay.

H. Jury Duty Leave

When a management employee is absent because of a mandatory court appearance as a juror, said employee shall suffer no monetary loss by reason of said service. Such employee shall receive his/ her regular salary (upon receipt by the District of a valid jury duty verification), but shall reimburse to the District jury duty payment received from the court, excluding reimbursement for mileage.

I. Unpaid Leave
An unpaid leave of absence may be granted by the Board upon the recommendation of the Chancellor subject to the following provisions:

1. A request for leave that clearly articulates the terms and conditions requested must be submitted to the immediate supervisor. The supervisor will act upon the request and, in the case of a favorable response, will forward the request through the appropriate channels. If the immediate supervisor opposes the leave, he/she shall notify the applicant within 15 working days of the date of submission. Applicants who are denied leave have the right to appeal through the usual organizational channels.

2. No more than one full-year of unpaid leave will be granted to an employee, and such leave shall not extend beyond one year.

3. No unpaid leave will be granted to an employee who takes a position with another organization which by its nature is considered to be permanent and continuing.

4. An individual on unpaid leave retains the right to District employment at the end of the leave but does not retain the right to return to the specific position vacated.

5. A notice of intent to return must be filed in writing with the District Personnel Office three months prior to the anticipated date of return.

6. An unpaid leave will be treated as a "break" in service. An individual on unpaid leave will not receive advancement credit on any salary schedule, will not be credited with sick days or vacation days, and will not receive retirement credit while on leave.

7. An individual on unpaid leave may purchase continued coverage under District health, dental, and life insurance plans.

J. Family Care Leave

1. An employee with more than one year of continuous service with the District who is eligible for other leave benefits shall be granted upon request an unpaid family care leave up to a total of four months in any twenty-four month period pursuant to the requirements of this policy.

   a. For purposes of this policy, the term "family care leave" means either:

      (1) Leave for reason of the birth of a child of the employee,

      the placement of a child with an employee in connection with
(2) Leave to care for a parent or spouse who has a serious health condition.

2. An unpaid family care leave granted pursuant to this policy shall be in addition to any other leave pursuant to the Government Code, except that an unpaid family care leave used in conjunction with a pregnancy leave of four months or more may be limited by the District within its discretion to one month.

3. An unpaid family care leave shall be treated as any other unpaid leave. During an unpaid family care leave, an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care leave shall have no less seniority than when the leave commenced.

4. If an employee's need for an unpaid family care leave is foreseeable, the employee shall provide the District with reasonable advance notice of the need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.

5. The District requires that an employee's request for an unpaid family care leave for the purposes of caring for a child, spouse or parent who has a serious health condition be supported by a written certification issued by the health care provider of the individual family member requiring care. This written certification must include:

   a. The date on which the serious health condition commenced;

   b. The probable duration of the condition;

   c. An estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care; and

   d. A statement that the serious health condition warrants the participation of a family member to provide care during a period the treatment or supervision of the individual requiring care.

   e. If additional leave is requested by the employee upon expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written
recertification consistent with the requirements for an initial certification.

6. Definitions - for purposes of this policy and consistent with current law:

a. The term "child" means a biological, adopted, or foster child, a step-child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.

b. The term "parent" means biological, foster, or adoptive parent, step-parent, or a legal guardian.

c. The term "serious health condition" means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of the treatment or supervision, and involves either of the following:

   (1) Inpatient care in a hospital, hospice, or residential health care facility; or

   (2) Continuing treatment or continuing supervision by a health care provider.

d. The term "health care provider" means an individual holding either a physician's and surgeon's certificate issued pursuant to applicable law, or an osteopathic physician's and surgeon's certificate issued pursuant to applicable law.

7. The District within its discretion may allow an employee upon written request to utilize accumulated illness and accident leave for the purpose of family care leave.

8. An employee taking unpaid family care leave pursuant to this policy shall continue to be entitled to participate in health plans and other benefits to the same extent and under the same conditions as apply to other unpaid leaves of absence.

9. The District may refuse to grant an employee's request for unpaid family care leave under this policy even though all requirements of this policy have been satisfied if:

   a. The refusal is necessary to prevent undue hardship to the operations of the District;
b. The employee and the other parent would receive unpaid family care leave exceeding four months in any twenty-four hour period; or

c. The other parent is also taking family care leave at the same time or is unemployed.

10. Any employee returning from an unpaid family care leave shall be assigned to the same or comparable position. For purposes of this policy and consistent with current law, the term "same or comparable position" means a position that has the same or similar duties and pay which can be performed at the same or similar geographic location as the position held prior to the leave.

11. This policy shall not be construed to entitle the employee to receive disability benefits as provided in the Labor Code.

HEALTH AND WELFARE BENEFITS (See AP 7381 titled Health and Welfare Benefits)

A. A program of health and welfare benefits shall be provided to all management employees.

B. Hospitalization/Medical - The insurance premium for the Board approved hospitalization/medical plan is paid for the employee, spouse and dependents by the District.

C. Dental - The insurance premium for the Board approved dental plan is paid for the employee, spouse and dependents by the District.

D. Life - The insurance premium for the Board approved life insurance plan is paid for the employee by the District.

E. Health Insurance Continuation After Retirement - Any management employee who opts for early retirement or disability retirement will continue to receive hospitalization/medical plan benefits available to certificated employees of the District, until age 65, subject to all of the following conditions:

1. Has attained the age of 55 before terminating employment with the District or earlier under disability retirement.

2. Has completed a minimum of five years service with the District (disability retirement); has completed a minimum of ten years service with the District (service retirement).

3. Must have been an employee of the District immediately preceding retirement status.
4. Must be on retirement with the State Teachers Retirement System or Public Employees Retirement System.

**OPTIONAL PRE-RETIREMENT REDUCED WORKLOAD PROGRAM (See AP 7381 titled Health and Welfare Benefits)**

A. The employee:

1. Must be 55 years of age prior to the reduction of workload under this program. The employee must be 55 years of age before the beginning of the college year or semester in which the reduction in workload starts.

2. Must have been employed full-time in an academic position for at least ten (10) years of which the preceding five (5) years were full-time employment. Sabbaticals and other approved leaves do not constitute a break in service. Such leave, however, is not used to compute the five (5) years full-time service requirement prior to entering the program.

3. Must request that the option be exercised. The plan can only be terminated by mutual consent of employee and employer.

4. Must make contributions to the STRS or PERS Retirement System equal to the amount required for a full-time (100%) employee. Payment of this contribution shall be made in the manner in which contributions are made by regular employees.

B. The employer (SBCCD):

1. At its discretion, may approve or disapprove the employee's request. The District shall provide the employee with written rationale for its disapproval.

2. Except for the reduction in salary corresponding to the reduced workload, will provide the employee the same benefits (including all health, medical, insurance plans, etc.) provided a regular full-time (100%) employee.

3. Must agree to make contributions to the STRS or PERS Retirement System in accordance with the law.

C. The Plan (Pre-Retirement Option):

1. The option may be exercised for a period not to exceed five (5) years or age 65, whichever comes first.
2. The minimum part-time employment under the plan shall be the equivalent of one-half of the number of days of service required by the employee’s contract of employment during the final year of service in a full-time (100%) position.

3. By mutual agreement of the employer and the employee, an Optional Pre-Retirement Reduced Workload Program may be increased or decreased within the code limitations.

4. If an employee works less than a 100% assignment, the amount of sick leave earned varies directly to the percent of full-time (100%) employment. For example, 50% employment would yield 50% of 10 days or 5 days of full-time sick leave, or 10 days of 50% sick leave.

5. An employee on less than full-time (100%) employment who must use sick leave will reduce earned sick leave on the same basis as employment.

6. To allow for sufficient time in planning, scheduling and budget preparation, the following deadlines shall apply:

   a. January 15 - The employee shall notify the employer not later than January 15 of intention to exercise the Pre-Retirement Option for the ensuing school year.

   b. March 15 - Agreement between employer and employee must be finalized by March 15 for the ensuing school year.

EARLY RETIREMENT PLAN (See AP 7381 titled Health and Welfare Benefits)

A. The employee must have been employed in the District on a full-time basis for a minimum of ten (10) years.

B. The minimum age for eligibility under this program will be 55.

C. The District may agree to award a consulting contract and the employee must retire from the District in accordance with all applicable statutes, rules and regulations of the STRS or PERS Retirement System. The District may disapprove any application as long as any disapproval is not arbitrary or capricious.

D. An employee accepted under this plan can never return as a full-time employee. He/she will be employed as a part-time employee in retired status in accordance with rules and regulations of the STRS or PERS Retirement System. At the termination of this plan, the employee may be employed as a part-time employee on the non-contract hourly rate.
E. The employee may continue certain fringe benefit coverages by assuming responsibility for premiums if accepted by the insurer.

F. Compensation shall be at the appropriate hourly rate, not to exceed the maximum prescribed by law in any one fiscal year.

G. There shall be no maximum or minimum number of applicants accepted under this plan. The applicant can only be certain of eligibility for acceptance after he/she has met with the Chancellor, or someone designated by the Chancellor, to determine whether or not the District will have a need for his/her services. In the event that there are more eligible applicants than the District will be able to use effectively, the principle of seniority will be used as the deciding criterion to determine who will be accepted under this plan.

H. Employees on disability retirement do not qualify for the plan.

I. Deadline for application is March 15.

CELLULAR TELEPHONE USAGE (See BP/AP 6450 titled Wireless or Cellular Phone Use) (NOTE: The information in the following section could be addressed in new AP 6450)

A. Authorization
Each college president and each vice chancellor may designate managers to receive partial reimbursement for the use of a cellular telephone in conducting District business.

B. Application
Managers shall make application through the appropriate channel. Approved applications shall be forwarded from the campus to the Vice Chancellor Fiscal Affairs for implementation.

C. Reimbursement
Reimbursement shall be at a rate not to exceed $50 per month, which shall include purchase of the telephone, activation, monthly service charges, and air use time—including long distance calls. While monthly application for reimbursement is not required, periodic verification of telephone usage may be requested.

D. Review
This policy shall receive periodic review to assess the appropriateness of the reimbursement rate.

HOURLY TEACHING
Management personnel may teach one class per semester at the current hourly pay
rate, subject to approval of the immediate supervisor and campus president. Any class taught for hourly pay shall be outside the manager's normal working hours.

**ADMINISTRATOR RETREAT RIGHTS**

A. An administrator hired after June 30, 1990, who does not have tenure in the District at the time of hire may be reassigned only to a first-year probationary faculty position and to such a position only if he or she meets the following criteria:

1. He/she holds an administrative position that is not part of the classified service, or if he/she holds an administrative position that is part of the classified service, he/she was certified by the Academic Senate as possessing qualifications in a specified discipline or disciplines similar to those expected of a newly hired faculty member in that discipline(s).

2. He/she has served in this district a total of at least two years as a faculty member or administrator. This service must have been satisfactory according to documentation.

3. He/she is being reassigned for reasons other than for cause, as defined in the Education Code.

4. Reassignment shall not result in the lay-off or forced change in the contract assignment for any contract faculty member.

B. To determine the discipline to which an administrator shall be assigned, the following shall apply:

1. The administrator can be assigned only to a discipline in which he/she meets the minimum qualifications as specified by the Education Code and Title 5. The Academic Senate shall certify to the Governing Board that the administrator meets at least minimum qualifications and/or equivalencies for the discipline(s) in question and shall recommend the discipline(s) to which the administrator should be assigned. The Governing Board shall provide the Academic Senate with an opportunity to present its views to the Board before the Board makes a determination. A written record of the Board's decision, including the view of the Academic Senate, shall be available for review pursuant to Education Code.

2. The administrator shall be assigned to a discipline in which he or she has not only the minimum qualifications but also where all of the following apply:
There are sufficient assignments in the discipline or service area currently held by temporary or hourly faculty or contract overload to make a full-time assignment for an additional faculty member.

b. The administrator has an interest as indicated by a statement of the administrator's own preference for assignment.

C. Unless otherwise specified in a personal contract, an administrator reassigned to a faculty position shall be compensated based on placement on the faculty salary schedule according to his/her education and experience. Placement on the faculty salary schedule will include years served as an administrator.

D. These procedures will be reviewed by the joint Academic Senate Executive Committee and the Vice President of Instruction, SBVC, and the Vice President of Instruction CHC, no later than April 15 of each year. Changes can be proposed by joint agreement and forwarded to the Board for approval.

Also see BP/AP 7120 titled Recruitment and Hiring

References: Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

NOTE: The red ink signifies language that is suggested as good practice and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current SBCCD AP 7250 titled Management Employees approved on 5/9/13. The language in blue ink is included for consideration.
<table>
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<th>Representative group</th>
<th>COMMENT</th>
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<td>AP 7250 Educational Administrators</td>
<td>Human Resources – 10/5/15</td>
<td>Strike lines 13-36</td>
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<td>Lines 40-41 to read: -The District has established the following hiring qualifications for all educational administrator positions:</td>
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<td>Line 49 becomes C.</td>
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<td>Add line 51-52: D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.</td>
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<td>Line 244: strike – “management”</td>
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<td>Line 247: strike – “This is addressed in new” and add “See”</td>
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<td>Line 256: strike – “This is addressed in new” and add “See”</td>
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<td>Line 261: strike – “San Bernardino Community College”</td>
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<td>Line 295: strike – “This is addressed in new” and add “See”</td>
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<td>Line 320: strike – “This is addressed in new” and add “See”</td>
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<td>Strike lines 340-486 Evaluations are a separate AP/BP</td>
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<td>7340 titled Leaves)</td>
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<td>Line 516 replace note with (See BP/AP 7340 titled Leaves)</td>
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<td>Line 880: add (See AP 7381 titled Health and Welfare Benefits)</td>
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<td>Line 913 add (See AP 7381 titled Health and Welfare Benefits)</td>
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<td>Line 983 add (See AP 7381 titled Health and Welfare Benefits)</td>
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<td>Line 1020 replace note with (See BP/AP 6450 titled Wireless or Cellular Phone Use)</td>
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<td>Strike line 1108</td>
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1123
1124
BP 7150 EVALUATION

(Replaces current SBCCD BP 7251)

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified staff members.

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

Reference: WASC/ACCJC Accreditation Standard III.A.1.b

Adopted: 5/9/13
Revised: 3/12/15
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<td>Human Resources – 10/5/15</td>
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San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7150    EVALUATION
(Replaces current SBCCD AP 7251)

All management employees shall be evaluated in accordance with these procedures and BP 7150 titled Evaluation.

Frequency of Evaluation
Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

For managers within the first year of evaluation, the supervisor and employee will establish goals and objectives to be accomplished. The manager will be solely responsible for providing the first year evaluation. In the subsequent year and each year thereafter, the evaluation committee process will be instituted.

Interim Manager assignments will be evaluated during the first year and annually thereafter if the assignment is greater than one semester in length. Evaluations may be held on a more frequent basis as appropriate.

EVALUATION TIMELINE:
No later than October 30 of each calendar year the supervisor and employee will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year.

By November 30 of each year, the evaluation committee shall be formed. The committee will meet and convene and provide a written evaluation report to the immediate supervisor no later than January 30 of each calendar year.

The final evaluation report shall be provided to the evaluatee no later than March 1 of each calendar year.

Goals/Objectives
Each manager will meet with his/her supervisor at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by
mutual agreement, revise, update, or set new short- and long-range goals and objectives.

In an effort to ensure that employee evaluations are completed in a timely manner, the following process will be followed by Human Resources:

1. The immediate supervisor of the employee who is to be evaluated will receive an email directly from HR notifying the supervisor that an evaluation is due.
2. The evaluating supervisor’s manager will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to HR within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

**Evaluation Committee**

*By the first day of the 3rd month of assignment, the supervisor and employee will meet to initiate the evaluation process.*

In the case of campus-level managers, the committee shall include the immediate supervisor as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the case of the College Presidents, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA as appropriate to the campus. In each case, the President will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the case of the district-level managers, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the evaluation committee meeting.
Campus/District Survey
As appropriate to the assignment, the committee shall seek written feedback from the campus and/or district community. In obtaining this feedback, the committee shall use an evaluation form approved by the Board of Trustees. Using the approved form, the committee shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities. To assist in this task, the manager will provide the committee with a preliminary list of those with whom he/she interacts with on a regular basis. Responses on the approved form shall be signed, and the committee shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the manager at the conclusion of the evaluation procedure.

Evaluation Committee Meeting
Prior to the evaluation conference, the person being evaluated will submit to the supervisor a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The employee may submit a portfolio of representative work, or any other items he/she considers appropriate.

The supervisor and the evaluation committee will meet to consider the self-evaluation, the campus/district survey, and any additional material submitted by the manager. The committee may consider any other documents or information sources which they agree are appropriate.

Evaluation Report
The committee will produce a written evaluation report within two months following the start of the evaluation process. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and his/her supervisor.
3. An assessment of the extent to which the manager meets his/her stated goals and objectives.
4. An assessment of the management and leadership strengths of the manager.
5. The identification of any areas in which the manager can improve his/her performance or management skills.

The written report shall specify one of the following:

1. Commendation for superior performance;
2. Confirmation of satisfactory performance;

3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the manager, the immediate supervisor, and the responsible evaluators before being placed in his/her file. The manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in the District Human Resources Office. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

There will be only two copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated and the original will become a part of the official file in the Human Resources Office.

**Procedures in the Case of Unsatisfactory Performance of Responsibilities**

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the immediate supervisor (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the immediate supervisor will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervisor, but in no case later than six months after the initial findings of the evaluation committee. The re-evaluation process shall include the submission of new goals and objectives to the immediate supervisor, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

**Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration**

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract nonrenewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

Classified employee evaluations will be conducted in accordance with the Agreement between the District and the Chapter of the California School Employees' Association.
Confidential employee evaluations will be conducted every three months for the first nine months of service, then every two years thereafter.

Faculty, full and part-time, evaluations will be conducted in accordance with the Agreement between the District and Chapter of CCA/CTA/NEA.

Additional documents related to evaluation can be reviewed on the Human Resources webpage.

Also see BP/AP 2435 titled Evaluation of the Chancellor

Reference: Accreditation Standard III.A.5 (formerly III.A.1.b)

Approved: 5/9/13
Revised: 2/19/15, 5/14/15
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BP 7250

San Bernardino Community College District
Board Policy
Chapter 7 – Human Resources

BP 7250   EDUCATIONAL ADMINISTRATORS
(Replaces current SBCCD BP 7250)

NOTE: The following language in red ink is legally required.

An administrator is a person employed by the Board of Trustees in a supervisory or
management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising
the operation of or formulating policy regarding the instructional or student services
programs of the District.

An educational administrator who has not previously acquired tenure as a faculty
member in the District shall have the right to become a first year probationary faculty
member once his/her administrative assignment expires or is terminated, if the following
criteria are met:

• The administrator meets the criteria established by the District for minimum
qualifications for a faculty position, in accordance with procedures developing
jointly by the Chancellor and the Academic Senate and approved by the
Board. The Board shall rely primarily on the advice and judgment of the
Academic Senate to determine that an administrator possesses minimum
qualifications for employment as a faculty member.

• The requirements of Education Code Section 87458(c) and (d), or any
successor statute, are met with respect to prior satisfactory service and
reason for termination of the administrative assignment.

Educational administrators shall be compensated in the manner provided for by the
appointment or contract of employment. Compensation shall be set by the Board upon
recommendation by the Chancellor. Educational Administrators shall further be entitled
to health and welfare benefits made available by action of the Board upon
recommendation by the Chancellor.
Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Chancellor.

**NOTE:** To be used if the Board offers contracts for educational administrators.

Every educational administrator shall be employed by an appointment or contract of **up to four years in duration**.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

**NOTE:** The language highlighted in gray shading is unique to SBCCD.

**From current SBCCD BP 7250 titled Management Employees**

The following positions are designated management positions:

Management employees are those employees of the District who are designated as "Management" by the Board. The management positions designated by the Board are those positions set forth on the Management Salary Schedule.

Academic management employees (educational administrators) are those management employees who are employed in an academic position designated by the Board as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the colleges.

Classified management employees are those management employees who are not employed as academic management (educational administrators).

The following management positions are designated by the Board as the Executive Officers of the District: Chancellor, Vice Chancellors, College Presidents.

The Board shall fix and prescribe the duties of the management employees.
The Chancellor is responsible for establishing procedures to assure that the requirements of state laws and regulations regarding the management employees are met.

Also see BP/AP 7120 titled Recruitment and Hiring

References: Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

NOTE: The language in red ink is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current SBCCD BP 7250 titled Management Employees adopted on 7/8/10. The language in blue ink is included for consideration.

Adopted: 7/8/10
Revised: